



AGRICULTURAL RESEARCH COUNCIL

REQUESTS TO TENDER FOR:

RFI NO: ARC/01/01/2026

**REFURBISHMENT OF OFFICE BUILDING AT AGRICULTURAL RESEARCH COUNCIL-
ONDERSTEPSPOORT VETERINARY RESEARCH (OVR)-TAD**

Closing Date: 30 July 2026

TIME: 11:00 am

Bidder's Name:.....

CSD number:

COMPANY NAME	SUPPLIER REGISTRATION NUMBER	UNIQUE REGISTRATION NUMBER	
			Main Contractor
			Sub- contractor / Joint Venture 1
			Sub-Contractor / Joint Venture 2

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS



1. OVERVIEW

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa, which operates within the National System of Innovation. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture, Forestry and Fisheries.

The Agricultural Research Council (ARC) intends to refurbish selected office facilities to improve functionality, safety, accessibility, operational efficiency, and the overall working environment. Before issuing a formal Request for Proposal (RFP) or Invitation to Tender, ARC is conducting a Request for Information (RFI) to obtain information from experienced contractors, construction firms, and industry specialists regarding suitable refurbishment methodologies, market capabilities, project execution strategies, innovative technologies, indicative project timelines, and budget considerations.

This RFI is intended solely for information gathering and market analysis. It does not constitute a commitment by ARC to procure goods or services, nor does it create any contractual obligation between ARC and respondents.

1.1 RFI DOCUMENT RELATED QUERIES : PROCUREMENT DEPARTMENT

Any Technical and documentation-related enquiries arising from this request must be forwarded to :

	Ms Barbara Kutumela ARC Supply Chain Management E-mail: KutumelaB@arc.agric.za
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RFI number	ARC/01/01/2026	
Date issued	17 July 2026	
RFI closing date	Date: 30 July 2026 RFI Submission must be deposited into the Tender Box located at 100 Old Soutpan Road, Onderstepoort, 0110 Time: 11h00	
Compulsory Physical Information Session	Date: 21 July 2026 at 10:00am A physical compulsory information session will be facilitated at the ARC TAD Campus: 100 Old Soutpan Road, ARC-Transboundary Animal Diseases (ARC-TAD)	

Bidder Name		
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Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.2 PROCUREMENT STRATEGY

The ARC reserves the right to award or not to award this bid, to split the tender, accept any tender or any part of a tender, and any decision by the ARC regarding the award of the tender shall be final. Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.

1.3 PHYSICAL COMPULSORY INFORMATION SESSION:

A physical compulsory Information Session will be facilitated at the ARC TAD Campus: 100 Old Soutpan Road, ARC-Transboundary Animal Diseases (ARC-TAD) **on the 21st of July 2026 at 10h00am**. The physical information session will cover the discussion of the RFI document, and the site visits will be held for service providers to assess and provide information based on the inspection of the site. Bidders will be required to complete their information in the register provided at the information session to confirm their attendance. Attendance 15 minutes after the information session has commenced will not be allowed.

NOTE:

- Participants are requested to ensure that the person who would be authorised to complete the bid documents also attends the Information session;
- It is the responsibility of the bidder to attend the compulsory information session and/or site briefing. It is furthermore upon the bidder to attend the briefing session at the specific time indicated by the Institution. The ARC shall not be held responsible for late attendance at such briefings, nor for any lack of proper completion of tender documents.

1.4 CLOSING DATE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:

The closing date and time for receipt of tender is on **30 July 2026 at 11:00 am**.

NOTE: *No email or fax delivery of documents will be accepted.*

2. PURPOSE OF THE RFI

The purpose of this Request for Information is:

To assess the current market capability for office refurbishment projects.

Obtain information on the industry's best practices and innovative construction methods.

Gather indicative cost drivers and implementation approaches.

Identify potential project risks and mitigation measures.

Understand contractor capacity, technical expertise, and resources availability.
Obtain recommendations for project sequences to minimize operational disruptions.
Inform the preparation of the final technical specifications and procurement strategy.

3. PROJECT OVERVIEW

The proposed refurbishment will include office renovations and laboratories within an occupied office building at TAD. The work is expected to be executed in phases while maintaining business continuity.

4. PRELIMINARY SCOPE OF WORK

The contractor will be responsible for all construction-related activities necessary to complete the office refurbishment. The detailed scope will be contained in the final Bill of Quantities (BoQ). The anticipated work includes, but is not limited to, the following:

4.1 Building works

Dry wall construction and partitioning
Floor finishes, including tiling and other flooring systems
Ceiling installation and replacement including installation of specialized lighting.
Internal Painting and Surface Preparation.
Joinery works, including kitchens, cupboards, storage units and built-in furniture

4.2 Mechanical and Electrical works

Electrical installations and associated services
Plumbing installations and modifications
Heating, Ventilation and remedial mechanical works
Fire detection and fire protection services

4.3 Associated construction activities

Site establishment
Protection of existing infrastructure
Demolition and removal of redundant materials
Testing and commissioning
Final cleaning and handover

5. LEGAL, ENVIRONMENTAL, HEALTH AND SAFETY REQUIREMENTS

Respondents should provide information on their approach to legal compliance and construction health and safety management. The successful contractor will be expected to comply with all applicable legislation, including but not limited to:

- 5.1** Occupational Health and Safety Act, No. 85 of 1993
- 5.2** Construction Regulations, 2014 (as amended)
- 5.3** National Environmental Management Act
- 5.4** National Environmental Management: Waste Act, No. 59 of 2008
- 5.5** SANS Building Standards
- 5.6** Applicable Municipal By-laws
- 5.7** Electrical Installation Regulations
- 5.8** Safety Regulations

Respondents are requested to provide information regarding:

5.9 Health Occupational Health and Safety Act, No. 85 of 1993

5.10 Environmental Management Plans

5.11 Construction Risk Management Procedures

5.12 Waste Management Processes

5.13 Quality Assurance Procedures

5.14 Reporting Systems

5.15 Contractor Competency Requirements

6. ENVIRONMENTAL MANAGEMENT

Respondents should indicate how they intend to manage:

6.1 Construction waste

6.2 Recycling opportunities

6.3 Disposal of rubble

6.4 Dust Suppression

6.5 Noise Control

6.6 Water Conservation

6.7 Environmental Protection measures

6.8 Disposal certificates for all waste removed from site

6.9 All waste shall be removed and disposed of at licensed disposal facilities in accordance with applicable environmental legislation.

7. INFORMATION REQUESTED FROM RESPONDENTS:

ARC requests respondents to provide information on the following

7.1 Company profile including company information and years in operation

7.2 Company registration details

7.3 Central Supplier Database (CSD) Report

7.4 CIDB Grading : Respondents are required to demonstrate that they possess the necessary construction industry Development Board (CIDB) grading to undertake the proposed office refurbishment project. The minimum required CIDB contractor grading designation is **CIDB Grade 6GB or higher in the General Building (GB) class of works.** Respondents must submit a valid CIDB registration certificate or provide proof of their current CIDB grading status. Joint ventures or consortiums must comply with the CIDB requirements applicable to joint venture arrangements and provide the relevant supporting documentation. Failure to meet the minimum CIDB grading requirement of 6GB or higher will result in the respondents not being considered for future procurement opportunities arising from this Request for Information.

7.5 Professional registrations

7.6 Relevant Certification

8. DISCLAIMER

This request for information is issued solely for market research purposes. It is not a solicitation, tender, or request for proposals and does not constitute an offer to contract. Participation in this RFI will not automatically qualify any respondent for future procurement opportunities. ARC reserves the right to amend, cancel, or withdraw this RFI at any time without incurring any liability.

9. ARC LIABILITY

The ARC does not bind itself to accept the proposal, nor to assign any reason for the rejection of a tender proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective provider in the preparation and delivery of its submission.

10. CONTENTS OF THE SUBMISSION

Respondents are requested to structure their submissions to include all relevant information about the Bidder, which is thought appropriate to assist the ARC to assess its capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.

- 10.1** Executive Summary
- 10.2** Company Information
- 10.3** Relevant Experience
- 10.4** Technical Capability
- 10.5** Proposed Methodology
- 10.6** Program
- 10.7** Health and Safety
- 10.8** Environmental Management
- 10.9** Risks and mitigation
- 10.10** Budget Considerations
- 10.11** Additional Recommendations