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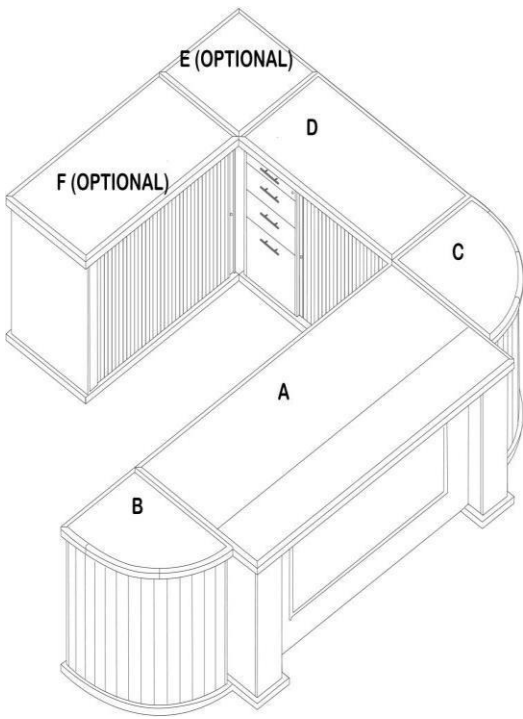
BRANCH: INFORMATION REGULATOR: GAUTENG


Tel: 010 023 5263 / 010 023 5200


Fax:

SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	30 July 2025	
Closing Date	15 August 2025	
RFQ Number	RFQ 026-2025/2026	
Venue for delivery of goods/services	54 Maxwell drive, Old General Motors building	
Contact E-mail	SCM@infoRegulator.org.za	
Contact Person	Phindulo Maphangula/ Lesego Korae	
Contact Number	083 383 7386	
PROCUREMENT OF OFFICE FURNITURE		
Specification to be supplied	Qty	Description
	2	<p>A. DESK WITH HALF INLAY FINISH: WALLNUT VENEER WITH MATT BLACKMELAMINE INLAY 2100mm(W) x 900mm(D) x 730mm(H)</p> <p>B. QUARTER LINK CURVED BASE (RHS/LHS) FINISH: WALLNUT VENEER WITH MATT BLACKMELAMINE SIDE PANELS 800mm(W) x 650mm(D) x 730mm(H)</p> <p>C. QUARTER LINK CURVED BASE (LHS/RHS) FINISH: WALLNUT VENEER WITH MATT BLACKMELAMINE SIDE PANELS 800mm(W) x 600mm(D) x 730mm(H)5</p> <p>D. ROLLER DOOR PEDENZA LHS INCLUDING 2x ADJUSTABLE INTERNAL SHELVES INCLUDING LOCKABLE 1x PEN & PENCIL DRAWER, 2x STANDARD DRAWERS, 1x DEEP FILING DRAWERFINISH: WALLNUT VENEER</p>

Adv. FDP Tlakula (Chairperson), **Adv. LC Stroom** (Full-time Member),
Ms. AR Tilley (Part-time Member), **Mr. MV Gwala** (Part-time Member).
Mr. M Mosala (Chief Executive Officer)


	<p>1250mm(W) x 650mm(D) x 730mm(H) (LHS)</p> <p>E. OPTIONAL: CORNER TABLEFINISH: WALLNUT VENEER (W) x 650mm(D) x 730mm(H)</p> <p>F. OPTIONAL: ROLLER DOOR CREDENZA LHS / RHSWITH X 2 INTERNAL ADJUSTABLE SHELVES FINISH: WALLNUT VENEER 1250mm(W) x 650mm(D) x 730mm(H)</p> <p>G. WALL UNIT WITH 2 HINGED SOLID DOOR BASEWITH 2 ADJUSTABLE SHELVES & 2 HINGED FRAMED GLASS DOORS WITH 2 ADJUSTABLE SHELVES FINISH: WALLNUT VENEER & 4MM FLOAT GLASS900(W) x 360mm(D) x 1900mm(H)</p> <p>H. IRONMONGERY: -ALL DOOR HINGES AND DRAWER BALL BEARINGRUNNERS TO BE SOFT-CLOSING -WALL UNIT DOOR HANDLES TO BE ANTIQUEBRASS - 160mm – CORNICE HANDLES -DRAWER HANDLES TO BE ANTIQUE BRASS –160mm – CORNICE HANDLES -DRAWERS TO HAVE CENTRAL BODY LOCK -WALL UNIT DOORS TO HAVE NICKEL PLATEDLOCKS</p>
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	2	<p>DYNASTY</p> <p>A. DESK</p> <p>2400 X 1200MM</p> <p>D-SHAPE DESK WITH HALF ROUND COLUMN LEG</p> <p>b. REAR TABLE</p> <p>2400 X 600MM</p> <p>C. PEDENZA</p> <p>3 DRAWER + DEEP FILER WITH ROLLER DOOR CUPBOARD</p> <p>D. FREE STANDING EXTENSION</p> <p>1200 X 600MM</p> <p>E. MODULAR TOP UNIT</p> <p>2 X 1200 X 800 X 350MM TOP UNIT WITH GLASS DOORS</p> <p>1 X 1200 X 800 X 350MM TOP UNIT WITH OPEN SHELVES</p>
	11	<p>4-SEATER ROUND TABLES</p> <p>1200MM (W) X 1200MM (D) X 770MM (H)</p> <p>32MM TOPS</p> <p>SOLID WOODEN ROUND LEG THE SAME COLOR AS THE TABLETOP</p> <p>ROUND 1200MM (W) X 1200MM</p>
DISCUS FURNITURE (EXECUTIVES)	7	<p>DISCUS FURNITURE</p> <p>A. DESK 2400 X 1000 mm</p> <p>B. DESK EXTENSION DROP 1600 X 1000 mm</p>

		<p>C. 4 DRAWER MOBILE WITH DEEP FILLER</p> <p>D. CREDENZA SIDE UNIT WITH 2 SOLID DOORS AND 1 ROLLER DOOR 1800 X 600 mm</p>
<p>1 BOX LEGGED BEAM DESK WITH FLOATING TOP WITH MODESTY PANEL FINISH: WALLNUT VENEER WITH WHITE MELAMINE 1800mm(W) x 800mm(D) x 740mm(H) (CARDBURY OAK)</p> 	4	<p>A. 1 BOX LEGGED BEAM DESK WITH FLOATING TOP WITH MODESTY PANEL</p> <p>B. FINISH: WALLNUT WITH WHITE MELAMINE</p> <p>C. 1800mm(W) x 800mm(D) x 740mm(H)</p> <p>D. ROLLER SHUTTER DOOR CREDENZA WITH X 2 ADJUSTABLE INTERNAL SHELVES (WHITE)</p> <p>E. FINISH: WALLNUT 1200mm(W) x 500mm(D) x 700mm(H)</p> <p>F. 3 DRAWER PEDESTAL WITH FLOATING PEN AND PENCIL TRAY & 1 DEEP FILLER DRAWER WITH CENTRAL LOCK</p> <p>G. FINISH: WALLNUT AND WHITE MELAMINE</p> <p>H. IRONMONGERY:</p> <p>ALL DOOR HINGES AND DRAWER BALL BEARING RUNNERS TO BE SOFT-CLOSING</p> <p>WALL UNIT DOOR HANDLES TO BE ANTIQUE BRASS - 160mm – CORNICE HANDLES</p> <p>DRAWER HANDLES TO BE ANTIQUE CHROME – 160mm – CORNICE HANDLES</p> <p>DRAWERS TO HAVE CENTRAL BODY LOCK</p> <p>WALL UNIT DOORS TO HAVE NICKEL PLATED LOCKS</p>
L-SHAPED WORKSTATION MADE UP AS FOLLOWS:	10	<p>L-SHAPED WORKSTATION MADE UP AS FOLLOWS: CARDBURY OAK MELAMINE</p> <p>1 X CORE TOP - 1600 X 1600 X 700 X 600mm,</p>

		<p>1 X EXTENSION TOP – 900 X 600mm (ABOVE DRAWER UNIT) FINISH: WALNUT</p> <p>1 X 3-DRAWER DESK HIGH PEDESTAL – 400mm(W) X 500mm(D) X 700mm(H) WITH PEN & PENCIL TRAY AND DEEP FILER – LOCKABLE (WHITE WITH WALNUT DRAWER COVERS)</p> <p>MODESTY PANEL IN WHITE MELAMINE</p> <p>2XSTEEL LEGS – 76mm</p> <p>PANEL LEG (400 WIDE)</p> <p>LARGE LINKING PLATES (BRACKETS)</p> <p>CABLE HOLE ON TOP</p>
<p>HEAVY DUTY CHAIR</p> 	<p>4</p>	<p>HEAVY DUTY CHAIR – PRESIDENT HIGH BACK OFFICE RANGE – ONLY BLACK AND BONDED LEATHER</p>

	7	BIG GUYS C.E.O HEAVY DUTY OFFICE CHAIR.
	14	<p>GOOSE HIGH BACK-OFFICE CHAIR</p> <p>680MM SEAT BACK HEIGHT</p> <p>508MMX508MM SEAT</p> <p>WITH WHEELS AND MUST BE ADJUSTABLE</p>

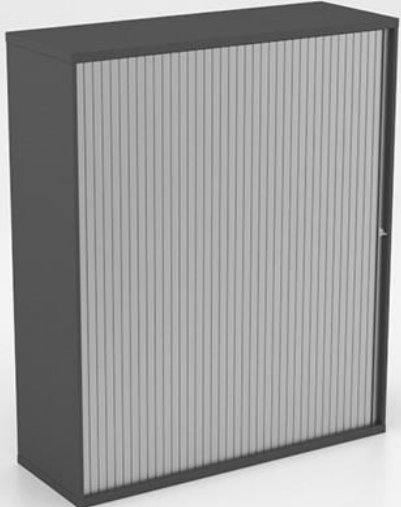


<p>CINDY HIGH BACK-OFFICE CHAIR</p> 	<p>44</p>	<p>CINDY HIGH BACK-OFFICE CHAIR</p>
<p>EXECUTIVE VISITORS CHAIR FINISH: BLACK RIBBED BONDED LEATHER TYPE: CLASSIC VISITORS REPRO CHAIR</p>	<p>22</p>	<p>A. EXECUTIVE VISITORS CHAIR FINISH: BLACK RIBBED BONDED LEATHER TYPE: CLASSIC VISITORS REPRO CHAIR</p> <p>B. FEATURES</p> <p>CHROME ARMS WITH PROTECTIVE ARM SLEEVES WITH ZIP</p> <p>LUMBAR SUPPORT OFFICE CHAIR</p> <p>RUST RESISTANT CHROME STEEL FRAME WITH NYLON STOPPERS FOR BALANCING</p>





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	11	<p>LOCKABLE ROLLER SHUTTER DOOR SYSTEM CUPBOARD WITH x3 ADJUSTABLE SHELVES FINISH: CARDBURY OAK 1200mm(W) X 450mm(D) X 1500mm(H)</p>
	1	<p>EXECUTIVE BOARDROOM TYPE 2 20-SEATER OVAL CONSERVATIVELY STYLED TABLE WITH ACCESSIBLE BOX BASE AND ACCESS DOOR FOR FULL RETICULATION AND CENTRAL INLAY FINISH: WALLNUT VENEER WITH LEATHER INLAY 6300mm(W) x 2200mm(D) x 730mm(H)</p>
	4	<p>A. DOUBLE SEATER COUCH FINISH: FINISH: ARRANGEMENT OF COLOURS IN A DURABLE FABRIC FINISH WITH POWDER COATED STEEL FRAME 1400mm(W) x 810mm(D) x 1000mm(H)</p>

			4	B. SINGLE SEATER COUCH FINISH: FINISH: ARRANGEMENT OF COLOURS IN A DURABLE FABRIC FINISH WITH POWDER COATED STEEL FRAME 810mm(W) x 810mm(D) x 1000mm(H)
			4	C. SQUARE OTTOMAN FINISH: FINISH: ARRANGEMENT OF COLOURS IN A DURABLE FABRIC FINISH WITH POWDER COATED STEEL FRAME 810mm(W) x 810mm(D) x 450mm(H)
TRAINING ROOM			5 5 22	MOBILE TRAINING TABLES 1800 X 600 mm 1350 X 600 mm RICKSTAR OFFICE CHAIRS NO ARMS 82(H) X 45(W) X 56 (D) cm MATERIAL: SQUARE TUBE STEEL FRAME, SEAT CHIP FOAM, BACK MEDIUM DENSITY FOAM /FABRIC COVERING NO MECHANISM
STUDIO ROOM			1	Desk / Table With Cable holes for neat cabling Ergonomic Office Chairs (x2) Adjustable height and lumbar support Silent wheels (if needed for movement during recordings) Upholstered for sound absorption Side Table / Media Console Table Medium Storage Cabinet / Drawer Unit

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	<p>For storing headphones, notepads, and personal items Preferably with lockable drawers</p> <p>Small Wall mounted Modular Shelving Unit 2x For visual appeal and storing decorative or functional items (props, books, etc.)</p> <p>Small Coffee Table or Centre Table</p> <p>Lounge Chairs x2 (IR blue color)</p> <p>Stool / Pose Chair for Photography x1 Height-adjustable</p>
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1. Others - Important

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- **Pricing:** Include detailed pricing breakdown (unit price, total price, taxes, and any additional costs).
- **Quotations not according to the specification will be disqualified.**

2. REQUIREMENTS:

2.1 Request for Quotation Requirements

To guarantee an objective and fair evaluation process, all quotations submitted must be in accordance with the format described in the Request for Quotation. Failure to provide all or any part of the requested information in the required format may result in a quotation being excluded from the evaluation process.

2.2 Service Providers interested in this Project should submit the following documents.

- 2.2.1 Provide three (3) letters of proof of previous relevant experience (i.e., supply, deliver and assembly of Office Furniture) for work completed within the last three (3) years.
- 2.2.2 The service provider submits COIDA Certificate (Letter of good standing).
- 2.2.3 Company Profile comprising of bidder's primary business activities, clients, management, partners, etc
- 2.2.4 Bank rating / codes providing valuable insight into the financial status of a business or entity, allowing you to determine the terms of business and risk involved when extending credit.
- 2.2.5 A concise Project Plan / written summary of no longer than five (5) pages that demonstrates the full scope of work as indicated in the Terms of reference or specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project.

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2.3 RFQ Terms and Conditions

- 2.3.1 Bidders must be registered with the National Treasury (CSD) Central Supplier Database and attach a copy of their CSD report, or Unique number and Tax Pin in their bids in order to enable Information Regulator to confirm suppliers' tax status.
- 2.3.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act.
- 2.3.3 Bidders must complete, sign, and submit updated SBD 4, and SBD 6.1, SBD 6.2
- 2.3.4 The quotation and required documents must be submitted through email to SCM@infoeregulator.org.za or as prescribed elsewhere in the RFQ.
- 2.3.5 The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulation of 2022
- 2.3.6 Bidders must indicate estimated delivery of goods / service

3. Evaluation Process and Criteria

The quotes will be evaluated in 3 (three) stages.

- SCM Pre-qualification criteria
- Functional criteria, and
- Price and Specific Goal

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4.1 The first stage will be pre-qualification in line with SCM requirements:

- Tax Compliance Status Pin;
- Original certified BBBEE Certificate/ Sworn Affidavit;
- CSD registered and submission of CSD report not older than three (3) months
- Completed and signed SBD 4, SBD 6.1, SBD 6.2

Bids not in compliance with the above-mentioned and received after the closing date of request for quotation will **NOT** be considered.

Quotations that qualify will proceed to the second stage of evaluation.

A panel representing the Regulator will evaluate the quotations received according to a set of evaluation criteria.

4.2 The second stage will evaluate functionality, and the minimum threshold will be 70 points.

Evaluation of quotations will be done according to the following criteria (sufficient information should be provided):

Table 1

Evaluation Criteria	Description	Score Guidelines		Points
Reference Letters (Past Experience) NB: NO PURCHASE ORDERS TO BE PROVIDED AS REFERENCE	Provide three (3) letters of proof of previous relevant experience (i.e., supply, deliver and assembly of Office Furniture) for work completed within the last three (3) years with contactable references. References must be in a form of a signed letters on a client's official business letterhead stating the scope and description of the services rendered, contract duration with contact name, and contact number.	• The submission of three (3) letters demonstrates proven experience in supplying, delivering and assembling office furniture.	(20)	20
		• The submission of two (2) letters demonstrates proven experience in supplying, delivering and assembling office furniture.	(10)	
		• The submission of one (1) letter demonstrates proven experience in supplying, delivering and assembling office furniture.	(5)	

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		<ul style="list-style-type: none"> The non-submission or submission of irrelevant letters do not demonstrate proven experience in supplying, delivering and assembling office furniture. 	(0)	
Detailed Project Plan	A concise Project Plan / written summary of no longer than five (5) pages that demonstrates the full scope of work as indicated in the Terms of reference or specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project.	<ul style="list-style-type: none"> Submission of detailed project plan addressing every aspect of the scope of work 	(20)	20
		<ul style="list-style-type: none"> Submission of project plan that partially addresses the scope of work. 	(10)	
		<ul style="list-style-type: none"> Non-Submission of project plan that partially addresses the scope of work. 	(0)	
Compliance with COID	Compliance with COID (Compensation for Occupational Injuries and Diseases) and provide certificates (Letter of good standing)	<ul style="list-style-type: none"> Submission of the Letter of Good standing 	(20)	20
		<ul style="list-style-type: none"> Non-Submission of the Letter of Good standing 	(0)	
Company Profile	Company Profile comprising of bidder's primary business activities, clients, company address, contact details, Accreditations, management structure, partners, etc.	<ul style="list-style-type: none"> Excellent summary of the company profile 	(20)	20
		<ul style="list-style-type: none"> Good summary of company profile. 	(10)	
		<ul style="list-style-type: none"> Average summary of company profile. 	(5)	
		<ul style="list-style-type: none"> No summary of the company profile. 	(0)	
Bank rating	Providing valuable insight into the financial status of a business or entity, allowing you to determine	<ul style="list-style-type: none"> Rating A -B Good to do business with a company 	(20)	20

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	the terms of business or risk involved when extending credit.	<ul style="list-style-type: none"> Rating C-D Unlikely to commit themselves beyond their means 	(10)	
		<ul style="list-style-type: none"> Rating E Good to modest business commitments 	(5)	
		<ul style="list-style-type: none"> Non-Submission of Bank Rating 	(0)	

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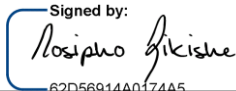
NB** Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.**

4.3 The third stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality.

In accordance with the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded as per points allocated to a bidder on the specific goals: (In reference to SBD 6.1)

- Enterprises with ownership of 51% or more by person/s who are black person/s – 10 points
- Enterprises with ownership of 51% or more by person/s who are women – 5 points
- Enterprises with ownership of 51% or more by person/s who are youth – 3 points
- Enterprises with ownership of 51% or more by person/s with disability – 2 points

1.4 SIGNATURE

SPECIFICATION SIGNED OFF BY			
Name	Adv. Zikishe		
Position	BSC Chairperson		
<div><div><div>Signed by:</div><div><div>62D56914A0174A5...</div></div></div><div>31-Jul-2025 19:53 SAST</div></div> <tr><td>Signature</td><td>Date</td></tr>		Signature	Date
Signature	Date		



Adv. FDP Tlakula (Chairperson), Adv. LC Stroom (Full-time Member), Adv. JC Weapond (Full-time Member),
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