



Good to Great Together



Registration number: LR2/6/6/1
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REQUEST FOR QUOTATION (RFQ)

Comprehensive Office Space Planning Services

Issued by: Motor Industry Bargaining Council (MIBCO) – KwaZulu-Natal Region

Project: Space Planning for MIBCO and DRC Offices (1237 m²)

Location: Office property at Clifton Place, 19 Hurst Grove, Musgrave 4001

Issue Date: 16/03/2026

Closing Date: 15/04/2026

1. Background

The Motor Industry Bargaining Council (MIBCO) intends to appoint a qualified service provider to undertake comprehensive space planning for its KwaZulu-Natal regional office facility. The office will accommodate both MIBCO operational departments and the Dispute Resolution Centre (DRC) within a total floor area of approximately 1237 square metres. The facility must provide functional separation between MIBCO and the DRC, including distinct reception areas, while enabling shared use of certain infrastructure such as ablution facilities. All works must comply with this RFQ, relevant building codes and the landlord's specifications & health and safety standards,

2. Objective of the RFQ

- Optimize utilization of the available 1237 m² office space.
- Develop functional and efficient office layouts.
- Provide modern and ergonomic workspaces.
- Support operational workflow and client service delivery.
- Ensure compliance with safety, accessibility, and workplace standards.
- Provision a secure and air-conditioned space for server room (3x3 meters)

3. Scope of Work

The appointed service provider will be required to perform the following tasks:

3.1 Needs Analysis

- Consult with MIBCO and DRC stakeholders.
- Analyze departmental space requirements.
- Identify workflow, adjacency, and privacy requirements.

3.2 Concept Design

- Prepare concept layout options.
- Define zoning for operational areas and client areas.
- Design circulation and access routes.

3.3 Detailed Space Planning

- Develop final detailed layout plans.
- Allocate workstations and offices.
- Plan meeting rooms, consulting rooms, and support spaces.

3.4 Furniture and Workspace Planning

- Prepare detailed furniture layouts for all departments and workspaces.
- Provide workstation configurations that meet modern ergonomic standards.
- Recommend suitable office furniture and fittings consistent with MIBCO Shared Services Centre standards.
- Include specifications for all office fittings, including air-conditioning systems, in line with landlord requirements.
- Provide a quotation for the procurement and supply of office furniture (actual procurement will be subject to MIBCO approval)

3.5 Compliance and Standards

- Occupational Health and Safety standards.
- Accessibility requirements for persons with disabilities.
- Fire safety regulations, including clear fire escape routes and emergency exits.

3.6 BI/IT Infrastructure

1. Server Room – Minimum Recommended Requirements (Practical & Realistic)

1.1 Size & Layout

Minimum: 3m x 2m (6 m²)

Preferred: 3m x 3m (9 m²) if space allows

Why:

- Allows **1 full rack**, plus:
 - Clearance front & back (minimum 1m recommended)
 - Space for UPS, wall-mounted termination, future growth
- Avoids unsafe cable congestion and overheating

1.2 Physical Security (Non-Negotiable)

- Solid walls up to slab
- **Dedicated lockable door**
- **Electronic access control** (card or biometric)
- Access limited to **IT + authorised management**
- No shared access with cleaners or facilities staff

1.3 Cooling & Environment

- **Dedicated air-conditioning unit** for server room (NOT shared with office zones)
- 24/7 operation capability
- Temperature target: **18–24°C**
- Proper ventilation / airflow (front-to-back rack airflow)

1.4 Power

At minimum:

- Dedicated electrical circuit for server room
- Enough wall outlets or PDU capacity for:
 - Rack (42U)
 - UPS
 - Internet equipment
- Space provision for:

- **UPS**

Strongly recommended:

- Red plug / essential power if building supports it
- Clear labelling of all circuits

1.5 Fire & Water Risk

- Current FirePro system will be moved from old office (IT will engage existing supplier)
- Server room must **not share walls** with:
 - Kitchens
 - Ablutions
 - Plumbing risers

4. Functional Space Requirements

4.1 MIBCO Section

- Reception area with waiting space
- Client Services and Claims Department (Supervisor, 4 Client Service Representatives, 4 Fund Assessors, 4 Customer Service Agents, two consulting rooms, and a Filing Room)
- Inspectorate Department (16 open plan seats, Chief Agent Office, two consulting rooms, filing room)
- Credit Control Department (Supervisor office, 6-seater open plan, consulting room, filing room)
- Legal Department (2 Legal Officer offices, 6-seater open plan, consulting room, filing room)
- Regional Secretary Office
- 4-seater administrative support office (2 filing rooms)
- Main boardroom (25 seats)
- Server room 3x3 meters, Air conditioned, secure with fireproof door
- Safe room

4.2 DRC Section

- Reception area with waiting area
- Managing Commissioner office
- Senior Case Management Officer office
- 4-seater open plan workspace
- Four hearing rooms 1x 14-seater; 1x 8-seater; two x6-seater.
- 2 x caucus rooms
- 1 x archive room, (must be large enough to accommodate files)

4.3 Shared Facilities

- Male and Female ablution facilities x2 (Consider converting the kitchen next to the female toilets as an additional toilet)

4.4 Dedicated Facilities Per Section

- Printing / copier area



- Kitchen facility
- Staff eating area.

5. Deliverables

- a) Needs Analysis Report
- b) Concept Layout Options (minimum two)
- c) Final Detailed Space Plan
- d) Furniture Layout Plans
- e) Space Utilization Schedule
- f) Furniture Schedule
- g) Quotation for the Supply of Office Furniture, office layout, and all specifications mentioned on the scope.
- h) Optional 3D visualizations
- i) Final presentation to MIBCO management

6. Evaluation Criteria

Criteria	Weighting
Relevant experience and company profile	40%
Methodology and understanding of scope	30%
Qualifications of proposed team	20%
Project timeline and capacity	10%

7. Bidding Conditions

- a) All quotations must be submitted before the closing date.
- b) Late submissions will not be considered.
- c) MIBCO reserves the right not to award Request for quotation (RFQ)
- d) Bidders must comply with all Supply chain management (SCM) requirements.
- e) Prices must remain valid for at least 120 days.

8. Pricing Schedule

Service Component	Price (ZAR)
Needs Analysis	
Concept Office Space Planning	
Detailed Layout Design	
Furniture Layout	
Final Documentation and Presentation	
Total Cost	

9. Procurement Compliance Requirements

- a) Valid company registration documents
- b) Valid tax compliance status
- c) B-BBEE certificate or sworn statement.
- d) Proof of banking details
- e) Company profile and references
- f) Declaration of interest

10. Annexures

- Annexure A – Detailed Departmental Space Requirements
- Annexure B – Proposed Layout Area Summary
- Annexure C – Bidder Information Form
- Annexure D – Pricing Schedule
- Annexure E – Declaration of Interest
- Annexure F – Provisional plan

ANNEXURE A

Detailed Departmental Space Requirements

1. MIBCO Office Section

1.1 Reception and Public Interface

Area	Description	Quantity
Reception Desk	Front office reception counter	1
Waiting Area	Seating for visitors and clients	1

1.2 Client Services and Claims Department

Position / Space	Quantity
Supervisor workstation / office	1
Client Service Representatives	4
Fund Assessors	4
Customer Service Agents	4
Consulting Rooms (small)	2
Filing Room	1

1.3 Inspectorate Department

Position / Space	Quantity
Inspectorate Workstations (Open Plan)	16
Chief Agent Office	1

Position / Space	Quantity
Consulting Rooms	2
Filing Room	1

1.4 Credit Control Department

Position / Space	Quantity
Supervisor Office	1
Open Plan Workstations	6
Consulting Room	1
Filing Room	1

1.5 Legal Department

Position / Space	Quantity
Legal Officer Offices	2
Open Plan Workstations	6
Consulting Room	1
Filing Room (Large)	1

1.6 Management and Administration

Space	Quantity
Regional Secretary Office	1
Administrative Support Open Plan	4
Filing Room (Small)	2

1.7 Meeting Facilities

Facility	Capacity
Main Boardroom	25 seats

1.8 Infrastructure

Space	Quantity
Server Room	1
Safe Room	1

2. DRC Section

2.1 Reception and Waiting Area

Space	Quantity
Reception Desk	1
Waiting Area	1

2.2 Offices

Position	Quantity
Managing Commissioner Office	1
Senior Case Management Officer Office	1

2.3 Administration

Workspace	Quantity
Open Plan Workstations	4
Filing Room (Large)	1

2.4 Hearing Facilities

Facility	Capacity	Quantity
Hearing Rooms	1x14Seater; 1x8Seater; 2x6Seater	4
Caucus Rooms	4-Seater	2

3. Shared Facilities

Facility	Description	Quantity
Male Ablutions	Shared between MIBCO and DRC	2
Female Ablutions	Shared between MIBCO and DRC	2

4. Dedicated Facilities per Section

Both MIBCO and DRC areas must include:

Facility	Quantity per Section
Printing / Copy Area	1
Kitchen	1
Staff Eating Area	1



ANNEXURE B

Proposed Layout Area Summary

The service provider must propose a layout that optimally allocates the **1237 m² floor area**.

The following **indicative allocation guideline** may be used:

Functional Area	Approx. Allocation
MIBCO Office Space	±60%
DRC Facilities	±25%
Shared Facilities	±10%
Circulation Areas	±5%

The final layout must consider:

- Efficient workflow adjacency
- Privacy for legal consultations
- Acoustic considerations for hearing rooms
- Secure areas for server and safe rooms
- Clear visitor circulation routes
- Compliance with occupational health and safety regulations

Service providers must submit:

- Concept floor plans
- Final detailed layout plans
- Furniture layout plans
- Space utilisation schedules



ANNEXURE C

Bidder Information Form

Information Required	Details
Company Name	
Registration Number	
VAT Number	
Physical Address	
Postal Address	
Contact Person	
Telephone Number	
Email Address	
Years in Operation	
Relevant Experience	

Professional Registrations

Professional Body	Registration Number
Architectural / Interior Design Body	
Other Relevant Registrations	

References

Provide at least three similar projects completed within the last five years.

Client	Project Description	Contact Person	Contact Details



ANNEXURE D

Pricing Schedule

Bidders must provide lump sum pricing for the services listed below.

Service Component	Price (ZAR)
Needs Analysis	
Concept Space Planning	
Detailed Layout Design	
Furniture Layout Planning	
Procurement of Office Furniture	
Final Documentation	
Presentation to Management	
Total Price (Excl. VAT)	
VAT	
Total Price (Incl. VAT)	

Prices must remain **valid for a minimum of 120 days** from the RFQ closing date.



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ANNEXURE E

Declaration of Interest

I / We hereby declare that:

1. The information provided in this submission is **true and correct**.
2. The bidder has **no conflict of interest** with the Motor Industry Bargaining Council.
3. The bidder complies with all **applicable procurement and regulatory requirements**.

Authorised Representative

Name:

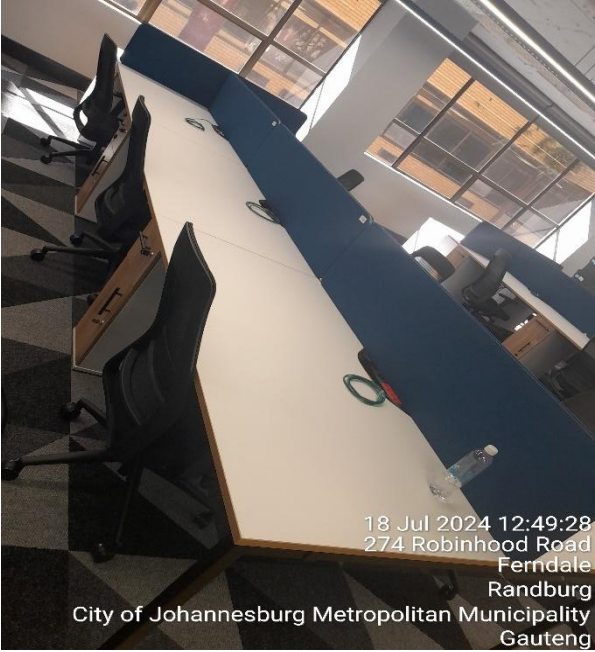
Position:

Signature:

Date:

Company Stamp (if applicable)

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18 Jul 2024 12:49:28
274 Robinhood Road
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



18 Jul 2024 12:49:19
274 Robinhood Road
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



18 Jul 2024 12:49:36
274 Robinhood Road
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



09 Jul 2024 11:17:30
275 Kent Avenue
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



18 Jul 2024 12:49:43
274 Robinhood Road
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



08 Jul 2024 10:13:10
275 Kent Avenue
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
Gauteng



18 Jul 2024 12:52:27
Ferndale
Randburg
City of Johannesburg Metropolitan Municipality
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09 Jul 2024 11:16:06

275 Kent Avenue

Ferndale

Randburg

City of Johannesburg Metropolitan Municipality

Gauteng



ALL DIMENSIONS TO BE CONFIRMED ON SITE AND DISCREPANCIES TO BE REPORTED TO ARCHITECT AS SOON AS NOTED

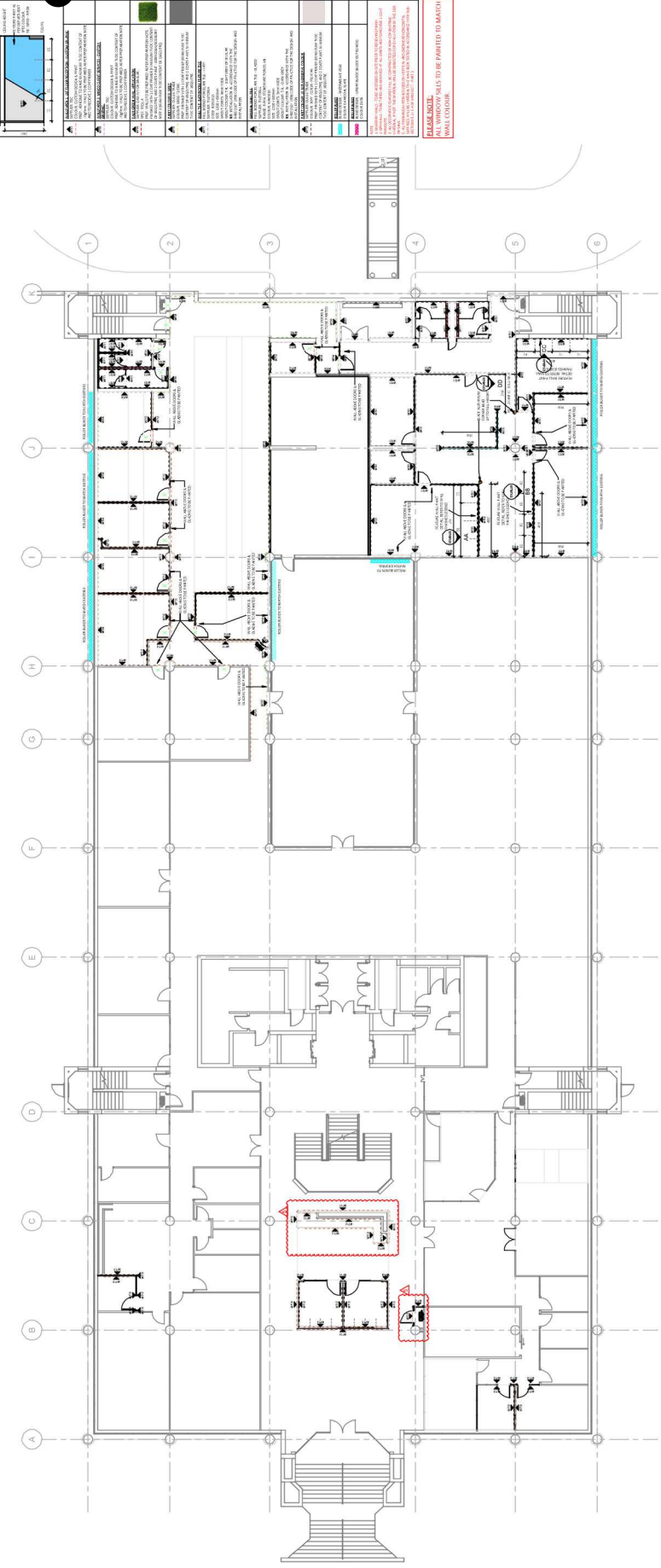
ITEM	DESCRIPTION	STATUS
1	FOUNDATION	COMPLETE
2	WALLS	COMPLETE
3	FLOORING	COMPLETE
4	CEILING	COMPLETE
5	MECHANICAL	COMPLETE
6	ELECTRICAL	COMPLETE
7	PLUMBING	COMPLETE
8	PAINTING	COMPLETE
9	FINISHES	COMPLETE
10	MECHANICAL	COMPLETE
11	ELECTRICAL	COMPLETE
12	PLUMBING	COMPLETE
13	PAINTING	COMPLETE
14	FINISHES	COMPLETE

ITEM	DESCRIPTION	STATUS
15	MECHANICAL	COMPLETE
16	ELECTRICAL	COMPLETE
17	PLUMBING	COMPLETE
18	PAINTING	COMPLETE
19	FINISHES	COMPLETE
20	MECHANICAL	COMPLETE
21	ELECTRICAL	COMPLETE
22	PLUMBING	COMPLETE
23	PAINTING	COMPLETE
24	FINISHES	COMPLETE

ITEM	DESCRIPTION	STATUS
25	MECHANICAL	COMPLETE
26	ELECTRICAL	COMPLETE
27	PLUMBING	COMPLETE
28	PAINTING	COMPLETE
29	FINISHES	COMPLETE
30	MECHANICAL	COMPLETE
31	ELECTRICAL	COMPLETE
32	PLUMBING	COMPLETE
33	PAINTING	COMPLETE
34	FINISHES	COMPLETE

GENERAL NOTES:

1. All work shall conform with the relevant building codes and regulations.
2. All materials shall be of the highest quality and approved by the architect.
3. All dimensions shall be as shown on the drawings unless otherwise stated.
4. The contractor shall be responsible for obtaining all necessary permits.
5. Any discrepancies, variations and omissions shall be reported to the architect immediately.
6. The contractor shall be responsible for the safety of all workers and the public.
7. All work shall be completed within the specified time frame.
8. The contractor shall be responsible for the removal of all debris and waste.
9. The contractor shall be responsible for the protection of all existing structures.
10. The contractor shall be responsible for the maintenance of all records.
11. The contractor shall be responsible for the completion of all drawings.



120-00 GROUND FLOOR - WALL FINISHES LAYOUT
SCALE: 1:100

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	12/20/2020	JHB
2	ISSUED FOR PERMITTING	12/20/2020	JHB
3	ISSUED FOR PERMITTING	12/20/2020	JHB
4	ISSUED FOR PERMITTING	12/20/2020	JHB
5	ISSUED FOR PERMITTING	12/20/2020	JHB
6	ISSUED FOR PERMITTING	12/20/2020	JHB
7	ISSUED FOR PERMITTING	12/20/2020	JHB
8	ISSUED FOR PERMITTING	12/20/2020	JHB
9	ISSUED FOR PERMITTING	12/20/2020	JHB
10	ISSUED FOR PERMITTING	12/20/2020	JHB

CLIENT NAME: MOTOR INDUSTRY RETIREMENT FUND (MIRF)
FOR: MIBCO, DRC, FRA & MIFA - JHB
CLIENT ADDRESS: 275 KENT AVENUE, RANDENBURG, 2194, JOHANNESBURG

CLIENT APPROVAL SIGNATURE: _____
DATE: 12/20/2020

PROJECT NO.: 120-00-00
DATE: 12/20/2020

ARCHITECT: [FIRM NAME]
REGISTERED ARCHITECT: [NAME]