

## **REQUEST FOR INFORMATION**

**RFI NUMBER: RFI062025/2026**

### **REQUEST FOR INFORMATION: COSTING OF SUPPLY, DELIVERY AND ASSEMBLING FOR THE RENTAL OF FURNITURE FOR A PERIOD OF THREE (3) MONTHS AT MARKET RELATED PRICE**

This Request for Information ("RFI") calls for costing to supply, deliver and assemble for the rental of furniture to the Commission's offices in Block G, as per the agreed specifications and units, for a period of three (3) months. The cost must include dismantling and removal of the loan furniture at the end of the three (3) term. Provide this information to the Competition Commission of South Africa ("CCSA") on or before **26 June 2025**.

**Issue date: 24 June 2025**

**Closing date: 26 June 2025**

**For enquiries contact CCSA Supply Chain Management E-mail: [tenders@compcom.co.za](mailto: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 of 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 and /or expert.

## REQUEST FOR INFORMATION (RFI)

**RFI NUMBER: RFI062025/2026**

**RFI TITLE: COSTING OF SUPPLY, DELIVERY AND INSTALLATION FOR THE RENTAL OF FURNITURE AT MARKET RELATED PRICE, FOR A PERIOD OF THREE (3) MONTHS**

### EXPECTED TIMEFRAME:

| RFI PROCESS                                      | EXPECTED DATES   |
|--|--|
| RFI Advertisement Date                           | <b>24 June 2025</b>  |
| RFI Available from                               | <b>26 June April 2025</b>  |
| Compulsory Briefing Session Date & Time          | <b>N/A</b>   |
| Venue for Briefing Session                       | <b>N/A</b>   |
| <b>RFI Closing Date and Time</b>                 | <b>26 June 2025 (14:00)</b>                                      |
| Delivery Venue:<br><b>Electronics Submission</b> | <a href="mailto:tenders@compcom.co.za">tenders@compcom.co.za</a> |
| Contact details                                  | <a href="mailto:tenders@compcom.co.za">tenders@compcom.co.za</a> |

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: \_\_\_\_\_

#### **4. The manner of submission of the RFI**

- 4.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2** Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 4.3** The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5** 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.

## 5. BACKGROUND

- 5.1 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.
- 5.2 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.
- 5.3 Therefore, the CCSA is requiring RFI022025/2026. The details of the scope of work attached below reflecting quality and quantities – brand referenced aligns to the Commissions quality expectations in terms of required costing.

## 6. DELIVERABLES

- 6.1. Costing to supply, deliver and assemble for the rental furniture to the Commission's offices in Block G, as per the agreed specifications and units. The cost must include dismantling and removal of the rented furniture at the end of the three (3) month term.
- 6.2. Bidders are required to indicate the availability of required quantities.
- 6.3. The rental furniture breakdown is as follows:

| ITEM DESCRIPTION  | QUANTITY |
|---|----------|
| Standard Desk: single way cluster – straight with centre<br>Scoop top<br>Size : 1800mm x 800mm<br>With credenza   | 120      |
| Managerial Desk: Size : 1800mm X 3200mm<br>With credenza<br>A managerial pedenza, featuring exposed pen/pencil tray, 2<br>standard drawers, deepfiter, managerial open bookcase. Simply<br>5025 or Simply legs with power channel and matching modesty<br>panel. Executive desk | 5        |
| Ergonomic chair:<br>(Adjustable headrest, Lumbar adjustment, Adjustable padded<br>armrests, Netting back and seat, Gas height adjustment, Swivel, tilt,<br>lock and tensioner, Stylish Designer Backrest<br>maximum Weight 130Kg)   | 120      |

|   |    |
|---|----|
| Ergonomic executive chair:<br>(Material: Mesh seat and back aluminium leg frame. Colour: Black<br>Max. Weight 140kg. Features: Lock and Rock mechanism, backrest<br>tilt tension adjustment, Armrests adjustment) | 5  |
| 8-Seater rectangular boardroom table:<br>(Table with 18mm thick MFC timber top on Action with 60 Series<br>straight legs. Size 1200mm x 3200mm) Any Colour  | 2  |
| Meeting room chair:<br>(Black mesh back, Black seat, Swivel and tilt mechanism, Tension<br>adjustment, Gas height, Chrome base)   | 16 |
| 6-Seater rectangular boardroom table:<br>(Table with 18mm thick MFC timber top on Action with 60 Series<br>straight legs. Size 1200mm x 2400mm) Any Colour  | 2  |
| Meeting room chair:<br>(Black mesh back, Black seat, Swivel and tilt mechanism, Tension<br>adjustment, Gas height, Chrome base)   | 12 |

## 7. TIMEFRAMES & PROVISIONAL PRICING

- 7.1. Bidders must provide an information related to the above-mentioned requirements including the potential costs associated to the delivery this service within the prescribed time.

## 8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

### SUPPLY CHAIN MANAGMENET

E-mail: [tenders@compcom.co.za](mailto:tenders@compcom.co.za)

All queries **MUST** be e-mailed.

**END OF THE REQUEST FOR INFORMATION DOCUMENT**