

GAUTENG FILM COMMISSION

5 Hollard Street, 3rd Floor, Mayibuye Building, Marshalltown, Johannesburg, South Africa

Tel: 011 833 0409 | Email: info@gautengfilm.org.za

REQUEST FOR QUOTATION (RFQ)

PROFESSIONAL SPACE ASSESSMENT, DESIGN, AND BILL OF QUANTITIES FOR A CREATIVE SMME HUB

RFQ Reference Number	GFC/RFQ/PISP/2026/10
Date Issued	10 September 2026
Closing Date and Time	16 September 2026, 23h59 (SAST)
Enquiries	Kamogelo Serage - kamogelos@gautengfilm.org.za Mak Mogoba - makm@gautengfilm.org.za

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1. PURPOSE

The Gauteng Film Commission (GFC) invites suitably qualified and experienced space-planning and interior design service providers to submit quotations for the professional space assessment and design of a Creative SMME Incubation Hub at the GFC offices.

The assignment is intended to produce a practical, safe, cost-effective, and scalable design package. This will include a measured site assessment and feasibility report, detailed space plans, technical specifications, and a measured Bill of Quantities (BOQ) that will be used by GFC for a subsequent procurement process for the fit-out and implementation of the Hub.

2. BACKGROUND

GFC is implementing a 12-month Creative SMME Incubation Programme for 20 existing registered youth-owned creative enterprises. The programme will combine practical training, business development, industry coaching, market access and access to shared creative-production infrastructure.

The proposed hub is an open-plan room of approximately 150 m² at GFC offices. The preliminary brief identifies four workstation zones, three editing suites, a coach area, a meeting and training area, a kitchen or pantry, lockable storage, digital presentation facilities and safe power and connectivity infrastructure. The final arrangement must be based on a measured site inspection and a professional feasibility assessment conducted by the appointed service provider.

3. OBJECTIVES OF THE ASSIGNMENT

The appointed service provider must:

- Assess the physical and operational feasibility of the proposed estimated ±150 m² hub.
- Verify measurements, existing services, access, safety, power, lighting, ventilation, data and other site constraints.
- Prepare a functional space plan that accommodates the programme brief without overcrowding and maintains safe circulation.
- Recommend acoustic zoning for editing and post-production activities.
- Prepare technical drawings, specifications and a measured bill of quantities (BOQ) suitable for procurement.
- Identify cost-saving alternatives and clearly state what is essential, desirable or optional in the design.

4. SCOPE OF WORK

4.1 Inception and Mandatory Site Inspection

The provider must attend a site inspection with GFC representatives before finalising its price. The inspection must include verification of room dimensions, entrances, windows, ceiling heights, existing flooring, walls, lighting, ventilation, power distribution, data points, fire equipment, plumbing, security, access routes and any landlord or building-management restrictions. The provider must submit an inception note confirming assumptions, exclusions, information required from GFC and a proposed work programme.

4.2 Feasibility and Space Assessment

The provider must assess whether the room can safely and practically accommodate the accommodation brief. The report must address spatial capacity, circulation, accessibility, privacy, acoustic separation, natural and artificial lighting, ventilation, power demand, data and Wi-Fi requirements, security, storage, maintenance and future scalability. The provider must identify any constraints that could prevent the proposed layout and provide at least one compliant alternative where required.

4.3 Space Planning and Design

The provider must prepare a dimensioned space plan showing workstations, editing suites, coach positions, meeting and training space, storage, kitchen or pantry, screens, printer, power points, data points, circulation and emergency routes. The provider must also provide an annotated zoning plan explaining how noise, privacy and shared use will be managed. The design must prioritise functionality, affordability, durability, maintainability, user wellbeing and the creative-production needs of the SMMEs.

4.4 Technical Specifications and BOQ

The provider must prepare a measured BOQ and technical specification covering, where applicable, preparation, repairs, painting, flooring, partitioning, ceilings, lighting, partitions, acoustic treatments, electrical works, data containment, furniture, storage, kitchen or pantry fixtures, signage, installation, testing, certification, cleaning, snagging and handover. Each BOQ item must state quantity, unit, specification, unit rate, total, VAT status, lead time and whether it is essential, recommended or optional.

The BOQ must be structured to allow GFC to procure the fit-out works in a subsequent phase. It must clearly separate costs for different work packages (e.g., furniture, electrical, construction).

5. DELIVERABLES AND MILESTONES

Deliverable	Minimum Content	Target (Working Days from Appointment)
Site Inspection and Inception Note	Verified assumptions, constraints and work plan.	Within 2 working days
Feasibility Report	Capacity, constraints, compliance, risks and options.	Within 4 working days
Concept Layout Options	At least one preferred layout and one alternative, with rationale.	Within 6 working days
Detailed Space Plan	Dimensioned zoning, furniture, circulation, power and data.	Within 8 working days
Technical Specification and BOQ	Measured quantities, rates, alternatives and exclusions.	Within 10 working days

6. SERVICE STANDARDS

The provider must deliver quality workmanship in their assessments and designs, use industry-standard design principles, comply with approved specifications, and engage professionally with stakeholders. All reports and drawings must be clear, accurate, and suitable for their intended purpose.

7. PERIOD OF PERFORMANCE

The anticipated design period is 10 working days from the date of appointment. The successful provider must submit a detailed work programme after appointment. No work may commence before written appointment or purchase order.

8. ROLES AND RESPONSIBILITIES

8.1 GFC Responsibilities

- Provide access to the site for inspections.
- Provide available existing layout plans and information on the building.
- Coordinate stakeholder engagements as required.
- Review and approve deliverables in a timely manner.

8.2 Service Provider Responsibilities

- Execute all approved assessment and design works.
- Manage any specialist sub-consultants (e.g., structural, electrical, acoustic engineers if required).
- Ensure regulatory compliance in the design (e.g., SANS, fire regulations).
- Provide qualified personnel to conduct the assessment and design.
- Submit progress reports and deliverables as per the milestones.

9. MINIMUM REQUIREMENTS

The bidder must demonstrate:

- Experience in space planning and interior design projects.
- Experience in commercial, public-sector, or creative industry environments.
- Availability of qualified personnel (e.g., registered architect, interior designer, or relevant professional).
- Ability to produce technical drawings and BOQs.

10. PRICING AND COST PROPOSAL

The bidder must submit a detailed cost proposal for the professional services, including:

- Professional Fees (Assessment, Design, and Drawings).
- Compilation of the Technical Specification and BOQ.
- Site Visit and Inspection Costs.
- Administrative and Reporting Costs.

- Travel Costs.
- VAT where applicable.

The pricing must be a fixed fee for the scope of work as described.

Proposal Validity Period

The proposal validity period must be clearly stated and remain valid for a minimum of ninety (90) calendar days from the closing date of the RFQ.

11. COMPLIANCE REQUIREMENTS

The following mandatory documents must be submitted with the proposal:

- Valid SARS Tax Compliance Status Pin / Tax Clearance Certificate
- Valid B-BBEE Certificate or Sworn Affidavit
- CSD Registration Report
- Completed and signed SBD 4 and SBD 6.1 Forms
- Proof of Banking Details
- CIPC Registration Certificate

Important Information

All fee proposals and pro-forma invoices must reflect the following VAT vendor details.

Gauteng Film Commission: VAT Registration Number: 4060209766

12. ASSESSMENT CRITERIA

Quotations will be evaluated in two stages:

Stage 1: Functionality Evaluation

Bidders must achieve a minimum score of **70 points out of 100 (70%)** for functionality in order to qualify for further evaluation.

Functionality Evaluation Criteria

Criteria	Description	Points
Company Experience	Demonstrated experience in similar interior fit-out, refurbishment, and office renovation projects	25
Technical Capability	Ability to deliver the required scope of work, including technical expertise and resources	20
Personnel Qualifications	Qualifications, certifications, and experience of key personnel assigned to the project	15
Project Approach and Methodology	Understanding of the project requirements, implementation plan, and methodology	15
Compliance Capability	Demonstrated ability to comply with applicable regulations, standards, and specifications	15
References	Contactable references for similar projects successfully completed	10
Total		100

Minimum Qualifying Score: 70 Points (70%)

Stage 2: Preference Point Evaluation (80/20)

Only bidders who achieve the minimum functionality threshold will proceed to the Preference Point System evaluation.

Criteria	Points
Price	80
Specific Goals	20
Total	100

13. SUBMISSION OF PROPOSALS

All proposals must be submitted electronically to:

Email: kamogelos@gautengfilm.org.za

Closing Date: 16/09/2026

Closing Time: 23h59

Late submissions will not be considered.

14. ENQUIRIES

For any enquiries relating to this RFQ, please contact:

Mr. Mak Mogoba

Email: makm@gautengfilm.org.za

Ms. Kamogelo Searge

Email: kamogelos@gautengfilm.org.za

Telephone: +27 11 833 0409

15. UNAUTHORISED COMMUNICATION

Any communication with Gauteng Film Commission officials regarding this RFQ, other than through the designated contact persons listed above, may result in the disqualification of the bidder.

16. IMPORTANT NOTES TO SERVICE PROVIDERS

- A **mandatory site verification/inspection** must be conducted prior to pricing. This inspection will take place at the GFC offices on **Monday, 14 September 2026 at 11:00 AM**. Bidders who do not attend will not be considered.
- This RFQ relates strictly to the assessment and design phase. The subsequent implementation works will be the subject of a separate procurement process.
- All designs, materials specified, and workmanship must comply with applicable legislation, building regulations, health and safety requirements, and industry standards (e.g., SANS 10400).
- The Gauteng Film Commission reserves the right not to appoint any service provider.
- The Gauteng Film Commission further reserves the right to negotiate scope, timelines, or project deliverables where necessary.

A handwritten signature in black ink, appearing to read 'J. Mthethwa', is positioned to the left of the date.

10/09/2026