



INVITATION TO QUOTE

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

Quote number	Quote description	Price and BBBEE	Closing date	Mandatory requirements
RFQ MUT 51/2025 R	Appointment of a suitably qualified & experienced Architectural Firm, to Provide Architectural Services for the Repurposing of the Archive spaces in Mangosuthu University of Technology.	80/20	3 rd July 2025 @ 12h00	<ul style="list-style-type: none">• Valid Tax certificate or pin• CIPC Certificate• Valid COIDA• 50% of Company directors/owners must be professionally registered with SACAP as Professional Architects or Professional Senior Architectural Technologists (Attach SACAP Professional Registration for each director/owner)

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE). For enquires please contact Nomonde Mhlungu, email mhlungunb@mut.ac.za, tel. on 031 907 7500.

Quotation documents are to be downloaded via MUT website and must be sent to the above email address mhlungunb@mut.ac.za from Procurement, Umlazi Campus. No facsimile, late or bids will be accepted. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any quotation. If you are not contacted within 90 working days after the closing date of the quotation, consider your quotation unsuccessful.

OFFICIAL REQUEST FOR QUOTATION (RFQ)

INSTRUCTIONS: The supplier information must be completed in full, and this document must be signed by authorized personnel. Supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

Business Unit: Infrastructure Department	RFQ number: RFQ MUT 51/2025 R
RFQ Description:	Appointment of a suitably qualified & experienced Architectural Firm, to Provide Architectural Services for the Repurposing of the Archive spaces in Mangosuthu University of Technology.
Requester: Ms. Zukiswa Mtulu Technical Enquires: 031 819 9593 or E-mail: Mtulu.zukiswa@mut.ac.za	Buyer: Ms. Mhlungu Nomonde
Request date: 27/06/2025	Contact no: 031 907 7500 E-mail: mhlungunb@mut.ac.za
Compulsory Briefing/Information session	N/A
Closing date and Time: 03rd July 2025 @ 12h00	Delivery Address: Send via e-mail: mhlungunb@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be emailed to the delivery address above. Clarification questions to be directed to the buyer on the above email address.	

BIDDER/SUPPLIER INFORMATION

Company name:	
Address:	
Contact Number:	
Name & Surname of Authorized person:	
Email:	
Company Registration number	

RFQ FORM

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Mangosuthu University of Technology on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by Mangosuthu University of Technology during the validity period indicated and calculated from the closing time of the RFQ.
3. if I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, Mangosuthu University of Technology may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and Mangosuthu University of Technology and I/we will then pay to Mangosuthu University of Technology any additional expense incurred by Mangosuthu University of Technology having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, Mangosuthu University of Technology shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss Mangosuthu University of Technology may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and

that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

- 7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us because of such action.
- 9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.

10. -----

Are you duly authorized to sign for this RFQ? *YES / NO

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?
 *YES / NO

DECLARATION	
I,	the undersigned (full names)
.....	
Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.	

Name & Surname of Authorised person/ Representative	Date:
Signature of a Bidder's Representative	

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	RFQ number: RFQ MUT 51/2025 R
Closing Time : 12h00	Closing date: 3rd July 2025

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

1. Pricing Schedule

Refer to **Section 5** for Pricing Schedule (To Be Completed by the bidder)
The offered total of the prices inclusive of VAT is:

(In Words)

.....
.....

(In Figures) R.....

2. Background

Mangosuthu University of Technology aims to enhance the current Archive Room by transforming it into a secure, climate-controlled, and accessible space for storing and preserving historical records. This project includes upgrading existing areas to incorporate the latest archiving technologies, as well as refurbishing both the strong room and the Archive Room.

Currently, the space does not meet the necessary storage requirements and functionality, nor does it comply with the latest building standards concerning ventilation.

3. Scope of Service

The scope of services is the design of the Room layout for the required functionality of a strong room and archive space . The design requirements should include but not limited to the following :

1. Room layout design to accommodate:
 - Secure storage for sensitive documents and materials
 - Climate-controlled environment (temperature, humidity, and air quality)
 - Fire suppression system
 - Access control and surveillance systems
 - Shelving and storage solutions for archival materials
 - Workstations for archival staff (if applicable)
2. Development of detailed specifications for:

- Materials and finishes
 - Lighting and electrical systems
 - Security systems (CCTV, access control, alarms)
 - Climate control and fire suppression systems
 - Acoustic treatment (if necessary)
3. Compliance with relevant building codes, regulations, and industry standards
 4. Space planning to optimize storage capacity, accessibility, and workflow efficiency

and the provision of Architectural services from Stage 1 (Inception) to Stage 6 (Close Out) in accordance with SACAP 2023 (South African Council for The Architectural Profession) standards and expected deliverables per stage.

Deliverables for a typical project as described below but not limited to:

STAGE 1: INCEPTION

- Refer to page 14 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees in Terms of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

STAGE 2: CONCEPT & VIABILITY

- Refer to page 14 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees in Terms Of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

STAGE 3: DESIGN DEVELOPMENT

- Refer to page 14 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees in Terms of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

STAGE 4: DOCUMENTATION & PROCUREMENT (STAGE 4.1 & 4.2)

- Refer to page 14 - 15 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees In Terms Of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

STAGE 5: CONSTRUCTION DOCUMENTATION AND MANAGEMENT

- Refer to page 15 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees in Terms of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

STAGE 6: PROJECT CLOSE-OUT

- Refer to page 15 - 16 of 27 – South African Council for The Architectural Profession, Guideline for Professional Fees in Terms of Section 34(2) The Architectural Profession Act 2000 (44 Of 2000) Government Gazette, 4 October 2024

Stages 1, 2, 3, 4, 5, & 6: Deliverables and Cost Schedule as Per SACAP 2024 Guideline Tariff of Professional Fees (No. 51352 Government Gazette, 11 October 2024). Professional Fees are to be Calculated on A Time - Basis, for the space equaling 70m²

NB: Annexure A is the Table that shows which Method to use for fee calculations. The distribution of hours per stage will be determined after the appointment.

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT IN RSA CURRENCY (RANDS)
1	STAGE 1: Inception	Hours	100		
2	STAGE 2: Concept & Viability				
3	STAGE 3: Design Development				
4	STAGE 4.1: Documentation & Procurement				
	STAGE 4.2: Documentation & Procurement				
5	STAGE 5: Construction Documentation and Management				
6	STAGE 6: Close - Out				
	SPECIALIST SERVICES (mechanical, fire and electrical services)				
	SUBTOTAL				
	DISBURSEMENT 20%				
	SUBTOTAL (INCL. 20% DISBURSEMENTS)				

	ADD: VAT @ 15%	
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METHOD 1: Time-Based Fee

Description – Estimate the number of hours needed to carry out the agreed scope of work using the table below and the preferred method.

Table 4: Hourly Rates Table

Principal / Staff Category	Experience/ Context Work	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)
		Method 1 Remuneration - Gross Annual	Method 2 - Guideline Rate Calculated by SACAP	Method 3 - DPSA Hourly Fee Rates for Consultants
1. Principals	Specialist	22.5% per R100.00 or part thereof of the total annual cost of employment	R3 313	Commensurate with Level 14, 15, and 16 salary bands
	>10 years experience	20% per R 100.00 or part thereof of the total annual cost of employment	R2 663	Commensurate with Level 14 and 15 salary bands
	<10 years experience	18.5% per R100.00 or part thereof of the total annual cost of employment	R1 991	Commensurate with Level 12, 13, and 14 salary bands.

2a. Salaried Staff	Associates and managers	17.5% per R100.00 or part thereof of the total annual cost of employment	R1 420	Commensurate with Level 11, 12, and 13 salary bands
2b. Salaried Staff	Registered architectural professionals performing work of an architectural nature	16.5% per R100.00 or part thereof of the total annual cost of employment	R960	Commensurate with Level 9, 10, 11, 12 salary bands

	And carrying direct responsibilities for activities related to a project.			
2c. Salaried Staff	Registered architectural professionals Performing work of an architectural nature under direction and control.	15% per R 100.00 or part thereof of the total annual cost of employment	R571	Commensurate with Level 7, 8, 9, 10 salary bands
2d. Salaried Staff	Staff performing work under direction and control to support architectural work outputs.	12.5% per R100.00 or part thereof of the total annual cost of employment	R408	Commensurate with Level 6, 7, and 8 salary bands

- Required by: Ms. Zukiswa Mtulu
- At: Mangosuthu University of Technology
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis
-

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development level

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid, or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“ Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES/NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
.....

Name of state institution at which you or the person connected to the bidder is employed :

.....
Position occupied in the state institution:

.....

Any other particulars:

.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state **YES/NO**

who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number / Pearsal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT MANGOSUTHU UNIVERSITY OF TECHNOLOGY MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This document must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This form serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 To give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:
 - a) Includes price quotations, advertised competitive bids, limited bids, and proposals.
 - b) Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices, or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:

- (a) prices.
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors, or formulas used to calculate prices.
- (d) the intention or decision to submit or not to submit, a bid.
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

CONDITIONS OF RFQ

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in the RFQ. Each bidder's proposal shall be evaluated against timelines and price.
2. Pricing - do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms and Conditions of this quotation.
4. RFQ validity period 90 days.
5. Validity period may not be extended unless otherwise stated by the member.
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided before closing date and time.

WHAT IS MUT LOOKING FOR

Specification:

Appointment of a suitably qualified & experienced Architectural Firm, to Provide Architectural Services for the Repurposing of the Archive spaces in Mangosuthu University of Technology.

See attached **Pricing Schedule**.

Evaluation Criteria

Compulsory documents to be submitted with RFQ.	Mandatory Documents
<ul style="list-style-type: none"> • Valid Tax certificate or pin • CIPC Certificate • 50% of Company directors/owners must be professionally registered with SACAP as Professional Architects or Professional Senior Architectural Technologists (Attach SACAP Professional Registration for each director/owner) • Valid COIDA 	<p>YES</p>
<p>NB: Failure to submit mandatory documents will lead to disqualification.</p>	

FUNCTIONALITY		100
Reference /Recommendation Letters (Provide Three (3) Signed letters with contactable contacts of a project with Similar Scope and Nature: <ul style="list-style-type: none"> • 3 Reference Letters =30 Points • 2 Reference Letters =20 Points • 1 Reference Letters =10 Points If no references are provided the bidder will be Scored Zero		30
Professional Architectural Experience of Key Personnel to run the project. <ul style="list-style-type: none"> • 9 or more years' Experience Professional Registration – Attach CV and Registration with SACAP as a Professional Architect =40 Points • 07-08 years' Experience Professional Registration – Attach CV and Registration with SACAP as a Professional Architect =30 Points • 04-06 years' Experience Professional Registration – Attach CV and Registration with SACAP as a Professional Architect =20 Points • 02-03years' Experience Professional Registration – Attach CV and Registration with SACAP as a Professional Architect =10 Points 0 - 1 year or If no CV and Certified Certificates are provided the bidder will be scored Zero (0).		40
Method Statement / Approach Methodology <ul style="list-style-type: none"> • Detailed Methodology (Project specific) =10 Points • Poor Methodology (Not Project specific) =05 Points • No Methodology Provided =00 Points 		10
Preliminary Program (Timelines) <ul style="list-style-type: none"> • Detailed Program (Outlining in detail activities per stage until stage 6) =10 Points • Poor Program (Not outlining in detail activities per stage until stage 6) =05 Points • No Program Provided =00 Points 		10
Location (Provide a Utility Bill or Lease Agreement) <ul style="list-style-type: none"> • Umlazi =10 Points • KZN =05 Points • Outside KZN =00 Points 		10

NB: The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score 70% and above to progress to the next stage of evaluation.

OTHER GENERAL REQUIREMENTS:

- CSD MAAA NUMBER ----- (please insert in the space provided)
- BBBEE Certification – No points will be allocated if not provided.

TO BE COMPLETED BY SUPPLIER BY (Checklist)

• Does this Offer comply with specification, state brand where applicable?	
• Does the bidder have the required experience, state period?	
• Can this order be delivered within specified period, state delivery period?	
• Do you intend sub-contraction/Partner?	
• Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm)	
• Declaration of Interest (Read, Understand and Sign)	
• Declaration of Bidder’s Past Supply Chain Management Practices (Read, Understand and Sign)	
• Certificate of Independent Bid Determination (Read, understand and Sign)	
• CSD Registration Number (MAAA.....) / CSD report	

PLEASE NOTE: *MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT’s discretion to appoint the most suitable service provider who will add value to MUT.*