

REQUEST FOR INFORMATION

RFI NUMBER: RFI26 2025-2026

REQUEST FOR INFORMATION ON THE RELOCATION OF A 500KG SAFE AND A BULK FILER FROM BLOCK C TO BLOCK G. THE BULK FILER REQUIRES DISMANTLING, TRANSPORT, AND REASSEMBLY. A PROFESSIONAL COMPANY WITH THE RIGHT EQUIPMENT AND EXPERTISE IS REQUIRED TO ENSURE SAFE HANDLING.

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Request for Information to identify and engage suitably qualified service providers who can assist in the **relocation of a 500kg safe and a bulk filer from block C to block G**. The bulk filer requires dismantling, transport, and reassembly for the Competition Commission of South Africa (CCSA)

Issue date: 01 October 2025

Closing Date: 07 October 11:00

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI26 2025-2026
RFI TITLE	: RELOCATION OF A 500KG SAFE AND A BULK FILER FROM BLOCK C TO BLOCK G WITHIN THE CAMPUS. THE BULK FILER REQUIRES DISMANTLING, TRANSPORT (no transport needed), AND REASSEMBLY EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	01st October 2025
RFI Available from	01st October 2025
Site Visit Date & Time	03 October 2025 11:00AM
Venue for Site Visit	Competition Commission of South Africa (CCSA) DTI Campus, Mulayo (Block C) 77 Meintjies Street, Sunnyside, Pretoria
RFI Closing Date and Time	07 October 2025 at 11:00
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1** Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1** “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2** “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

3. The manner of submission of the RFI

- 3.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 3.2** Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 3.3** The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 3.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 3.5** Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

1. BACKGROUND

- 1.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 1.3 Therefore, the CCSA is requiring a suitability qualified service provider to assist in the relocation of a **500kg safe and a bulk filer from block C to block G**. The bulk filer requires dismantling, transport (no transport needed), and reassembly expected timeframe and a professional company with the right equipment and expertise is required to ensure safe handling.

2. SITUATION ANALYSIS

- 2.1 The Cartel Division has relocated from **Block C to Block G**, necessitating the safe and Cartel Bulk Filer to be moved to the new location to maintain secure storage and accessibility of evidence.

3. SCOPE OF WORK

The appointed service provider will be required to:

3.1 Relocate a Heavy-Duty Safe

- 3.1.3 Safely move a large safe weighing approximately **500 kg** from **Block C to Block G** within the campus.
- 3.1.4 Provide the necessary lifting equipment, tools, and professional staff to execute the move without damage to the safe, building, or surrounding infrastructure.
- 3.1.5 Ensure secure handling at all times due to the sensitive nature of the contents.

3.2 Relocate Cartel Bulk Filer

- 3.2.1 Carefully **dismantle and assemble** the Cartel Bulk Filer currently mounted on the floor, within the campus.

3.2.2 Specifications:

- a) The Bulk Filer is built on the floor.
- b) Quadro Bulk Filers 4 wide.
- c) 1100mmW x 2200mmH x 400mmD ;
- d) 7 shelves per bay creating 8 openings.
- e) Each shelf houses 10 X A4 containers.
- f) 80 containers per bay.

3.2.3 **Transport** all components securely to Block G. To use a trolley within the campus, no transport needed

3.2.4 **Reassemble** the bulk filer at the new location – Block G, ensuring structural integrity and full functionality.

3.3 General Requirements

- 3.3.1 Provide **protective measures** to avoid damage to floors, walls, and equipment during relocation.
- 3.3.2 Ensure that all work is conducted in compliance with **safety standards** and within the required timeframe.
- 3.3.3 Deploy appropriately trained staff and specialized moving equipment.

4. RFQ TIMELINES

4.1. Within ten days of order.

5. CONTRACT DURATION

5.1. This is a once off contract.

6. SPECIAL CONDITIONS

- 6.1 The service provider must have experience in handling and relocating heavy and sensitive equipment.
- 6.2 All work must comply with health and safety regulations.
- 6.3 The safe and bulk filer must be handled carefully to prevent damage.
- 6.4 The bulk filer must be dismantled, transported, and reassembled at the new location without loss or damage.
- 6.5 The service provider must provide their own specialized equipment and tools for the relocation.

7. ESTIMATE COSTING

No.	Description	Estimate Cost
7.1	Relocate a Heavy-Duty Safe with a jack trolley	
7.2	Relocate Cartel Bulk Filer, using trolleys	
7.3	Transport – No transport is needed	
7.4	Dismantling and reassemble	
VAT (15%)		
Total Cost VAT incl.		

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT