**ANNEXURE: A**

**REFERENCE: RFP 28/2025**

**BUSINESS REQUIREMENTS SPECIFICATION (BRS) DESCRIPTION:**

APPOINTMENT OF A PANEL OF DESIGN AND ENGINEERING CONSULTANTS FOR ADVISORY, CONSTRUCTION AND BUILT ENVIRONMENT FOR A PERIOD OF THIRTY - SIX (36) MONTHS WITH AN OPTION TO EXTEND FOR ANOTHER 24 MONTHS.

1. **Introduction**

SARS is undertaking consolidation and rationalisation initiative with the aim of achieving alternate workplace strategy. The initiative will drive the following:

* 1. **Consolidation and relocation of staff with the aim to rationalise SARS Property Portfolio:**
     1. Will unlock underutilised leased assets.
  2. **Implementation of alternative workplace strategies (New ways of working):** 
     1. Hoteling / hot-desking and/or free addressing
     2. Work from home / remote working practices
     3. Agile office designs, where appropriate.
  3. **Achieving statutory compliance in SARS property Portfolio**

1. **Background**

To effectively implement new ways of working, SARS requires the services of suitably qualified and experienced design and engineering consultants for advisory, construction and built environment services to supplement the in-house professional team. A service provider will enhance the capability and capacity of SARS to meet the dynamic business requirements related to facilities upgrades and fit out of new premises for various projects.

1. **Professional Services required**

Professional design and engineering services required by SARS include:

* 1. Category 1: Fire engineering building (Rational fire engineering).
  2. Category 2: Civil engineering.
  3. Category 3: Structural engineering.
  4. Category 4: Electrical and electronic engineering.
  5. Category 5: Mechanical (HVAC) engineering.
  6. Category 6: Energy Management engineering.
  7. Category 7: Sound/Acoustic engineering.
  8. Category 8: Solar Photovoltaics backup systems engineering.
  9. Category 9: Geotechnical Engineering
  10. Category 10: Sustainable Green Building engineering.
  11. Category 11: Project and Construction Management.
  12. Category 12: Environmental Management Specialists.
  13. Category 13: Quantity surveying services.
  14. Category 14: Health, Safety. Environmental including Ergonomics; and
  15. Category 15: Architectural Services.

1. **Scope of Services**

**Professionals may be appointed on the following basis:**

* 1. **Partial/Supplementary Appointment**
     1. Used where additional expertise is required to complement existing in-house resources or another professional already engaged.
     2. To cover on specific tasks, phases, or technical support.
  2. **Fixed Assignment Appointment**
     1. Used where the professional is engaged for a defined scope and duration, with clear deliverables.
     2. The assignment is not open-ended and is typically project specific.

The above basis that a Professional may be appointed on can be applicable in one or all of the stages of the project lifecycle as stipulated in the Government Gazette. The service provider is expected to take full responsibility for its resources, project management and delivery, guarantee of quality of the services provided.

* 1. **Stage 1 – Inception**

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| **Stage scope of services description** | 1. Provide input in developing a clear project brief. 2. Attend project initiation meetings. 3. Advise on the rights, constraints, consents, and approvals. 4. Define the scope of services and scope of work required. 5. Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services. 6. Determine the availability of data, drawings and plans relating to the project. 7. Advise on criteria that could influence the project life cycle cost significantly. 8. Provide necessary information within the agreed scope of the project to other consultants involved. |
| **Stage**  **Deliverables** | * Agreed scope of services and scope of work * Signed agreement * Report on project, site and functional requirements * Schedule of required surveys, tests, analyses, site and other investigations * Schedule of consents and approvals and related timeframes |

* 1. **Stage 2 – Concept and Viability**

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| **Stage Scope of Services Description** | 1. Agree documentation programme with principal agent or consultant and other consultants involved. 2. Attend design and consultants' meetings. 3. Establish the concept design criteria. 4. Prepare initial concept design and related documentation. 5. Advise the client regarding further surveys, analyses, tests and investigations that may be required. 6. Establish regulatory authorities' requirements and incorporate into the design. 7. Refine and assess the concept design to ensure conformance with all regulatory requirements and consents. 8. Establish access, utilities, services and connections required for the design. 9. Participate in coordinated design interfaces with architect or other consultants involved. 10. Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing. 11. Provide cost estimates and life cycle costs, as required. 12. Liaise, co-operate and provide necessary information to the principal agent and other consultants involved. |
| **Stage**  **Deliverables** | * Concept design * Schedule of required surveys, tests and other investigations and related reports * Process design * Preliminary design * Cost estimates, as required |

* 1. **Stage 3 – Design Development**

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| **Stage Scope of Services Description** | 1. Review documentation programme with principal agent and other consultants involved. 2. Attend design and consultants' meetings. 3. Incorporate client's and authorities' detailed requirements into the design. 4. Incorporate other consultants’ designs and requirements into the design. 5. Prepare design development drawings including draft technical details and specifications. 6. Review and evaluate design and outline specification and exercise cost control. 7. Prepare detailed estimates of construction cost. 8. Liaise, co-operate and provide necessary information to the principal agent and other consultants involved. 9. Submit the necessary design documentation to local and other authorities for approval. |
| **Stage Deliverables** | * Design development drawings * Outline specifications * Local and other authority submission drawings and reports * Detailed estimates of construction costs |

* 1. **Stage 4 – Documentation and Procurement**

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| **Stage Scope of Services Description** | 1. Attend design and consultants' meetings. 2. Prepare specifications and preambles for the works. 3. Accommodate services design. 4. Check cost estimates and adjust designs and documents, if necessary, to remain within budget. 5. Formulate the procurement strategy for contractors or assist the principal consultant where relevant. 6. Prepare documentation for contractor procurement. 7. Review designs, drawings and schedules for compliance with approved budget. 8. Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required. 9. Assess samples and products for compliance and design intent. |
| **Stage**  **Deliverables** | * Specifications * Services co-ordination * Working drawings * Budget construction cost * Tender documentation |

* 1. **Stage 5 – Construction**

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| **Stage Scope of Services Description** | 1. Attend site handover. 2. Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing, and specifications of structural steel sections and connections. 3. Carry out contract administration procedures in terms of the contract. 4. Prepare pro-active estimates of proposed variations for client decision-making. 5. Attend regular site, technical and progress meetings. 6. Inspect the works for conformity to contract documentation as described under Clause 3.3.2 of the Engineering Council of South Africa guidelines. 7. Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections and testing. 8. Adjudicate and resolve financial claims by contractors. 9. Assist in the resolution of contractual claims by the contractor. 10. Clarify details and descriptions during construction as required. 11. Prepare valuations for payment certificates to be issued by the principal agent. 12. Witness and review of all tests and mock-ups carried out on site. 13. Check and approve contractor drawings for compliance with contract documents. 14. Update and issue drawings register. 15. Review and comment on operation and maintenance manuals, guarantee certificates and warranties. 16. Inspect the works and issue practical completion and defects lists. 17. Arranging for the delivery of all test certificates, including any Certificates of Compliance, statutory and other approvals, and record drawings and operating manuals. |
| **Stage**  **Deliverables** | * Construction documentation * Drawing register * Estimates for proposed variations * Financial control reports * Valuations for payment certificates * Progressive and draft final accounts * Practical completion and defects list * All statutory certification and certificates of compliance as required by the local and other statutory authorities |

* 1. **Stage 6 – Close Out**

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| **Stage Scope of Services Description** | 1. Inspect and verify the rectification of defects. 2. Receive, comment and approve relevant payment valuations and completion certificates. 3. Prepare procure operations and maintenance manuals, guarantees and warranties. 4. Prepare as-built drawings and documentation. 5. Prepare and obtain approval on evacuation plans. 6. Conclude the final accounts where relevant. |
| **Stage**  **Deliverables** | * Valuations for payment certificates * Works and final completion lists * Operations and maintenance manuals, guarantees and warranties. * As-built drawings and documentation * Approved evacuation plans * Final accounts |

1. **SARS Property Portfolio**

SARS Property portfolio consists of leased accommodation from private and public landlord’s

| **City/Town/Suburb/Area** | **Building Name** | **Building Type** |
| --- | --- | --- |
| **Cluster A – Pretoria Head Office Precinct** | | |
| Silverton, Pretoria | Brianley Warehouse | WHS |
| Brooklyn, Pretoria | Khanyisa [Gramik Off Park] | Corporate Office |
| Brooklyn, Pretoria | Brooklyn Bridge (Linton/Hilton) | Corporate Office |
| Brooklyn, Pretoria | 271 Veale St - ex Landbank | Corporate Office |
| Pretoria | Menlyn Corner | Corporate Office |
| Brooklyn, Pretoria | Lehae La SARS | Corporate Office |
| Brooklyn,Pretoria | Steven House | Corporate Office |
| Ersamuskloof | Kasteelpark | Corporate Office |
| **Cluster B – Gauteng** | | |
| Boksburg | Atlas Building | TPS Office (M) |
| Ekhurleni | State Warehouse 1 & 2 | WHS |
| Ekhurleni | New Agents Cargo Offices | Office |
| Ekhurleni | CTB Offices and warehouse | Office |
| Ekhurleni | Terminal A Mezzanine level | Office |
| Ekhurleni | ORTIA Staff Parking Cargo & Terminal | Parking |
| Ekhurleni | BCOCC Office - Mez level | Office |
| Johannesburg | Large Business Centre | LBC Office |
| Johannesburg | Tax Court |  |
| Krugersdorp | Revenue Building | TPS Office (M) |
| Lanseria | Lanseria Airport Bldg Mezzanine flr Karzerne | Office |
| Pretoria CBD (ROR) | Pta Revenue Building | TPS Office (L) |
| Pretoria | Prospect House | Office WHS |
| Pretoria | Customs House | Office WHS |
| Pretoria | Iscor Warehouse | WHS |
| Ashlea Gardens Pretoria | Ashlea Gardens BO | TPS Office (L) |
| Randburg | Revenue Building | TPS Office (L) |
| Randfontein | Tambotie Mall | TPS Office (S) |
| Roodepoort | Horizon View Shop Cnt | TPS Office (M) |
| Johannesburg | State warehouse (SACD) | WHS |
| Kempton Park | Denel Avaition North | DDU |
| Springs | Sanlam Building | TPS Office (S) |
| Doringkloof Centurion | Doringkloof Office Complex | TPS/CPO Office (L) |
| Edenvale | Edenvale Centre | TPS Office (L) |
| Soweto Orlando East | Asambhe Soweto Centre | TPS Office (M) |
| Pretoria | Prinsman Place Parking CBD | Parking |
| Pretoria | Tramshed Mall Parking | Parking |
| Alberton | Alberton Campus | CPO Office |
| Johannesburg | Risk street | TPS Office |
| Vereeniging | Bedworth Centre | TPS Office |
| **Cluster C – Free State** | | |
| Bloemfontein | New Central Govt Bldg | CPO Office (S) |
| Bloemfontein | Zastron | TPS office (L) |
| Kroonstad | LMC Centre | TPS Office (S) |
| Caledonspoort | Border Post | Border Post |
| Ficksburg Bridge | Border Post | Border Post |
| Maseru Bridge | Border Post | Border Post |
| Van Rooyenshek | Border Post | Border Post |
| Ladybrand | Ladybrand | WHS |
| Welkom | Standard Bank Building | TPS Office (M) |
| Bethlehem | Maluti Square | TPS Office (S) |
| Ladybrand | ladybrand DDU | Office |
| Ladybrand | Ladybrand residential Flat 1 | Residential |
| Ladybrand | Ladybrand residential Flat 2 | Residential |
| Ladybrand | Ladybrand residential Flat 3 | Residential |
| Ladybrand | Ladybrand residential Flat 4 | Residential |
| Ladybrand | Ladybrand residential Flat 5 | Residential |
| Ladybrand | Ladybrand residential Flat 6 | Residential |
| Ladybrand | Ladybrand residential Flat 7 | Residential |
| Ladybrand | Ladybrand residential Flat 8 | Residential |
| Ladybrand | Ladybrand residential Flat 9 | Residential |
| Ladybrand | Ladybrand residential Flat 10 | Residential |
| Fouriesburg | Fouriesburg Residential Lease-in \_ House no 6 | Residential |
| Fouriesburg | Fouriesburg SARS Residential \_ House no 13 | Residential |
| Fouriesburg | Fouriesburg SARS Residential \_ House no 24 | Residential |
| Fouriesburg | Fouriesburg SARS Residential \_ House no 30 | Residential |
| Ficksburg | Ficksburg SARS Residential \_ House no 05 | Residential |
| Ficksburg | Ficksburg SARS Residential \_ House no 10 | Residential |
| Ficksburg | Ficksburg SARS Residential \_ House no 08 | Residential |
| Ficksburg | Ficksburg SARS Residential \_ House no 09 | Residential |
| **Cluster D – North West** | | |
| Mmabatho | Komongwe House | TPS Office (S) |
| Pilansberg | Pilansberg Int Airport | Office |
| Mmabatho | Mmbatho Airport | Office |
| Rustenburg | Damelin Building | TPS Office (M) |
| Kopfontein | Border Post | Border Post |
| Ramatlabama | Border Post | Border Post |
| Skilpadshek | Border Post | Border Post |
| Klerksdorp | Sodema Building | TPS Office (M) |
| Mahikeng | Border Post | Office |
| **Cluster E – Mpumalanga** | | |
| Standerton | Receivers Building | TPS Office (M) |
| Emalahleni (Witbank) | Provence Building | TPS Office (M) |
| Jeppes Reef | Border Post | Border Post |
| Lebombo | Border Post | Border Post |
| Mahamba | Border Post | Border Post |
| Mananga | Border Post | Border Post |
| Nerston | Border Post | Border Post |
| Oshoek | Border Post | Border Post |
| Nelspruit | Kruger Mpumalanga Int Airport | Office |
| Nelspruit | New Branch Office (Ex Game) | TPS Office (M) |
| Komatipoort | Km 7 Warehouses / Cargo Office | Border Post |
| Komatipoort | DDU Offices | Border Post |
| Komatipoort | Theo Guesthouse | Residential |
| **Cluster F - Limpopo** | | |
| Giyani | Justice Building | TPS Office (S) |
| Lebowakgomo | Old Goverment Building | TPS Office (S) |
| Polokwane | Government Building | TPS Office (L) |
| Beit Bridge | Border Post | Border Post |
| Groblersbrug | Border Post | Border Post |
| Polokwane | Polokwane Int Airport | Office |
| Thohoyandou/Sibasa | Medical Centre | TPS Office (S) |
| Musina | SARS DDU (Ex SAPS) | DDU |
| Musina | Musina SANDF Warehouse | Office |
| Musina | Impounded Vehicle Warehouse | WHS |
| **Cluster G – Western Cape** | | |
| Beaufort West | Revenue Building | TPS Office (S) |
| Bellville | Parc du Cap Builind | Office |
| Bellville | SANBEL ABSA building | TPS Office |
| Cape Town | Revenue Building | Office |
| Cape Town | Project 166 (Sanlam) | Office |
| Cape Town | C.T Airport | Office |
| Cape Town | 17 Lower Long Street | TPS Office (L) |
| Mossel Bay | Customs Bldg | Office |
| Paarl | Rhoba Building | TPS Office (S) |
| Robertson | Customs House | Office |
| Saldanha Bay | Port Of Saldanha | Office |
| Stellenbosch | Valerieda Centre | Office |
| Worcester | Naude Building | TPS Office (S) |
| Cape Town | Harbour State Warehouse | WHS |
| Cape Town | Cowrie place | WHS |
| Cape Town | CIA Passenger Arrivals (operational space) | Office |
| Cape Town | Parliament Building | RTU Office (S) |
| George | New George Office | TPS Office (M) |
| Cape Town | CT Scanner Site | Yard |
| Cape Town | Mitchell Plein | TPS Office (M) |
| Cape Town | Capemail | Office |
| Cape Town | Container Depot | Yard/parking |
| **Cluster H – Northen Cape** | | |
| Upington | Ancorley Bldg | TPS Office (S) |
| Nakop | Border Post | Border Post |
| Vioolsdrift | Border Post | Border Post |
| Upington | Goods office, Railway Station | Office WHS |
| Upington | Upington Uton Parking | Parking |
| Kimberley | Orange Toyota Building | TPS Office (M) |
| **Cluster I – KwaZulu Natal** | | |
| Durban | Trescon House | TPS Office (L) |
| Durban | CMH Bld Parking Trescon | Parking |
| Durban | State warehouse and Cargo container site - Nieu Pier | WHS |
| Golela | Border Post | Border Post |
| Quachasneck | Border Post | Border Post |
| Richards Bay | Bay Side Mall | TPS Office (M) |
| Durban | King Shaka Int Airport | Office |
| Pietermaritzburg | 9 Armitage Road | TPS Office (L) |
| Durban | Albany House, Durban | Parking |
| Port Shepstone | 16 Bisset Street | TPS Office (S) |
| Durban | Dube Trade Port Cargo Term | Office |
| Umhlanga | 29 Equinox Drive | TPS Office (M) |
| Newcastle | Newcastle 36 ScottStr | TPS Office (M) |
| Durban | Customs Scanner Shed and Offices | Office WHS |
| Durban | Westville Correctional Services Dog Unit | Office |
| Durban | Durmail | Office WHS |
| Pinetown | Pinetown Branch Office | TPS Office (L) |
| Durban | Durban Marina Mooring Property | Mooring/Parking |
| Kosi bay | Onotweni Lodge | Residential |
| **Cluster J – Eastern Cape** | | |
| Port Elizabeth | Revenue House | CPO Office (S) |
| Port Elizabeth | State warehouse | WHS |
| Kariega | Corkwood square Kariega Branch office | TPS Office (S) |
| Mthatha | Hillcrest | TPS Office (M) |
| Port Elizabeth | Sanlam building | TPS Office (L) |
| East London | Waverley Park Phase 3 | TPS Office (L) |
| Port Elizabeth | Forest Hill Dog Unit | Office |
| Gqeberha | Coega ZacPak Warehouse | WHS |
| Gqeberha | Coega CCA Building | Office |

1. **Technical Legislation and / or Standards**

Bidders should be cognisant of all legislation specifically applicable to the services, which amongst others include the below:

* 1. Architectural Profession Act, 2000 (Act No. 44 of 2000).
  2. Landscape Architectural Profession Act, 2000 (Act No. 45 of 2000).
  3. Engineering Profession Act, 2000 (Act No. 46 of 2000).
  4. Project and Construction Management Profession Act, 2000 (Act No. 48 of 2000).
  5. Quantity Surveying Profession Act, 2000 (Act No. 49 of 2000).
  6. Construction Industry Development Board Act, 2000 (Act No. 38 of 2000).
  7. Planning Professions Act, 2002 (Act No. 36 of 2002).
  8. Occupational Health and Safety Act, 1993 (Act No 85 of 1993).

Bidders should be cognisant of all professional bodies and/or standards, which amongst others include the below:

* 1. Project Management South Africa (PMSA)
  2. The Engineering Council of South Africa (ECSA)
  3. The South African Council for the quantity surveying profession (SACQSP)
  4. South African Council for the Architectural Profession (SACAP)
  5. The South African Institution of Mechanical Engineering (SAIMechE)
  6. The South African Council for Project and Construction Management Professions (SACPCMP)
  7. The Council for the Built Environment (the CBE)