



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER AUTODESK REVIT ARCHITECTURE ESSENTIAL COURSE

#### 1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Autodesk Revit Architecture Essential course.

#### 2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis for 2026/27 financial year. The Training Calendar was developed using the training needs received from the units as well as the training gaps identified through the Skills Audit exercise.

Autodesk Revit Architecture Essential course was identified by three (03) officials in the Chief Directorate: Technical Services.

#### 3. Expected Outcomes/ Deliverables

The course will assist the officials in creating a complete 3D architectural project model, including walls, doors, windows, components, floors, ceilings, roofs, stairs, and other basic tools commonly used by architectural professionals.

#### 4. The course content should cover the following areas:

- Revit in a nutshell,
- User Interface (UI) tour, project navigation and view creation,
- Element section and manipulation,
- Visibility control and categorisation,
- Model Development methodology,
- Wall creation and manipulation,
- Floors, roofs and ceilings,
- Window, door and component use,
- System family editing,



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- Basic Schedules and legends,
- Stairs ramps and railings,
- Geometry formation and in place families,
- Massing tools and the building maker,
- Basic curtain walls,
- Room data and colour fill,
- 2D draughting and annotation,
- Sheet compilation and publication,
- Basic subdivision and collaboration, and
- Introduction to the principles of family editing.

**5. Duration of the course**

The course should be presented over a period of three (03) days.

**6. Total number to be trained**

Three (03) officials from Head Office are to attend the course.

**7. Certification**

The officials should be awarded Certificate of Attendance and Continuing Professional Development (CPD) points upon successful completion of the course.

**8. Training venue**

The training venue should be provided by the Service Provider.

**9. Training dates**

Training dates shall be determined by the appointed service provider.

**10. Specific professional experience**

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Autodesk Revit Architecture Essential course. The service provider must provide a competent facilitator for this course.



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## 11. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

## 12. Special Requirements

It is a requirement that all service providers facilitating any type of training be registered/ accredited with the relevant Education Training Quality

Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

13. All disbursements must be included within the cost per delegate.

## 14. Enquiries

All enquiries should be directed to:

**Ms Tumelo Sibandze**  
**Training and Development**  
**(012) 406 1157**