

## **REQUEST FOR QUOTATIONS**

**28 JANUARY 2026**

**Re-Advertised REQUEST FOR QUOTATIONS  
FOR RFQ FOR TEMPORARY  
OFFICE FOR THE EASTERN REGION – UMHLANGA**

## **1. Purpose**

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- 1.1. To invite service providers to send quotations for RFQ for Temporary Office for the Eastern Region – Umhlanga

## **2. Considerations/background**

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- 2.1. The Railway Safety Regulator entered into five years leases with Delta Properties for the provision Eastern regional offices respectively commencing in 2019. The Eastern regional offices were based in central business district of Durban.
- 2.2. The Railway Safety Regulator leased long term office space approximately 470m<sup>2</sup> in Durban CBD and the agreement ended on the 30th of November 2024. While the Railway Safety Regulator issued tenders to acquire long term office accommodation for Eastern Region twice, both tenders have been nonresponsive and had to implement work from home policy for the region since December 2024. The first tenders were to acquire office in Durban north while the second tender was specifically for Umhlanga. The Railway Safety Regulator considered to move out of the Durban CBD area due to the conditions of the area delapidating and increasing security risks over the years.
- 2.3. The Railway Safety Regulator assets that were used by the Eastern region have been moved to a storage facility and eventually donated due to delay in acquiring office and the cost of storage rental.
- 2.4. Since, May 2025 the Railway Safety Regulator has been renting a short-term office in Umhlanga. The first rental was for a period of 6 months while trying to acquire new offices,

that short-term office lease was extended for 4 months, until 28 February 2026.

**2.5. The offices need to be occupied from 01 March 2026.**

**3. Scope of work / Specification**

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**Specifications are as follows: RFQ for Temporary Office for the Eastern Region – Umhlanga**

- 3.1.** Office: A fully serviced office accommodation / turnkey in Umhlanga area, Durban.
- 3.2.** The office comes fully set-up, with ready to use office, office furniture and internet
- 3.3.** Office size at approximately 90m<sup>2</sup> to 120m<sup>2</sup>
- 3.4.** Office space to accommodate 15 personnel:
  - 3.4.1.** 3 (three) individually enclosed offices and
  - 3.4.2.** 12 (twelve) personnel to be accommodated in shared office space/s
- 3.5.** 15 Office desks and chairs set up.
- 3.6.** Plus 3 visitors chairs, one chair per enclosed office
- 3.7.** 17 to 20 parking bays on site to accommodate RAILWAY SAFETY REGULATOR fleet and staff vehicles.
- 3.8.** Have the boardrooms on site – for use as and when required. (40 hours boardroom booking per month – reconciled in the subsequent month)
- 3.9.** Occupation from 01 March 2026 until 31 August 2026 ( six months period)
- 3.10.** Quote must include – once-off office set-up and partitioning, once-off office reinstatement, monthly turnkey office rental, 17 to 20 parking bays and 40 hours monthly boardroom booking.
- 3.11.** Quote must indicate the rate per square meter for office rental

#### 4. Administrative / Compliance Requirements

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

#### 5. Evaluation 80/20 Preference Point System

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- 5.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services**

with Rand value equal to or below R50 million (inclusive of all applicable tax).

5.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

5.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by black people</i></b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> </ul>

	is <b><i>at least 51% owned by black women</i></b>		<ul style="list-style-type: none"> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by youth</i></b>	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by person(s) with disabilities</i></b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> </ul>

			<ul style="list-style-type: none"> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> <li>• Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li> <li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)</li> </ul>
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**5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

## **6. Technical Enquiries**

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### **6.1. SCM Enquiries**

Mr. Fumani Mabunda

[fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)

### **6.2. Project Manager Enquiries**

Mr. Mathiba Nyama

[mathibam@rsr.org.za](mailto:mathibam@rsr.org.za)

## **7. Closing Date and Time for responses to this request for quotation**

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- 7.1. The request will be **closed on 06 February 2026 at 16h00**. Responses may be emailed to [fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)