

**PART B: SCOPE OF WORK**

SA TOURISM TENDER NUMBER SAT 286/25 - REFURBISHMENT, CONSTRUCTION, AND UPGRADE OF SA TOURISM HEAD OFFICE.

Bid Description	
REFURBISHMENT, CONSTRUCTION, AND UPGRADE OF SAT HEAD OFFICE.	
Bidder Name:	
CSD MAA number	MAAA
Tender Number:	SAT 286/25
Closing Time:	12h00 - South African Time
Closing Date:	17 November 2025 (No late submission will be accepted)
<u>Compulsory</u> Briefing Session/ Site Visit:	Date: 24 October 2025 Time: 10h00 - 11h00 Address: Bojanala House, 90 Protea Road, Chislehurst, Sandton, 2146 , Johannesburg
Contact Person	Thembelihle Nyide
Bid Submission Link	https://e-procurement.southafrica.net Should bidders encounter any issues, queries must be directed in writing to tenders@southafrica.net No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered.
Email Address	Tenders@southafrica.net

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1. CLOSING DATE

The closing date for the submission of proposals is **17 November 2025 at 12h00**. No late submissions will be accepted.

2. TENDER SUBMISSION LINK

South African Tourism have developed and implemented an online e-procurement Portal, enabling bidders to respond to procurement opportunities as and when they are issued by South African Tourism.

The portal is the official portal for South African Tourism, which ensures an open, transparent, and competitive environment for any person participating in the procurement processes.

The portal enables a bidder to register as a supplier on the system to RSVP to tender briefings, and to submit tender responses on the portal.

The Portal's URL (<https://e-procurement.southafrica.net>) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, FireFox, and Safari. Interested bidders should, with immediate effect, consider registering and submitting their bid proposals on the portal, which has specifically been developed and implemented for this purpose.

The supplier user manual can be viewed and downloaded on South African Tourism's website at <https://www.southafrica.net/gl/en/corporate/page/tenders>.

All bidders should, therefore, take note that the physical drop-offs and courier of bid responses to South African Tourism's physical address are no longer permitted.

Prospective tenderers must periodically review both <http://www.southafrica.net/gl/en/corporate/page/tenders> and <https://e-procurement.southafrica.net> for updated information or amendments about this tender before due dates.

Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

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3. CONTACT AND COMMUNICATION

3.1. A nominated official of the bidder(s) can make inquiries in writing, to the specified person, Thembelihle Nyide via email at tenders@southafrica.net. Bidder(s) must reduce all telephonic inquiries to writing and send to the above email address.

3.2 Bidders are to communicate any technical inquiries through the nominated official in writing, no later than **29 October 2025 at 12h00.**

All responses will be published by **31 October 2025 at 12h00** on the following links:

<https://www.southafrica.net/gl/en/corporate/page/tenders>

3.3. VALIDITY PERIOD

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the contract period.

4. DURATION OF THE CONTRACT

South African Tourism intends to enter into a six (6) months contract and JBCC agreement with the successful bidder(s). Unless the parties agree otherwise, the contract will also be subject to a periodic performance evaluation on agreed terms and conditions.

5. BACKGROUND AND DETAILED SCOPE OF WORK

5.1. BACKGROUND

South African Tourism was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a Schedule 3A Public entity in terms of Schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of South African Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents, and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty, and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive, and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

South African Tourism executes a broad spectrum of segment-specific marketing activities and support activities throughout the world through its various Business Units which operate from their headquarters (Bojanala House).

Bojanala House consists of the following facilities:

- Ground Floor - 1 356.00 m²

- First Floor - 1 351.00 m²
- Basement - 62 parking bays
- Guardhouse - 17 m²

SA Tourism requires the services of a Contractor with a Construction Industry Development Board (CIDB) Grading 6 GB or higher to undertake the internal refurbishment of its offices. The contract awards will be based on a Joint Building Contracts Committee (JBCC) Principal Building Agreement Edition 6.2 (May 2018).

The refurbishment project seeks to modernise the existing office space to enhance productivity, improve employee wellbeing and create a welcoming environment for guests

5.2.SCOPE OF WORKS

The scope of works consists of the following:

- Removal of existing floor and wall finishes
- Removal of existing ceilings
- Removal of existing sanitaryware
- Removal of existing drywall partitions
- Removal of existing shopfitting and joinery
- Installation of new floor and wall finishes
- Installation of new ceilings
- Installation of new sanitaryware
- Installation of new shop fitting and joinery
- Alterations and additions to existing services (electrical, electronic, fire, wet services and mechanical) to suit new office layout
- Removal and replacement of carpet - *BOQ includes square metres*

5.2.1 Drawings

The drawings used for setting up the bills of quantities are as follows:

Contract drawings - description	Number	Revision	Date
Door Schedule DT01 to DT03	2424-4001	A	11/09/2025
Door Schedule DT04 to DT-07	2424-4002	A	11/09/ 2025
Shopfitting Item ST01-ST02	2424-1016	A	11/09/2025
Shopfitting Item ST03-ST04	2424-1017	A	11/09/2025
Shopfitting Item ST05-ST06	2424-1018	A	11/09/2025
Shopfitting Item ST07-ST09	2424-1019	A	11/09/2025
Shopfitting Item ST10-ST12	2424-1020	A	11/09/2025
Shopfitting Item ST13-ST14	2424-1021	A	11/09/2025
Shopfront Schedule SFi-01-SFi06	2424-5001	A	11/09/2025
Shopfront Schedule SFi-07-SFi12	2424-5002	A	11/09/2025
Shopfront Schedule SFi-13-SFi17	2424-5003	A	11/09/2025
Shopfront Schedule SFi-18-SFi24	2424-5004	A	11/09/2025
Shopfront Schedule SFi-25-SFi27	2424-5005	A	11/09/2025
Ground Floor Lighting Layout	24076-E100	B	10/09/2025
Ground Floor Small Power Layout	24076-E101	B	10/09/2025
First Floor Lighting Layout	24076-E102-	B	10/09/2025
First Floor Small Power Layout	24076-E102	B	10/09/2025
HVAC Installation Ground Floor Layout	G4260-1001	A	09/09/2025
HVAC Installation First Floor Layout	G4260-1002	A	09/09/2025
HVAC Installation Roof Layout	G4260-1003	A	09/09/2025
Floor Finishes Plan Ground Floor	2424-1006-SK	A	11/09/2025
Floor Finishes Plan First Floor	2424-1007-SK	A	11/09/2025
Ceiling Layout Plan Ground Floor	2424-1014-SK	A	11/09/2025
Ceiling Layout Plan First Floor	2424-1015-SK	A	11/09/2025

5.1 Works specification

The General Preambles for Trades (2017 edition) as published by the Association of South African Quantity Surveyors, shall be deemed to be incorporated in these **bills of quantities**, and no claims arising from brevity of descriptions of items fully described in the said Model Preambles will be entertained

5.2 Existing services

Existing services will be indicated at the site inspection briefing

6.1 Temporary services [B6]

Refer to Part A: Contract Data

6.2 Facilities provided by the contractor

6.2.1 Office accommodation for meetings [19.1.2]

The Contractor is to provide an air-conditioned container site office for meetings

6.2.2 Advertising rights [19.2]

No advertising

6.2.3 Notice boards [19.2]

The Contractor is to provide a project notice board of size 2 800mm wide x 2 525mm high in accordance with South African Institute of Architects' "Typical Project Notice Board Layout" (Document 3.221)

6.2.4 Enclosure of the works [19.1.1]

Contractor is to allow for the erection, maintenance and removal upon completion of hoardings with gantries, fans, safety screens, barriers, access gates, covered gangways, hand railings, weather protection, temporary lighting and anything else necessary for the enclosure of the works or portions thereof and for the security, protection and safety of the public, employees of the contractor and others)

7 Management

7.1 Protection of the works [B9.1]

The existing works are to be always protected to avoid damage. A photographic survey must be carried out at site handover to document the condition of the premises prior to construction.

7.1.1 Protection of existing trees and shrubs [16.8]

Existing trees and shrubs to be protected during construction

7.1.2 Environmental disturbance [B9.6]

The Contractor is to take adequate measures to minimising dust nuisance and noise levels during construction.

7.1.3 Other contractors on site

Service providers appointed via direct contract will be on site during the construction period to work on the following installations”

- Audio-visual
- CCTV security installation
- IT
- Gardening services - fortnightly
- Generator and UPS services and maintenance - monthly

7.1.4 Annexures

Tenderers are referred to the following Annexure:

ANNEXURE M	Occupational Health and Safety Specification
ANNEXURE N	Bill Of Quantities.
Annexure O	Architecture Design
Annexure P	Electrical & Mechanical Engineer Drawings

7.1.5 The site

Location: Bojanala House, 90 Protea Road, Chislehurst,

Sandton Co-ordinates:

-26.116121729291883, 28.050591832528504

7.1.6 Work area

A site office and storage containers can be positioned in the basement parking area.

