



**SDT 03/2025**

**PROVISION OF TRANSPORTATION SERVICE OF HIGH VALUE MINERALS WITHIN THE  
BORDERS OF SOUTH AFRICA AND SADC REGION ON BEHALF OF THE STATE DIAMOND  
TRADER AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS**

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## 1. Introduction to State Diamond Trader

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds Act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act. The vision of the state diamond trader is to be the catalyst for the transformation and growth of the local diamond beneficiation industry. Aligned with this vision, the entity has as one of its strategic objectives is to ensure acquisition of and equitable access to rough diamonds, with a focus on historically disadvantaged groups.

The State Diamond Trader invites certain qualified bidders to submit tenders and proposals in accordance with the rules set out in this RFP for the provision of the:

- transportation of high value minerals within South Africa and SADC region on behalf of the state diamond trader as and when required for a period of 36 months

A submission of a tender by you in response to this invitation will be deemed as your acceptance of the State Diamond Trader terms and conditions of this tender.

## 2. Structure of the RFP

No	Description of the document content	Document Name
1.	Documents outlining the RFP background, conditions and instructions.	Main RFP
2.	Document outlines the business requirements; technical competency requirements and any other information related to the tender requirement.	Technical specification
3.	Documents required (Standard Bidding Documents) as per National Treasury for all competitive bidding process and must be returned with bid submission.	SBD Documents Central Supplier Database (CSD Report)
4.	The proposed agreement under which SDT wishes to contract the services.	Draft service level agreement

### 3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
1	Bid Publication on National Treasury's eTender website, SDT website and other applicable media	12 December 2025
2	<b>Non-compulsory Bidders briefing session</b>	<b>Non-compulsory Briefing session will be conducted 22 January 2026 from 10h00am to 11h00am via teams.....<a href="#">Click Here</a></b> Bidders are to send any queries to <a href="mailto:archellisr@statediamondtrader.gov.za">archellisr@statediamondtrader.gov.za</a>
3	Bidders to submit written questions	13 December 2025– 30 January 2026 until close of business at 16h00.
4	<b>Tenders due ("Closing Date and time")</b>	<b>4<sup>th</sup> February 2026 at 11:00am</b>

### 4. Instructions to Bidder

#### 4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for the provision of transportation service for high value minerals within South Africa on behalf of the State Diamond Trader as and when required for a period of 36 months. All bidders must comply with the transportation service requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined.

## **4.2 Objectives**

State Diamond Trader's primary objective in issuing this RFP is for the appointment of a service provider to transport high value minerals within the borders of South Africa and other countries within the SADC region on behalf of the State Diamond Trader as and when required for a period of 36 months.

## **4.3 Scope of Work**

**The service provider should have:**

- 4.3.1 An understanding of the transportation of high value minerals / valuable rough diamonds nationwide and within the SADC region.
- 4.3.2 Extensive knowledge of the risk involved in transporting high value product and the requirements thereof.
- 4.3.3 The service provider will be responsible in providing security & transportation of rough diamonds nationwide and within the SADC region.
- 4.3.4 Service provider must be in possession of a secure vault, SDT will inspect the vault before signing Service Level Agreement (SLA), the vault will store the goods when they were collected, and delivery is no longer possible on that day.
- 4.3.5 Service provider must have secured armoured vehicle, SDT will inspect the security vehicles before signing Service Level Agreement (SLA), the vehicles will transport the goods to and from the producer premises.
- 4.3.6 Service Provider will be responsible for rough diamonds while in their possession.
- 4.3.7 The service provider will also be expected on an ad-hoc basis to store the rough diamond for a communicated period and SDT's clients may collect the diamonds from the service providers facilities.

- 4.3.8 Service Provider must ensure that rough diamonds are insured while in transit or in their premises as the risk lies with service provider until goods are handed to SDT or SDT clients.
- 4.3.9 Service provider will be responsible for the clearance of goods purchased outside the borders of South Africa (SARS and customs)

#### **4.4 Compulsory Additional Requirements**

- 4.4.1 Service provider must have a certified Category 5 vault that is specifically designed and used for the secure storage of rough diamonds or other high-value goods. The vault must meet all relevant safety, security, and compliance standards to ensure the protection of high-value consignments while in the custody of the service providers will inspect the vault before signing Service Level Agreement (SLA), the vault will store the rough diamonds when they are collected, and delivery is no longer possible in that day.
- 4.4.2 Service provider must have secured armoured vehicle, SDT will inspect the security vehicles before signing SLA, the vehicles will transport the goods to and from the producer premises.
- 4.4.3 Service provider is expected to deliver the goods within one (1) to two (2) days from the time the State Diamond Trader issues the official letter of instruction for collection. This timeframe is critical due to the time-sensitive nature of rough diamond pricing.

#### **4.5 Term of Contract**

The contract shall be for a duration of 36 months.

#### **4.6 Bid Validity**

Bid must be valid for a minimum period of 180 days from the closing date of the tender.

#### **4.7 Submission of Proposal**

Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered or posted using the addresses below.

**No Emailed bids will be accepted.**

#### **Physical and Postal Address:**

##### **State Diamond Trader**

Jewellery Manufacturing Precinct, Superblock Building

Second Floor

OR Tambo International Airport Special Economic Zone (ORTIA SEZ PRECINCT 1)

Bonaero Drive, ACSA Precinct

Bonaero Park

1619

**Late tenders will not be accepted.**

Bidders must submit two (2) copies, one original of the proposal and a soft copy, in sealed envelopes and clearly marked "Request for Proposal for appointment of a service provider to transport high value minerals within South Africa on behalf of the State Diamond Trader as and when required for a period of 36 months". The price responses must be submitted in a sealed file or envelope separate from Technical Response file.

#### **4.8 Enquires**

SCM enquiries

Tel:010-003-0310

Mr Archellis Reed

Email: [archellisr@statediamondtrader.gov.za](mailto:archellisr@statediamondtrader.gov.za)

## **5. Bid Qualification**

- 5.1 A Bidder must be an entity registered in terms of South African laws and sovereign laws within countries in the SADC region or branch in South Africa.
- 5.2 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.
- 5.3 Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.
- 5.4 State Diamond Trader will disqualify a bidder/s who engages in the following:
  - 5.4.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP;
  - 5.4.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity.
  - 5.4.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.
  - 5.4.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity.
  - 5.4.5 Pays or agrees to pay to any person any fee, commission, percentage, brokage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity.
  - 5.4.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading
  - 5.4.7 who materially fails to comply with any conditions or requirements of this RFP.



## 6. Bid Evaluation Process

After the closing date of the bid invitation, all received bid proposals will be evaluated for compliance and selection. The following evaluation method will be used to evaluate bids.

### 6.1 Gate 0 - Administration Evaluation

Bidders must submit the following administrative standard bidding documents (SBDs) fully completed and signed.

- SBD 1      Invitation to Bid
- SBD 4      - Declaration of Interest
- SBD 6.1    - Preferential Point Claim Form – **Non-submission and incompleteness will result into a zero score on specific goals points.**
- CSD        - Central Supplier Database Report

### 6.2 Gate 1 – Mandatory Evaluation

Failure to meet the requirements stated on the table below will result into instant disqualification.

No.	Mandatory Requirement	Document to be submitted as proof of evidence
1.	Letter of Good Standing with the Private Security Industry Regulatory Authority (PSIRA) and other security regulatory authorities within SADC region.	A valid copy of PSIRA registration certificate and/ other security regulatory authorities within SADC region.
2.	Proof of existing Insurance for goods while in transit with a minimum and maximum sums insured	Signed letter from the insurance provider
3.	Company letter of firearm competency	Licence/certificate to possess firearms

4.	Proof of securities guard's firearm license competency.	Valid copy of firearm competency certificate
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### 6.3 Gate 2 – Functionality Evaluation

Only bidders that have met mandatory requirements in Gate 1 will be evaluated in Gate 2 for Functionality. In the technical analysis criteria, bidders will need to attain a minimum 70 of out of 100 points to proceed to the next stage, i.e., Price and specific goals evaluation.

No.	Criteria	Measure of Criteria	Weight
1.	Company Experience - Reference Letters	<p>Bidders must provide valid, signed, contactable 3 reference letters on client's letterhead not older than 5 years where your company has provided transportation service for high-valued minerals or high-valued goods.</p> <p>The reference letter must include the following:</p> <ul style="list-style-type: none"> <li>• Name of company</li> <li>• Contact details</li> <li>• Description of service provided.</li> <li>• Duration of contract</li> <li>• Value of contract</li> </ul> <p>SDT reserves a right to contact provided references to confirm information provided.</p> <p><b>Point Allocation: 15 points for each letter</b></p>	<b>45</b>
2	Company Experience - Years of experience	Bidder must provide a company profile which details work experience in transporting high valued minerals or high-valued goods. Example of high-valued goods but not limited to are cash-in-transit, diamonds, gold, and tobacco. The bidder	<b>30</b>

		<p>must clearly state the number of years in providing transportation services of high-valued minerals or high-valued goods. The bidder must not have less than 5 years of experience.</p> <p><b>Point Allocation:</b></p> <ul style="list-style-type: none"> <li>• Less than 5 years – 0</li> <li>• 5 to 7 years – 20 points</li> <li>• 8 years and above – 30 points</li> </ul> <p><b>NB:</b> A company profile that does not state the number of years of experience will result into a zero score.</p>	
3	Armoured vehicle driver Experience	<p>The Bidder must provide detailed CV's of the drivers. Comprehensive CV's of the armoured drivers indicating experience in similar projects and traceable references, with no criminal records. The driver must not have less than 5 years' experience.</p> <p>The bidder must provide 3 CVs of drivers that will be dedicated to this project.</p> <p><b>3 CVs and years of experience submitted:</b></p> <ul style="list-style-type: none"> <li>• Less than 5 years – 0</li> <li>• 5 to 7 years – 20 points (6.67 points per CV)</li> <li>• 8 years and above – 25 points (8.33 points per CV)</li> </ul>	<b>25</b>
<b>Threshold</b>			<b>70</b>
<b>Total</b>			<b>100</b>

## **7. Bid Validity**

Bid must be valid for a minimum period of **180 days** from the closing date of the tender.

## **8. Special Conditions**

8.1 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.

8.2 Bidders must be registered on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6-Central Supplier Database.

8.3 State Diamond Trader will disqualify a bidder/s who engages in the following:

- 8.3.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP.
- 8.3.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity.
- 8.3.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.
- 8.3.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity.
- 8.3.5 Pays or agrees to pay to any person any fee, commission, percentage, brokage fee, gift or any other consideration, that is contingent upon or result from the award of any

tender, contract, right or entitlement which is in any way related to services to be rendered to the entity.

8.3.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading

8.3.7 who materially fails to comply with any conditions or requirements of this RFP.

8.3.8 Bidders must provide tax Pin.

## **9. Reservation of Rights**

SDT reserves a right:

9.1 make no award

9.2 withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons.

9.3 not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation.

9.4 change any of its requirements as set out in this RFP by giving Bidders reasonable notice.

9.5 mend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process.

9.6 provide further information in respect of, and modify the provisions of, this RFP at any time prior to the Closing Date by notice to all prospective Bidders.

9.7 conduct site visits and/or perform audits whenever SDT deems it prudent to do so;

9.8 undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal SDT records or information received from other government institutions.

9.9 No longer consider a Bidder's Tender where adverse information about the Bidder or its Tender submission has come to the attention of SDT, provided that such Bidder is informed accordingly and invited to comment.

9.10 to award a Tender based on which Bidder is offering the best value for money, even if such Tender is not the lowest priced tender.

## 10. RFP not Offer

- 10.1 This RFP does not constitute an offer to do business with State Diamond Trader, but merely
- 10.2 serves as an invitation to Bidders to facilitate a requirements-based decision process.
- 10.3 Nothing in this RFP or any other communication made between State Diamond Trader (including its officers, directors, employees, advisers and representatives) is a representation that State Diamond Trader will offer, award or enter into a contract with the Bidder.
- 10.4 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this RFP and all other costs incurred by it throughout the RFP process.

## 11. Organisation of Bid Response

<b>File 1</b>	<b>Section 1</b> <ul style="list-style-type: none"><li>• Standard Bidding Documents</li><li>• CSD Report</li></ul> <b>Section 2</b> <ul style="list-style-type: none"><li>• Mandatory Supporting Response</li><li>• Technical Response</li><li>• Reference Letters</li><li>• Company Profile</li><li>• CVs</li></ul>
<b>File 2</b>	<b>Section 1</b> <ul style="list-style-type: none"><li>• Pricing Proposal</li></ul> <b>Section 2</b> <ul style="list-style-type: none"><li>• Specific Goals</li></ul>