Mining Qualifications Authority
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TERMS OF REFERENCE TO SOURCE A SERVICE PROVIDER FOR PROJECT MANAGEMENT AND TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT SERVICES AT THE MINING QUALIFICATIONS AUTHORITY, 07 ANERLEY ROAD PARKTOWN

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

2. PURPOSE OF THE REQUEST FOR PROPOSALS

2.1 PURPOSE:

To request the engagement of a qualified service provider for space planning and renovation services for the MQA office blocks, aimed at optimizing workspace functionality, flow of natural light, improving aesthetics, and aligning with organizational growth and operational needs.

2.2 OBJECTIVES:

The main objective of this RFP is to obtain proposals from suitably qualified and experienced service providers with demonstrable capacity to provide a turnkey solution incorporating space planning, advisory, professional design, project management, refurbishment/construction works, furniture and related services, in accordance with all applicable South African legislation, standards and professional requirements.

The service provider should meet the ethical principles applicable in the built environment industry.

3. SCOPE AND DEFINITION OF WORK

The service provider must provide project management for turnkey solution for space planning, advisory, design, refurbishment of Block C, D & B of the Mining Qualifications Authority building situated at 7 Anerley Road, Parktown, Johannesburg. Block C is envisaged as the first block to be refurbished, followed by Blocks D and B, subject to the approved implementation programme, budget and applicable approvals.

The procurement and delivery model shall clearly define and allocate responsibility for all aspects of the project, including, but not limited to:

- Space planning and workplace requirements assessment;
- Professional architectural, engineering and other specialist design services;
- Preparation of designs, specifications, drawings, schedules and cost estimates;
- Project and construction management;
- Refurbishment and construction works;
- Procurement and management of subcontractors and specialist contractors;
- Statutory and regulatory approvals, permits and inspections;
- Occupational health and safety compliance;
- Quality assurance and quality control;
- Coordination of all professional teams, contractors and other stakeholders;
- Testing, commissioning and rectification of defects;
- Provision of as-built drawings, operation and maintenance manuals and other close-out documentation; and
- Practical completion, final completion and formal handover of the refurbished facilities.

The Service Provider shall assume overall responsibility for coordinating and integrating the professional services, construction/refurbishment activities and associated deliverables to ensure that the project is delivered fit for purpose, within the approved scope, budget and programme, and in

compliance with all applicable South African legislation, regulations, standards and municipal requirements.

3.1 Specific services

The Service Provider shall provide the professional and technical services required to implement the approved refurbishment and space-planning designs, including, but not limited to:

A. Space planning and Interior design;
B. Dry wall partitioning & Glass partitioning;
C. Ceiling grid and Bulkhead works;
D. Lighting and installation;
E. Electrical works including the provision and relocation of plug points in accordance with the approved layouts;
F. HVAC adjustment required to accommodate the approved space layout;
G. Supply, installation and assembly of new Built in furniture, including the reconfiguration and re-use of existing furniture where applicable
H. Installation and fittings of all relevant equipment and; associated services;
I. Coordination and management of professional consultants, contractors and subcontractors;
J. Monitoring and coordination of refurbishment activities to ensure alignment with the approved designs, specifications, quality standards, programme and budget;
K. Any other ancillary or specialist services reasonably required to complete the refurbishment and achieve a fully functional and fit-for-purpose facility.

3.2 Project Implementation Methodology:

The prospective Service Provider shall demonstrate its proposed approach to the implementation of the project and shall, as part of its submission, provide:

3.2.1 A detailed project implementation methodology setting out the proposed approach, activities, responsibilities and deliverables;

3.2.2 A detailed project programme identifying key activities, milestones, dependencies and anticipated completion dates;

The proposed project governance and reporting arrangements, including mechanisms for managing risks, costs, quality, variations and stakeholder requirements; and Proposed space-planning and design solutions for offices, boardrooms and other relevant areas, taking into account the MQA's operational and functional requirements.

3.3 Project Management and Compliance

The appointed Service Provider shall manage and coordinate the implementation of the project and shall ensure that

3.3.1 All refurbishment activities are undertaken in accordance with the approved designs, specifications, programme and applicable contractual requirements;

3.3.2 The works comply with applicable legislation, regulations, municipal by-laws, building requirements, relevant South African National Standards (SANS) and other applicable statutory requirements;

3.4 Occupational health and safety requirements are identified, implemented and monitored throughout the project, including the requirements applicable to contractors and subcontractors

3.5 Physical security requirements are appropriately considered and incorporated into the design and implementation of the refurbishment

3.6 **SPACE PLANNING, DESIGN & REFURBISHMENT:**

Design the layout of required offices, boardrooms and produce a final plan for approval by the MQA. The design must include offices and the provision for at least the following areas:

3.6.1 Block C: Ground floor: 485 sqm & first floor: 485 - Total 970sqm

a) 16 Seater boardroom each floor
b) 3 People shared offices – QTY 3
c) 4 senior manager offices per floor
d) I.T. sever room
e) I.T. office
f) Storeroom per floor
g) Kitchenette per floor
h) Cleaners change room
i) 64 Seater open plan
j) Printing area per floor
k) Collaboration area
l) Private phone booth per floor
m) Mommy room

3.6.2 Block D: Ground floor: Total 485sqm

a) 13 senior managers offices
b) 10 Seater meeting room
c) Open plan – 36

d) Filling space
e) Printing station
f) Sick bay
g) Storeroom

3.6.3 Block D Executive: First floor: Total 485sqm

a) Reception area
b) CEO office with P.A
c) Executive offices with PA.'s - 4
d) 30 Seater boardroom
e) 3 Senior managers offices
f) Printing station
g) Storeroom

3.6.4 Block B: Walls painting only, to match look and feel of newly renovated Block C & D

a) Wall to be painted = 2025sqm
b) Doors: 26
c) Supply and installation block out office blinds - Size: 1600 x 1900mm - QTY: 75

3.7 **Additional factors to be considered**:

a) All floors must be covered with carpet except common areas such as kitchens, ablution, reception areas which must be tiled.
b) All glazing to have vinyl sandblasting – design to approved by MQA project team
c) Building must be fitted with energy-saving lights
d) All electrical appliances and materials must be SABS approved.
e) All plumbing and carpentry, glazing or any other materials or equipment should be SABS approved.
f) Tiling where required must be done with porcelain tiles.
g) Installation of safety signs as per new layouts as required by regulations.
h) Provide all built in furniture where required.
i) Install all relevant signage including but not limited to Occupational Health and Safety etc. Compliance with Occupational Health and Safety (OHS).

4. DELIVERABLES

The following outputs have been identified as deliverables at the conclusion of the project:

4.1 Fully fitted offices as per approved layouts for Block C & D
4.2 Completed high-quality refurbishment all service and shop fitting;
4.3 Sourced, coordinated and installed the required furniture items, fittings, equipment as per the approved design.

4.4 Completed interior furnishing;
4.5 All building certifications provided for professional works and services.
4.6 A file with all revised floor plans on all additions or alterations made.

4.7 The new office environment should improve the MQA's corporate image. In collaboration with the MQA project management team, the service provider will be required to solicit the buy-in and approval for the office and interior design from the MQA's project management team to ensure sustained success of the project.

5. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

The suitable bidder must have the required experience in implementing Turnkey Solutions which include office interior design, Office fitment and furniture installation. To evaluate experience,

5.1 Company Experience

Bidders must provide MQA with reference letters from different clients in implementation of turnkey solutions which include office interior design, Office fitment, furniture installation.

5.2 Capacity and expertise

Bidders must provide a CV of a qualified and experienced professional with experience in implementation of turnkey office interior design,

6. Duration of the contract

6.1 The successful bidder will be appointed to render the requisite service for a maximum period of six (06) months.
6.2 Work will start upon signing the service provider contract and all other necessary legal documentations.

7. INTEGRITY AND CONFLICT OF INTEREST

7.1 The service provider shall always exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.

7.2 The successful service provider is required to conduct the assignment and compile the required reports and or information with the utmost integrity and honesty, and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

8. PROJECT MANAGEMENT

The service provider appointed shall be given instructions by or shall report to the Facilities Manager.

9. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

a. A short profile of the bidder describing in detail the proposed solution. Project methodology
b. All the documents required as per the evaluation criteria.
c. Details of the cost/fee breakdown for the services to be rendered.

10. PROJECT PLAN

Based on the information provided in this document, the successful bidder is to submit a project execution plan with deliverables and timelines that the prospective service provider deems suitable for the delivery of the proposed project. The MQA will consider and approve of the project plan before commencement of the project.

11. PROJECT PRICING

11.1 The amount quoted must be denominated in South African Rand, and should include VAT.
11.2 The quoted price should be as per the scope of work.
11.3 The MQA may subject the award of the proposal to price negotiation with the preferred service provider. This will, however, be exercised subject to the following principles.
  11.3.1 Negotiation may not allow any preferred service provider a second or unfair opportunity.
  11.3.2 Is not detrimental to any other prominent service provider; and
  11.3.3 Does not lead to a higher price than the proposal as submitted.

11.2 Pricing schedule – Pricing should be done on bidders letterhead

PRICING SCHEDULE	
Description	QTY
Part 1	
Full quotation break down of block C and D revamp As per bidders design	
Part 2	
Block B internal walls painting	2025sqm
Internal doors painting	26
Block out roller blinds - Size: 1600 x 1900mm	75

12. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in four (4) phases.

The first phase will be compliance, the second phase will be mandatory requirements, the third phase will be functionality, and the fourth phase will be pricing and specific goals in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

12.1 PHASE ONE (1): COMPLIANCE

RETURNABLE DOCUMENTS TO BE SUBMITTED

12.1.1 Proof of registration on Central Supplier Database System (CSD)
12.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
12.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
12.1.4 SBD 1: Invitation to Bid fully completed and appropriately signed;
12.1.5 SBD 3.3: Pricing Schedule fully completed and appropriately signed;
12.1.6 SBD 4: Declaration of Interests Form fully completed and appropriately signed;
12.1.7 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affects the substance of the bid or give a bidder unfair advantage to the other bidders.

12.2 PHASE TWO (2) MANDATORY REQUIREMENTS

12.2.1 CIDB Grading:
CIDB Grade = 5GB. The prospective bidder must submit the certificate of CIDB specifying the bidder's name.

12.2.2 The Company Project Manager and the Architect must both be registered with the South African Council for the Architectural Profession (SACAP).

12.2.3 Bidders must attend a compulsory briefing and site visit session that will be held on 2 December 2026 at 10:00 am, MQA Head Office, No. 7 Anerley Road, Parktown. Failure to attend your proposal will not be considered.

12.3 PHASE THREE (3) FUNCTIONALITY

The proposal will be evaluated on a five-point scale as follows:

0 = Required documents not submitted.
1 = Poor, does not meet criteria.
2 = Fair, less than acceptable. Not sufficient for performance requirements.
3 = Satisfactory, adequate for the performance requirements.
4 = Very good, above-average compliance to the requirement.
5 = Excellent, exceptional mastery of the requirement

KPA	ELEMENT	WEIGHT	Scoring Matrix
KPA	**FUNCTIONAL**	**100**	
1. Company Experience in Similar Projects	The bidder must demonstrate experience in space planning, interior design, office refurbishment, interior upgrades, renovation or	**20**	No reference letter submitted zero (0) points. One (1) relevant reference letter submitted = 1 point.

	similar turnkey refurbishment projects of a comparable nature and complexity to the services required by the MQA. The bidder must submit reference letters for completed projects. Definition of Relevant Reference For purposes of this criterion, a relevant reference means a completed project involving Space planning, Interior design, Office refurbishment, interior upgrades, renovation or a similar turnkey refurbishment service of a comparable nature and complexity to the services required by the MQA. Each reference letter must indicate, at a minimum, the entity/client name, contact person's name and telephone number, date/period of service, description of the service, duration of the project and contract value		Two (2) relevant reference letters submitted = 2 points. Three (3) relevant reference letters submitted = 3 points. Four (4) relevant reference letters submitted = 4 points. Five (5) or more relevant reference letters submitted = 5 points.

2.Project Resource qualifications	**<u>Qualifications of proposed team</u>:** CVs of the proposed project team must be included in the bid proposal and must indicate relevant qualifications, skills, and experience. Minimum Key Personnel: ● One (1) Professional Project Manager, ● One (1) Professional Architect, and ● One (1) Professional Interior Designer. ● One (1) Professional Quantity Surveyor All professionals must have a **degree (NQF Level 7)** or equivalent qualification. Where professional registration is required by law or applicable professional standards, the proposed professional must be appropriately	**15**	No qualifications submitted, or the proposed team does not meet the minimum qualification and professional registration requirements = 0. Two (2) of the four (4) proposed professionals have a relevant NQF Level 7 qualification or equivalent=01 Three (3) of the four (4) proposed professionals have a relevant NQF Level 7 qualification or equivalent=02 All of the four (4) proposed professionals have a relevant NQF Level 7 qualification or equivalent=03 All of the four (4) proposed professionals have a relevant NQF Level 7 and additional certification in the field of practice = 04 At least Two (2) of the four (4) proposed professionals have a relevant NQF Level 8 qualification or higher= 05

	registered with the relevant professional body.		
3. Project resource Experience	Evaluating the depth of relevant experience within the key personnel team. All the four proposed professional (**As mentioned in 2 above**) must have at least seven (7) years relevant experience in (Building or construction environment)	15	No professionals presented have similar past project experience. 0 points All the four (4) proposed professionals have relevant project experience with 5 years' experience - 1 points All the four (4) proposed professionals have relevant project experience with 6 years' experience - 2 points All the four (4) proposed professionals have relevant project experience with 7 years' experience - 3 points All the four (4) proposed professionals have relevant project experience with 7 years' experience and at least one (1) is registered with a professional body- 4 points All the four (4) proposed professionals have relevant project experience of over 7 years' and at least one (1) is registered with a professional body- 5 points

4. Alignment of the Proposed Space Planning Design with MQA Requirements and Applicable Standards.	The bidder must submit a scaled space planning layout that clearly identifies the proposed allocation and demarcation of spaces. The proposed design will be evaluated against the following measurable elements: **1. Scope alignment** – extent to which the proposed layout addresses the spaces and requirements specified in the TOR; **2. Space allocation** – extent to which the proposed layout accommodates the required number of staff and specified functional areas; **3. Regulatory compliance** – evidence that the proposed layout considers applicable building regulations,	**15**	No proposed space planning layout submitted. = 0 point Layout submitted but addresses only one (1) of the five evaluation elements and does not provide sufficient information for assessment. = 1 point Layout addresses two (2) of the five evaluation elements, but significant information or required space allocations are omitted. = 2 points Layout addresses three (3) of the five evaluation elements, including the required staff accommodation, and provides sufficient information for assessment. = 3 points Layout addresses four (4) of the five evaluation elements, including scope alignment, staff accommodation and applicable standards, and provides a complete scaled and labelled layout. = 4 points Layout addresses all five (5) evaluation elements, including the required scope, staff accommodation, applicable

	standards and requirements; **4. Space utilisation** – effectiveness of the proposed allocation and utilisation of the available floor area; and **5.Drawing quality and completeness** – submission of a scaled, dimensioned and clearly labelled layout showing the required space demarcations.		standards, efficient space utilisation and a complete scaled, dimensioned and clearly labelled layout. = 5
5.Proposed Project Plan	Provide a proposed project plan demonstrating the bidder's approach to project execution, including tasks, deliverables, timeframes, resource allocation, milestones, dependencies and a project-specific risk register with proposed mitigation measures **Note: The tasks in the project plan must be aligned but not limited to the scope of work and deliverables.** **The timeframe for the completion of the work must not exceed six (06) months after the project kick off meeting or**	10	Project plan submitted but does not adequately address the Terms of Reference and includes fewer than three (3) of the required elements: tasks, deliverables, timeframes, resource allocation, milestones, dependencies and risk management. = 1 point Project plan addresses at least three (3) of the required elements but does not provide a sufficiently detailed or coherent implementation approach. = 2 points Project plan addresses at least five (5) of the required elements, including tasks, deliverables, timeframes and resource allocation, and is aligned with the Terms of Reference. = 3 points

	signing of all legal documents.		Project plan addresses all seven (7) required elements—tasks, deliverables, timeframes, resource allocation, milestones, dependencies and risk management—and provides a clear implementation programme aligned with the Terms of Reference. = 4 points Project plan addresses all seven (7) required elements in sufficient detail, demonstrates clear sequencing and dependencies between activities, provides measurable milestones and deliverables, identifies project-specific risks with appropriate mitigation measures, and demonstrates that the project can be completed within the required six (06) months. = 5 points
6.Project Methodology	Content and Methodology in the technical approach to executing the project, Including the approach to • Project management, Space planning • and • Design, • Refurbishment coordination, • Stakeholder engagement, • Quality control and • Project close-out.	15	Methodology submitted but addresses fewer than three (3) of the key components of the project, and does not adequately demonstrate how the scope of work will be delivered. = 1 point Methodology addresses at least three (3) key components of the project but provides limited detail on the approach, activities, responsibilities and deliverables. = 2 points Methodology addresses all key components of the scope of work, provides a clear technical approach and demonstrates

			alignment with the Terms of Reference. = 3 points Methodology addresses all key components of the scope of work in detail and provides a coherent and practical approach, including project management, design, refurbishment coordination, quality control, stakeholder engagement and project close-out. = 4 points Methodology comprehensively addresses the entire scope of work, provides a detailed, coherent and practical technical approach, clearly defines activities, responsibilities and deliverables, demonstrates effective management of risks and quality, and includes appropriate value-adding or innovative approaches that support successful project delivery. = 5 points

Note: All service providers who will score less than 70 out of 90 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.

Bidders who qualify on the functional criteria will be invited for a presentation on the design proposal presentation.

12.4 PRESENTATION:

KPA	ELEMENT PRESENTATION / FUNCTIONAL CRITERIA	WEIGHT	SCORING MATRIX
Presentation	Presentation to the MQA Project team.	**10**	Bidder does not attend the scheduled presentation and/or does not provide the

	Bidders are to prepare a 30mins presentation unpacking their • Space usage functionality • Design rational • Project execution plan		required presentation. = 0 points Presentation demonstrates limited understanding of the project and does not adequately address the scope, proposed solution or implementation approach. = 1 point Presentation demonstrates a basic understanding of the project but provides insufficient detail on the proposed solution, methodology, project plan or key deliverables. = 2 points Presentation adequately demonstrates the bidder's understanding of the project and clearly addresses the proposed solution, methodology, project plan and key deliverables. = 3 points Presentation demonstrates a very good understanding of the project and provides a coherent, practical and well-structured solution, including implementation,

			resources, risks and mitigation measures. = 4 points Presentation demonstrates an excellent and comprehensive understanding of the project and presents a well-integrated, practical and innovative solution that is clearly aligned with the TOR, including the proposed design, methodology, implementation programme, resources, deliverables and risk mitigation measures. = 5 points
Total		**100**	

Note: All service providers who will score less than 80 out of 100 points for functionality and presentation will not be considered further and will be regarded as having submitted a non-responsive proposal.

Bidders who qualify on the functional criteria and presentation on the design proposal will be evaluated further on pricing and specific goals.

12.5 PHASE FOUR (4): PRICING AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	**80/20**	**Documents for verification**
GOAL 1 – B-BBEE Status Level of Contributor Maximum Points	**15**	
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/ Disable/Rural Area Maximum Points	**5**	**Documents for verification**
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

5. TERMS AND CONDITIONS OF THE BID

13.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
13.2 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.
13.3 MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
13.4 Payment will only be made for acceptable work completed and timeously delivered.
13.5 The MQA may undertake due diligence to qualifying service provider to ascertain functionality.
13.6 Mining Qualifications Authority reserves the right not to award the bid to service providers.
13.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

14.Enquiries

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