



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

**REQUEST FOR MOVING AND STORAGE OF OFFICE FURNITURE AND EQUIPMENT  
FOR THE MPUMALANGA REGIONAL OFFICE ON A MONTH-TO-MONTH BASIS FOR  
A PERIOD NOT EXCEEDING TWELVE MONTHS (12) MONTHS**

**1. PURPOSE**

- 1.1.** ICASA hereby requests the services of a qualified and experienced service provider for the movement and storage of office furniture & equipment within 30-kilometer radius from the current storage location (i.e., 1008 Kruger Avenue, Lyttleton Manor, Centurion).
- 1.2.** The envisaged date for asset removal from site is from 27-29<sup>th</sup> February 2023.
- 1.3.** The envisaged date for the required service is from 01 March 2024 -28 February 2025.

**2. SCOPE OF WORK**

- 2.1.** ICASA currently has office furniture and equipment stored at 1008 Kruger Avenue, Lyttleton Manor, Centurion.
- 2.2.** Transportation services must include but not limited to collection, packing, wrapping, assembling, dismantling, loading and off-loading, labour, warehouse handling fee etc., and ensuring that the goods arrive in the exact state as when originally packed. The warehouse handling fee should be quoted for four occasions and will only be paid as and when ICASA has requested such handling fees;
- 2.3.** The furniture and equipment must be packed according to ICASA's requirements. Such requirements will be communicated to the appointed service provider (e.g., packed according to different categories – chairs, desks, couches, cabinets etc.)

- 2.4.** The service provider must always ensure that high consideration and care is placed on the handling, movement and packing of the furniture and equipment to prevent any damages.
- 2.5.** The service provider must ensure and maintain a neat and tidy environment whilst handling, moving and packing of the furniture and equipment.
- 2.6.** Suitable packing material (wrapping plastics, blankets etc.), which will ensure that the goods arrive in the exact state as when it was originally moved must be used when furniture and equipment is packed, at the expense of the service provider.
- 2.7.** Service provider to ensure that the necessary boxes for packaging are available onsite to be used at its own cost.
- 2.8.** Service provider to quote separately for the disassembling of furniture, where required (e.g. office desks), as per the supplied assets list.
- 2.9.** Ensure effective service management and support to ICASA, e.g. responsiveness to ICASA instructions regarding turnaround time and providing expert advice and value-adding services.
- 2.10.** Ensure quality control procedures are used to supervise or monitor work done by the service provider, such as loading and off-loading of these assets.
- 2.11.** The appointed service provider is required to collect and deliver the appropriate assets, load and off-load the assets from the truck at the designated area as per instruction from ICASA.
- 2.12.** The appointed service provider is expected to provide the offsite storage facility.
- 2.13.** **The service provider will be expected to conduct a site inspection to measure the units of active assets as part of the procurement process. Site inspections can be arranged with Ms. Tricia Wallace-Roberts @ 084 505 7866. For any enquiries kindly contact Ms. Boitumelo Phayane @ 082 439 0002.**

### **3. INSURANCE**

- 3.1.** The appointed service provider must comply with all insurance requirements, which includes but not limited to:
  - 3.1.1.** having sufficient insurance cover for any possible claims which includes but not limited to damages, negligence and/or liability.
  - 3.1.2.** the service provider's to use the appropriate skills, care and diligence normally used by professionals in the industry, providing similar services.

#### **4. WORKMANSHIP**

- 4.1.** All work shall be carried out by qualified personnel or, only where appropriate, labourers, under the constant supervision of a qualified personnel.
- 4.2.** At no stage shall any work be carried out without adequately qualified and experienced supervision on site.
- 4.3.** The service provider shall make good any defects in material and workmanship which may arise during this period, at no cost to ICASA.

#### **5. DELIVERY PERIOD**

- 5.1.** The service provider must state how the furniture and equipment will be accounted for:
  - 5.1.1. whilst being packed in their current location;
  - 5.1.2. during its transportation/movement;
  - 5.1.3. when delivered at the final destination;
- 5.2.** Please specify the number of days, start and end times (midweek only) to move the furniture and equipment.
- 5.3.** The service provider must adhere strictly to the delivery lead times specified in their quotes.

#### **6. COMPLIANCE**

- 6.1.** All work must be carried out in line with best practice and must comply with all applicable and relevant legislation and regulations in the industry.

#### **7. SPECIAL CONDITIONS**

- 7.1.** ICASA may, at its sole discretion award the services or any part thereof to the service provider;
- 7.2.** The vehicles used for transportation should be secured and enclosed, using appropriate seals, which can only be opened/cut in the presence of an ICASA representative;
- 7.3.** The service provider may not cede or assign any part of its agreement with ICASA nor subcontract any part of the assignment assigned to them without the prior written authorisation of the ICASA;
- 7.4.** Any damage to the assets should be reported to the ICASA immediately;
- 7.5.** ICASA reserves the right to award the RFQ in full or part, as well as the right not to appoint any service provider;

**7.6.** ICASA reserves the right to reduce quantities and assets, due to budgetary constraints.

## **8. ASSETS LIST ATTACHMENTS**

- 8.1** Attached is an asset list of assets at 1008 Kruger Avenue, Lyttleton Manor, Centurion that must be transported to an offsite storage facility, which is referred to as Assets lists which are Active as Annexure A
- 8.2** Attached is an asset list of assets that must be transported from the current storage facility, which are referred to as Assets to be disposed of as Annexure B
- 8.3** Assets may be viewed on appointment and all applicable protocols must be observed.

## **9. PRICING STRUCTURE**

- 9.1** Service providers must provide details of their percentage rates/charges for all the service categories. This rate/charge will be based on the value of each transaction at a specific time.
- 9.2** ICASA reserves the right to negotiate these rates with the recommended service provider before the commencement of services.
- 9.3** ICASA reserves the right to select the option that meets its requirements, and/or reduce quantities due to budgetary constraints.

## **10 Initial Costing of Services:**

- Transport per journey (radius, i.e. 150 km)
- Collection (minimum rate per trip)
- Costs for movement during the week (five days from Monday to Friday)
- Costs for movement during weekends (Saturday/Sunday and public holidays)

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT OF MEASURE</b>	<b>PRICE (Excl. VAT)</b>
Assets handling: (packing and loading, off-loading, and unpacking of assets, premises access)		Cubic feet	
Dismantling of furniture			
Storage costs for a period not exceeding 12 months – furniture & equipment (Active and disposable assets)	12		
Rate per kilometre, per freight ton		Freight ton	
Labour			
Materials/consumables			
Assets-in-transit insurance			
Other (please specify)			
Carriage liability fee (if any)		%	

