



Special Conditions of Contract

NT012-2025:

**APPOINTMENT OF SERVICE PROVIDER(S) FOR THE ONCE-OFF SUPPLY, DELIVERY,
OFF LOAD AND INSTALLATION OF OFFICE FURNITURE AND SOFT FURNISHINGS
AT THE NATIONAL TREASURY OFFICES**

CLOSING DATE: 29 OCTOBER 2025 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

S U P P L Y C H A I N M A N A G E M E N T

A LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract take precedence.

B. BRIEFING SESSION

A non-compulsory briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to NTAdministrativeTenders@treasury.gov.za. The meeting details are as follows:

Date: **17 October 2025**

Time: **11:00 – 12:00 PM South African Standard Time (SAST)**

Venue: **MS Teams**

Link : <https://events.teams.microsoft.com/event/7dbc3825-c398-492d-9f69-4c272a6e8e5f@1a45348f-02b4-4f9a-a7a8-7786f6dd3245>

Kindly refer to link also on eTenders and NT website

C. EVALUATION PROCESS AND CRITERIA

1. EVALUATION PROCESS

1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.1.1 Stage 1: Initial screening process

- a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:
 - Business registration, including details of directorship and membership.
 - Bank Account holder information.
 - In the service of the State status.
 - Tax compliance status.

- Identity number.
- Tender default and restriction status; and
- Any additional and supplementary verification information communicated by National Treasury.

b) **Administrative compliance**

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.
- CIPC

1.1.2 Stage 2: Functionality evaluation as per attached Terms of Reference

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:
- Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- The technical proposal will be scored out of 100 points, with a minimum threshold of 70% required. Bidders that do not meet the minimum functionality threshold of 70% will not be considered for further evaluation. Bidders will be evaluated on the functionality evaluation criteria in a table below:

Table 1: Summary of functional/Technical Evaluation Criteria

No	Criteria	Weights	Scoring
1.	<p>Company Experience:</p> <p>The bidder must provide a minimum of 3 signed reference letters with purchase orders or signed contract(s) on client's letterhead from business organizations and/or entities that have used the bidder to provide office furniture supply, delivery, off-loading and fit/assembling in the recent five (5) years (contactable references will be verified).</p> <p>Each letter must include the following information:</p> <ul style="list-style-type: none"> • Client name • The contact person, phone number and company business address • Project Period • The value of the project <p>Evidence: The bidder must provide written references from its own clients, and not that of its sub-contractors.</p> <p>Evidence: : All letters that do not include all the elements will be allocated the lowest score.</p>	30%	<p>5- Excellent 5 or more reference letters/purchase orders/contract(s) submitted reflecting all items.</p> <p>4- Very Good 4 reference letters/purchase orders/contract(s) submitted reflecting all items.</p> <p>3 -Good 3 reference letters/purchase orders/contract(s) submitted reflecting all the items.</p> <p>2- Average 2 reference letters/purchase orders/contract(s) submitted</p> <p>1 – Poor 0-1 reference letters/ purchase orders/contract(s) submitted reflecting some items with little to no detail.</p>
2	<p>Company Profile</p> <p>Bidder must provide a company profile indicating their years of experience within the furniture industry for the supply of furniture.</p> <ul style="list-style-type: none"> • Bidder to also provide a catalogue/ company brochure of products indicating the products offered. • Evidence: Catalogue must reflect the bidding company's name (manufacturer/ supplier) and must reference a comprehensive list with pictures of office furniture and related products i.e. chairs, desking, conference tables and other office sittings options. 	15%	<p>5 = 8 years or more within the furniture industry</p> <p>4 = 6 to 7 years within the furniture industry</p> <p>3 = 5 years within the furniture industry</p> <p>2 = 3 to 4 years within the furniture industry</p> <p>1 = 1 to 2 years within the furniture industry</p>
3.	Project Plan:		5- Excellent

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	<p>Provide a detailed proposal to indicate how the services described in the terms of reference will be executed, monitored and controlled. The proposal should address the following aspects:</p> <ul style="list-style-type: none"> Detailed project plan in terms including Work schedule/plan with clear deliverables and time frames How the furniture will be assembled (including warehouse, labour, equipment, resources, capacity, transportation, etc.) Contingency plan Provide a project plan which includes sourcing of materials and manufacturing Health & Safety 	30%	<p>Proposal addresses 5 or more criterion aspects</p> <p>4- Very Good Proposal addresses 4 of the criterion aspects</p> <p>3 -Good Proposal addresses 3 of the criterion aspects</p> <p>2- Average Proposal addresses 2 of the criterion aspects</p> <p>1 – Poor Proposal addresses 1 of the criterion aspects</p>
4.	<p>Site Manager Experience:</p> <p>Bidder must attach the Site Manager / Supervisor CV indicating experience of a minimum of 5 years in the Site Manager / Supervisor Role in the office furniture supply, delivery and fit/assembling Industry.</p> <p>The CV must clearly demonstrate proven ability to manage delivery and installation activities on active building sites. Collaboration with multiple professional teams (architects, engineers, project managers, and contractors) in new building projects. Project management competencies, including planning, coordination, and oversight of timelines and resources.</p> <p>Bidder must provide proof of a recognized Project Management certification.</p> <p>Note: Years of experience will be calculated from the Site Manager's work history as listed in the CV. Starting and end dates (month and year) must be clearly stated for each position held.</p>	25%	<p>5 = 8 and more years relevant experience</p> <p>4 = 6 to 7 years relevant experience</p> <p>3 = 5 years relevant experience</p> <p>2 = 3 to 4 years relevant experience</p> <p>1= 1 to 2 years or less relevant experience</p>
	Minimum Threshold	70%	
	Total	100%	

Bidders who did not meet a minimum threshold of 70 % on Technical Evaluation Criteria will be disqualified for further evaluation on Price and Specific Goals.

TERMS AND CONDITIONS OF THE BID

- All information, documents, designs and sketches must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the successful bidder is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.
- Where possible, the Department will furnish the successful bidder with the necessary layout plans and relevant available information that might be necessary for execution of the project.
- Bidders shall comply 100% with the local content determination as per the SABS Technical specification SATS 1286:2011.
- Only locally produced goods, services or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- The Department will take ownership once the furniture is fully delivered and installed.
- All furniture items must be guaranteed for a period of five years.
- The Department reserves the right to award the tender in whole or in part or not to award the tender at all.
- The appointed bidder will be subjected to security vetting and screening.
- National Treasury reserves the right to inspect the service rendered by the bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the site specification.
- Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. NT reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.
- Bidders must ensure that the goods are free from damage when delivered. Goods that are damaged during transit, will not be accepted. The bidder must return such items at its own cost.
- All of the furniture described in this specification shall satisfy the functional, ergonomic, and aesthetic requirements of a particular type of accommodation and shall provide functionality and durability for use in the specified area.
- It is responsibility of the bidder to ensure that personnel in his/her service and especially those deployed at National Treasury are competent to carry out assembling services at all times.

- All possible steps shall be taken by the bidder to ensure that the contract, intended execution of this agreement will take place. These steps include, inter alia, the following:
 - The protection of state officials from injury, death or any other offences, including offences referred to in all Schedules of the Criminal Procedure Act, 1977 (Act 51 of 1977);
 - The protection of state property at the intended sites and the protection of said property against damage, vandalism, or theft;
 - The protection of Information; and
 - Ensure that there is no interruption of the National Treasury business process.
- National Treasury reserves the right to communicate with the service providers pertaining to information submitted on the closing date and time.

SPECIAL CONDITIONS OF THE BID

- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) on the date of closing of the bid.
- The rates of exchange quoted by the bidder shall be verified for accuracy.
- Only the SABS approved Technical Specification Number SATS 1286:2011 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D(Imported Content Declaration: Supporting Schedule to Annex C) and E(Local Content Declaration: Supporting Schedule to Annex C)] shall be used in calculating local content. This is accessible to all potential bidders on the DTI's official website <https://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The declaration certificate for Local Production and Content (SBD 6.2) together with Annexure C (Local Content Declaration: Summary Schedule) and other annexures (D & E) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid. Bidders are drawn to the attention of the following documents:
 - Guidance Document for the Calculation of Local Content • SATS 1286.2011 edition 1
- Bidders must attach / provide documentation used for local content such as: Details of imported components; Direct importation costs; Import & Sales duty; Landing costs and Dock duties.

- If information on the origin of components, parts or material in the manufacturing process is not attached it will be deemed to imported content.

2. EVALUATION CRITERIA

- a) In terms of regulation 4 (1) of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points)
 - Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

- c. The State reserves the right to arrange contracts with more than one contractor.

2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Table 2: Specific Goals Criteria

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#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	Locally Manufactured content	10 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: <ul style="list-style-type: none"> • Local Content Declaration Annexures C, D and E • Certified identification documentation of company director/s • In case of joint venture consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.
2.	The company owned by Historically Disadvantaged Individuals (HDI) (Black). <ul style="list-style-type: none"> • 100% company owned by HDI (black) = 5 points • 75% - 99% company owned by HDI (blacks) = 3 points • 60% - 74% company owned HDI (blacks) = 2 points • 51%- 59% company owned by HDI (blacks) = 1 point • 0 - 50% company owned by HDI (blacks) = 0 point 	5 points	
3.	The company owned by Women. <ul style="list-style-type: none"> • 100% company owned by women = 5 points • 75% - 99% company owned by women = 3 points • 60% - 74% company owned by women = 2 point • 51%- 59% company owned by women = 1 point • 0 - 50% company owned by women = 0 point 	5 points	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.

- b) Bidders are requested to complete the various specific goals forms in order to claim points.
- c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- d) The National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- e) Points scored will be rounded off to the nearest 2 decimals.
- f) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing lots.
- g) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. PHASE ONE (1): MANDATORY REQUIREMENTS

A paper-based administrative evaluation will be carried out on all the bids received and if the under-mentioned documentation is not signed or attached such a bid will be eliminated from any further evaluation.

- a) Confirmation of warranty for five (5) years
- b) Confirmation Letter that workmanship will be guaranteed for 36 months after installation
- c) Pricing structure / SBD 3.3 Category A and/or Category B
- d) The bidder must be in compliance with Compensation for Occupation Injuries and Diseases Act (COIDA) of 1993 (amended in 1997) and submit a valid Letter of Good Standing.
- e) The bidder must submit valid proof of their operational office space footprint. Acceptable proof of footprint must include one or more of the following documents:
 - Utility bill not older than three months in the name of the bidder/director(s), or
 - Lease agreement in the name of the bidder/director(s), or
 - Proof of address of local municipality with the name of the bidder/director(s)
 - Valid partnership agreement with a local entity, or
 - Statement from a property managing agent confirming the bidder's occupancy.
- f) Proof of Public Liability Insurance to the value of R3 million
- g) In case of joint venture, a signed teaming agreement by all parties and must stipulate the percentage revenue split between the parties.

FAILURE TO ADHERE TO THE CONDITIONS STATED ABOVE WILL LEAD TO DISQUALIFICATION

NOTE: Additional Required Documents (Not for elimination)

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) Company Registration Certification/document (CIPC)
- c) Valid Tax compliance status pin
- d) Company profile
- e) Certified ID Copies of all Company Directors (certification of documents should not be older than 6 months from date of submission).

4. TAX COMPLIANCE STATUS

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

6. CLIENT BASE

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

7. LEGAL IMPLICATIONS

Successful service providers will enter into a service level agreement with National Treasury

8. COMMUNICATION

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9. SUBMISSION OF BIDS

9.1 ONLINE BID SUBMISSION

- 9.1.1 Bidders must submit their bids online through the e-Tender Publication portal.
- 9.1.2 Manual or hardcopy bids are **NOT** acceptable.
- 9.1.3 The online e-Tender publication portal can be accessed on the following link:
<https://www.etenders.gov.za/>
- 9.1.4 The link for online bid submission tutorial is attached as <https://youtu.be/B7pNseNJYHM>
- 9.1.5 Bidders must ensure that bids are uploaded onto the system by the stipulated date and time.
- 9.1.6 If a bid is late and or loaded incorrectly by the closing date, it will not be accepted and receive further consideration.
- 9.1.7 Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. National Treasury will not be held liable for any challenges experienced by bidders as a result of their technical challenges. Please do not wait for the last hour to submit. Queries sent on the closing date will not be considered, queries should be sent at least a day before the closing date to prevent issues of not receiving assistance and National Treasury will not be held liable resulting in non-submission.
- 9.1.8 Bidders to adhere to all the rules for the online bid submission.

10. LATE BIDS

Bids received after the closing date and time will **NOT** be accepted for consideration.

11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

12. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
 - directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or

- collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

13. FRONTING

- a. The National Treasury supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

14. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into a formal contract with the National Treasury.

15.1 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **NT012-2025:**

Description: APPOINTMENT OF SERVICE PROVIDER(S) FOR THE ONCE-OFF SUPPLY, DELIVERY, OFF LOAD AND INSTALLATION OF OFFICE FURNITURE AND SOFT FURNISHINGS AT THE NATIONAL TREASURY OFFICES

Bid closing date and time: **29 OCTOBER 2025 AT 11H00AM**

15.2 PRICE/FINANCIAL PROPOSAL

Bid No: **NT012-2025**

Description: APPOINTMENT OF SERVICE PROVIDER(S) FOR THE ONCE-OFF SUPPLY, DELIVERY, OFF LOAD AND INSTALLATION OF OFFICE FURNITURE AND SOFT FURNISHINGS AT THE NATIONAL TREASURY OFFICES

Closing date and time: **29 OCTOBER 2025 AT 11H00AM**

17. CONTACT DETAILS

For General enquiries: NTAdministrativeTenders@Treasury.gov.za