

#### HEAD OFFICE

Hosken's House  
45 Mooi Street  
Johannesburg  
2091  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300

#### EASTERN CAPE

Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

#### FREE STATE

Motheo TVET College  
National Artisan Academy  
R657+P3, Ehrlich Park  
Bloemfontein, 9312  
Tel: (051) 430 5072  
Fax: (051) 430 5080

#### GAUTENG

112 Main Street  
9th Floor  
Marshalltown  
Johannesburg CBD  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

#### KWAZULU-NATAL

Kent House  
1 Neptune Road  
Westville  
Durban, 3629  
Tel: (031) 304 5930  
Fax: (031) 301 9313

#### LIMPOPO

89B Biccard Street  
Polokwane  
0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

#### MPUMALANGA

Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

#### NORTHERN CAPE

Montrio Corporate Park  
Monument Heights  
10 Oliver Road  
Kimberly  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

#### NORTH WEST

Sparkling Office Park  
78 Relief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

#### WESTERN CAPE

Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043

RFQ NO: 02 - 2026/27

## REQUEST FOR QUOTATIONS

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A PROPERTY SPECIALIST TO PROVIDE ADVISORY SERVICES ON REAL ESTATE MARKET AND INVESTMENT ANALYSIS FOR ACQUIRING SUITABLE OFFICE SPACES, AS WELL AS SPACE PLANNING NORMS AND STANDARDS FOR THE ETDP SETA PROVINCIAL OFFICES AND THE HEAD OFFICE SITUATED IN JOHANNESBURG

#### 1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the Education Training and Development Sector.

The ETDP SETA will host a **NON- COMPULSORY** virtual briefing session for **RFQ NO: 02 - 2026/27 – Appointment of a property specialist to provide advisory services on real estate market and investment analysis for acquiring suitable office spaces, as well as planning norms and standards for the ETDP SETA provincial offices and the Head office situated in Johannesburg on 11 June 2026 at 10h00 – 12h00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **12h00** on **04 June 2026**. Kindly note that interested service providers may submit their questions until **12 June 2026**. **No further questions will be accepted after this date**. We thank you for your cooperation.

#### 2. PURPOSE & OBJECTIVES OF THE PROJECT

ETDP SETA seeks to appoint a Property Consultant to provide advisory services to its management team on property market analysis, commercial property investments, the law pertaining to leases, sectional titles/full titles and other related property matters in order to advise on a long-term solution of securing office spaces for its, Free State, North-West, Western Cape Provincial Offices and its Head Office situated in Johannesburg.

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### 3. PROJECT SCOPE AND REQUIREMENTS

The main objective of the Property Consultant will be to:

- 3.1 Advise the ETDP SETA on commercial property market conditions, trends, prices fluctuations, purchases and leases.
- 3.2 Advise on the commercial property trends.
- 3.3 Advise on the legal/ commercial nuances pertaining to leases, sectional titles/ full titles and applicable property laws in general.
- 3.4 Advise ETDP SETA on best possible options to secure premises for its employees by proposing informed long-term and cost-effective solutions.
- 3.5 Advise the ETDP SETA on whether to rent or to buy property and the costs associated with each option as well as advantages and or / disadvantages.
  - Macro analysis: include but not limited to the following:
    - Office grade typology (analysis must recommend which building classification would be suitable for ETDP SETA).
    - Time analysis for vacant space absorption (as ETDP SETA is looking for ready built structure not constructing).
    - Space demand determinants which include employment growth in office bearing sectors, office space rental behavior in the respective metros, industry structure change in space requirement per person, etc.
    - Office space supply determinants which include built ready office space for rental and for sale.
    - Vacancy rates in the respective metros (for rental and sale) where ETDP SETA' offices are located.
    - Site and immediate environment: the analysis must point out potential office space areas that can be suitable for ETDP SETA business.
    - Neighborhood and community attributes: the analysis must indicate what commercial property type is dominant in the area. It must also indicate what public amenities are there.
    - Access and linkages: access to public transport, roads and traffic must also be analyzed within the respective metros taking into consideration the potential office areas for ETDP SETA.
- 3.6 To provide a detailed project plan and progress reports on the status of the project.
- 3.7 To complete the project and hand over a detailed close out/off report at the end of the project.
- 3.8 **Progress Reporting:** The Property Consultant will be required to attend regular onsite meetings, as agreed with ETDP SETA to discuss general progress, quality of work, problems and any other matters concerning the day-to-day running of the project.
- 3.9 To advise on office space planning standards as per RODE report, SAPOA and consultation with the Department of Public Works and /or Infrastructure requirement considering the number of the employees, as well as the core business of the ETDP SETA.
- 3.10 To advise on an effective office environment hybrid working model for the ETDP SETA.
- 3.11 To assist the ETDP SETA to draft Terms of Reference (TOR) for procurement of office space.
- 3.12 Provide advice and information on the tenant installation allowance in commercial property industry.

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- 3.13 The service provider must provide relevant qualifications and registration/membership with accredited institution (s).
- 3.14 The service provider must provide names and contact details of three referees who can provide an objective assessment of the project previously undertaken.
- 3.15 The bidder must demonstrate experience of matters relating to the project by providing proof of evidence thereof.
- 3.16 The service provider must have a minimum of five (5) years' experience on this field.
- 3.17 Project Manager must have five (5) years of experience in conducting/managing similar projects, (to provide a C.V and certified copies of relevant academic qualification(s).

***NB! The real estate market analysis to only cover the metropolitan/municipalities of which the current ETDP SETA offices are located.***

#### **4. PROFILE OF SERVICE PROVIDER**

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The Property Consultant must have the relevant knowledge, understanding and experience in National Treasury Framework for infrastructure delivery, procurement management, national building regulations & standards, municipal by laws, Construction industry development board (CIDB).

**5. COSTING MODEL (PRICING SCHEDULE)**

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED TO FACTOR NECESSARY COST ADJUSTMENTS FOR SUBSEQUENT YEARS, THEN ALL LINE ITEMS MUST BE INCLUDED IN THE ORDER AS STATED BELOW**

*NB: The service provider must submit an itemised budget proposal, clearly indicating the cost per each provincial office i.e. Free State, North-West, Western Cape and Head Office situated in Johannesburg.*

No.	Description	Hourly Rate	Total Hours needed	Costing (Excl. VAT)
1.	Desktop research, site inspection and advisory services (as per the scope of work)			
<b>Sub-Total Cost (Excl. VAT)</b>				
<b>Vat @15%</b>				
<b>All travel and accommodation cost will be managed by ETD SETA and should not be included in the quotation.</b>				
<b>Total Cost (Incl. VAT)</b>				

**NAME OF BIDDER:** \_\_\_\_\_

**POSITION/ ROLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.**

## 6. DURATION OF THE PROJECT

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The successful service provider will be required to enter a formal contract with the ETDP SETA by signing a Service Level Agreement (SLA). The contract will become effective on the date of last signature and will be initiated through a commencement meeting between the two parties.

The duration of the contract is for a period of **five (5) months** effective from **the date of last signatory on the Service Level Agreement (SLA)**:

- This timeline is inclusive of field research, data analysis, report preparation, writing, travelling and coordination.

## 7. METHOD OF SUBMISSION

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**All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A (Mandatory Requirements), Stage 2: Phase B (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)**

There must be three folders covering the following stages:

**Folder A: Stage 1:** Administrative Requirements

**Folder B: Stage 2:** Phase A: Mandatory Requirements

**Folder B: Stage 2:** Phase B: Functionality Evaluation Requirements

**Folder C: Stage 3:** Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

## 8. EVALUATION CRITERIA

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The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

**THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.**

### 8.1. STAGE 1: Administrative Compliance [Folder A]

*Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.*

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> <li>• <b>SBD 1</b> - Invitation to Bid</li> <li>• <b>SBD 4</b> - Declaration of Interest</li> </ul>	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" <b>which the SETA will use to verify the bidder's tax matters prior to the award</b>	

### 8.2. STAGE 2 – PHASE A\_MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
8.2.1. Company or Project Leader's valid registration with the following property professional bodies	<ul style="list-style-type: none"> <li>• South African Property Owners Association (<b>SAPOA</b>);</li> <li>• South African Institute of Valuers (<b>SAIV</b>) or</li> <li>• South African Council for Property Valuers Profession (<b>SACPVP</b>)</li> </ul>
8.2.2. Company profile	<ul style="list-style-type: none"> <li>• The bidder must demonstrate experience of matters relating to the project by providing proof of evidence thereof and must have <b>five (5) years'</b> experience in the field.</li> </ul>

**NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.**

### 8.3. STAGE 2 - PHASE B\_FUNCTIONALITY [Folder B]

- a. The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- b. Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5** and **6**.

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The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	<p><b>Bidder Experience: (25)</b></p> <p><b>Relevant references</b> rendering property expert services or related work in an organization.</p> <p>Submit contactable reference letters on the letterhead of the referee and it must be signed by the referee.</p> <p><b>*[Each reference must clearly indicate.</b></p> <ul style="list-style-type: none"> <li>• <i>the name of the bidder and the project</i></li> <li>• <i>objectives of the project (nature of the project)</i></li> <li>• <i>duration of the project</i></li> <li>• <i>recommendation and contact details of the referee as well as proof of completed project(s) and</i></li> <li>• <i>must be signed the referee.</i></li> </ul> <p><b>NB: If any of the above information is omitted, the bidder will not be allocated points.</b></p>	<ul style="list-style-type: none"> <li>• Must have successfully completed 3 or more similar projects</li> <li>• Submit 3 reference letters</li> </ul>	<p><b>20</b></p> <p><b>5</b></p>
2.	<p><b>Qualifications and work experience</b> (<i>The property consultant must provide a detailed CV and copies of qualifications</i>). <b>50</b></p> <p><b>2.1</b> Relevant qualifications of the Property Consultant appointed to assist/ advise the ETDP SETA on property matters. <b>(25)</b></p> <p><b>2.2.</b> Relevant experience of Property Consultant. <b>(25)</b></p> <p><b>NB: Experience of the property consultant must be relevant to the project.</b></p>	<p>i. Masters (NQF 9) in property management, facilities management, real estate, property law.</p> <p>ii. Honours/postgraduate (NQF 8) in property management, facilities management, real estate, property law.</p> <ul style="list-style-type: none"> <li>• Five (5) years and above</li> <li>• Less than 5 years</li> </ul>	<p><b>25</b></p> <p><b>15</b></p> <p><b>10</b> <b>0</b></p>
3.	<p><b>Detailed and comprehensive service delivery plan: 25</b></p> <p>To provide a plan and work methodology to cover the requirements as per the scope of work on paragraph 3 above with timelines.</p>	<ul style="list-style-type: none"> <li>• <i>All aspects as per the scope of work covered</i></li> </ul>	<b>25</b>
<b>TOTAL</b>			<b>100</b>

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Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

**8.4. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]**

**PRICING SCHEDULE DOCUMENTS**

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022  
*- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals*

**80/20** preference point system shall be applicable as follows:

✓	Price	<b>80</b>
✓	Allocation of specific goals	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

## 10. DISCLAIMER

### ***Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer***

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
  - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*

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2. *Therefore:*

*Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.*

3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*

4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: [www.etdpseta.org.za](http://www.etdpseta.org.za) "ETDP SETA PAIA Manual and POPIA Manual".*

### 11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za) , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **04 June 2026**.

All Proposals **must be Sent via email** to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **26 June 2026**.

**No late submission will be accepted!**

### 12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **26 June 2026**.

### 13. CONTACT PERSON

**NO** telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.**