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## **TERMS OF REFERENCE**

**NT019-2025**

**APPOINTMENT OF SERVICE PROVIDER FOR THE INSTALLATION OF LOCKABLE STEEL  
BULKFILERS AND FREE-STANDING SHELVES FOR RECORDS KEEPING PURPOSES FOR A  
PERIOD OF 30 DAYS**

### **CLOSING DATE AND TIME OF BID**

**04 FEBRUARY 2026 AT 11H00**

**BID VALIDITY PERIOD: 90 DAYS**

National Treasury

Supply Chain Management



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**LIST OF ABBREVIATIONS**

CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
NT	National Treasury
SARS	South African Revenue Service
SCC	Special Conditions of Contract
SBD	Standard Bidding Document
VAT	Value Added Tax

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Table 1: Bid Document Checklist and Returnable Documents

#	Document Name <sup>1</sup>	Included in the published bid document?	To be returned by bidder?	Bidder to tick Yes if document is submitted
<b>PHASE 1: MANDATORY REQUIREMENTS</b>				
1.	Proof of public liability insurance to the value of R3 million, and must be active	No	Yes	
2.	Pricing Schedule (SBD 3.3)	Yes	Yes	
3.	Written confirmation of warranty	No	Yes	
4.	COIDA Valid Letter of Good Standing	No	Yes	
<b>PHASE 2: LEGISLATIVE AND STANDARD BIDDING REQUIREMENTS FOR FUNCTIONALITY PURPOSE</b>				
5.	SBD 1 invitation form to bid	Yes	Yes	
6.	SBD 4 Declaration of Interest	Yes	Yes	
7.	SBD 6.1 Preference Points Claim Form	Yes	Yes	
8.	CIPC documents	No	Yes	
<b>Phase 2.1 ADDITIONAL REQUIREMENTS ( NOT FOR DISQUALIFICATION)</b>				
9.	Reference Letters supported by purchase orders/Completion Certificate/ SLA	No	Yes	
10.	Company Profile	No	Yes	
11.	Project Plan	No	Yes	
12.	Project Lead CV	No	Yes	



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#	Document Name <sup>1</sup>	Included in the published bid document?	To be returned by bidder?	Bidder to tick Yes if document is submitted
13.	Full CSD report			
14.	Valid Tax Clearance Certificate			
15.	Consolidated Central Supplier (CSD) Database Registration (If Applicable)			
16.	Signed Teaming Agreement (If Applicable)			
<b>PHASE 3: FUNCTIONALITY</b>				
17.	The bidder must submit supporting documents.  A minimum threshold of 60 % must be achieved	No	Yes	
<b>PHASE 4: PRICE &amp; SPECIFIC GOALS</b>				
18.	Proof of specific goals requirements	No	Yes	



## **SECTION A: INTRODUCTION AND TERMS OF REFERENCE**

### **1. DESCRIPTION AND FORMAT OF THE BID**

- 1.1 This bid is for the appointment of a service provider to install lockable steel bulk filers and freestanding shelves for record-keeping purposes in the basement of building block A in **41 Matroosberg Rd, Ashlea Gardens**.
- 1.2 This bid document is structured as follows:
  - 1.2.1 Section A: Introduction and Terms of Reference
  - 1.2.2 Section B: Conditions of Bid
  - 1.2.3 Part 1: Evaluation Criteria
  - 1.2.4 Part 2: Additional Bid Requirements
  - 1.2.5 Part 3: Recommendation and Appointment of Bidders
  - 1.2.6 Section C: Conditions of Contract

### **2. LEGISLATIVE AND REGULATORY FRAMEWORK**

- 2.1 This bid and all contracts emanating therefrom will be subject to General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2022 regulations.
- 2.2 The Special Conditions of Contract (SCC) are supplementary to those of the General Conditions of Contract (GCC). However, where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

### **3. DURATION OF CONTRACT**

- 3.1 The contract shall be for 30 days.

### **4. TERMS OF REFERENCE**

#### **4.1 TECHNICAL SPECIFICATIONS**

- 4.1.1 This bid is for the appointment of a service provider to install lockable steel bulk filers and freestanding shelves for record-keeping purposes in the basement of building block A in **41 Matroosberg Rd, Ashlea Gardens**



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- 4.1.2 The prospective service provider is expected to check the dismantled shelves and determine the necessary requirements to ensure a successful installation of shelves, and include that in the cost of installation.
- 4.1.3 The prospective service provider/bidder is expected to load and move the steel bulk filers and shelving components from the **Civitas Building (42 Thabo Sehume & Struben Street, Pretoria Central)** and offload and install the bulk filers and shelves in the new premises (**41 Matroosberg Rd, Ashlea Gardens**). Provide all the necessary equipment, tools, and parts, i.e., spring-loaded shelf clips, H-Clip, aluminium pop rivets, galvanised mild steel hex bolt, clipboard screws, galvanised mild zinc hex nuts, etc., needed for the successful installation of bulk-filers.
- 4.1.4 Ensure optimum usage of allocated storage space by providing good-quality installation of steel bulk filers and free-standing shelves.
- 4.1.5 The prospective service provider is expected to provide an inventory of all dismantled shelf pieces.
- 4.1.6 The prospective service provider is expected to provide an enclosed truck for the transportation of components of steel bulk filers and shelves, and manpower to collect, load, offload, and install the shelves.
- 4.1.7 The expected service provider is expected to include **all materials/supplies that will be necessary to ensure successful installation in the quotation.**
- 4.1.8 The prospective service provider is expected to consider the storage space provided and provide a proposal that will ensure maximum utilisation of available space.
- 4.1.9 The prospective service provider will be expected to install both lockable moving and angle shelving units and free-standing shelves to accommodate off-site storage boxes.
- 4.1.10 The prospective service provider is expected to install Standard shelving sizing to accommodate box standard size archive boxes, i.e., jumbo size archive boxes: 435mmL x 340mmL x 250mmD as well as Optiplan archive boxes, i.e., size: 320mm x 108mm x 245mm.
- 4.1.11 The service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.



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**NB:**

- The drawings of the allocated storage space for the installation of the steel bulk filers are attached (**Annexure B**)
- Service Providers must note that the storage facility can only accommodate a truck not exceeding 2.778m in height.





## **5. CONFIDENTIALITY OF INFORMATION**

- 5.1 For security reasons, all resources will be required to produce a valid identity card/ID book for access control and security reasons.

## **6. SITE BRIEFING SESSIONS**

- 6.1 A compulsory site briefing will be conducted physically at the Civitas Building (collection). To express your interest in joining the session, please send an email to [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za).

The meeting details are as follows:

Date: **19 January 2026**

Time: **11:00 -13:00**

Meeting Type: **Physical**

Address: **42 Thabo Sehume & Struben Street, Pretoria Central**

**Service providers to bring the following to the site:**

- Face Masks
- Proof of identification. NB: The service providers without proof of Identification may not be granted access to the building

**NB: Attendance at the site inspection is mandatory. Failure to attend the session will result in the bidder's submission not being considered for evaluation.**

- 6.2 A compulsory site briefing will be conducted physically at Riverwalk Office Park, Ashlea Gardens. To express your interest in joining the session, please send an email to [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za) . The service provider will be expected to view the basement where the storage will be provided in 41 Matroosberg Rd, Ashlea Gardens.

The meeting details are as follows:

Date: **20 January 2026**

Time: **11:00 - 13:00**

Meeting Type: **Physical**

Address: **Riverwalk Office Park - Ashlea Gardens, Pretoria, Blocks A and C.**

**Service providers to bring the following to the site:**

- Personal Protective Equipment (PPE) (**Reflective jackets and helmets**) **NB: The**



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**service providers without PPE may not be granted access to the building**

- Own measuring tapes to take measurements
- Notepads and pens to take notes

**NB: Attendance at the site inspection is mandatory. Failure to attend the session will result in the bidder's submission not being considered for evaluation.**

## **SECTION B: CONDITIONS OF BID**

### **7. PART 1: EVALUATION CRITERIA**

7.1 The details of the evaluation phases are outlined below:

**Table 2: Evaluation Criteria**

Phase 1	Phase 2	Phase 3	Phase 4
Mandatory requirements	2.1 Legislation and other standard bidding Requirements 2.2 ADDITIONAL REQUIREMENTS FOR EVALUATION	Functionality Evaluation	Price and Specific Goals
Compliance with mandatory requirements	Compliance with legislative and other bid requirements for evaluation	Minimum threshold of 60%	Bids are evaluated in terms of the 80/20 preference system

### **7.2 PHASE 1: MANDATORY REQUIREMENTS**

#### **7.2.1 Pricing Schedule**

7.2.1.1 A competitive pricing package for all the associated services may include, but not be limited to, the following:

Costing of Services:

- Transport from the Civitas building to the Riverwalk Office Park (**Approximately 11-12 kilometres**)
- Collection of shelves and steel bulk filer components



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- Delivery of shelves and steel bulk filler components
- Installation and testing of shelves and steel bulk filler components
- Assessment of parts replacements and spares
- Contingency costing (provisions for unforeseen circumstances related to installations of the filers). Ensure contingency costs are fair, reasonable, and market-related. The contingency will only be activated upon approval and will be capped at 10% of the total contract value.

7.2.1.2 Bidders are required to submit their pricing proposals (SDB 3.3). Bid prices must be inclusive of all costs and VAT.

### 7.2.2 **Public Liability Insurance**

7.2.2.1 Bidders are required to submit valid proof of public liability insurance to the value of R3 million, and the insurance must currently be active and in place.

### 7.2.3 **Confirmation of warranty/workmanship**

7.2.3.1 The bidder is required to submit a written confirmation that the bulk filers supplied are covered by a warranty period/workmanship for twelve (12) months.

### 7.2.4 **Letter of Good Standing**

7.2.4.1 Compensation for Occupation Injuries and Diseases Act (COIDA) of 1993 (amended in 1997) and submit a valid Letter of Good Standing for COIDA.

**Failure to comply with the mandatory requirement phase and submit all the required documentation will result in the bidder being non-responsive and result in disqualification.**

## 7.3 **PHASE 2: LEGISLATIVE AND OTHER STANDARD BIDDING DOCUMENTS**

### 7.3.1 **Legislative Requirements**

7.3.2 It is also a requirement for bidders to submit the other legislative documents as detailed below.

7.3.3 SBD 1 invitation form to bid.

7.3.4 SBD 4 bidder's disclosure.

7.3.5 SBD 6.1 preference points claim form.

7.3.6 Company registration document (CIPC)

**Failure to submit the documents indicated above, even after the bidder has been notified and given a maximum of seven (7) calendar days to**



**rectify, may invalidate the bid.**

**7.4.1 AAdditional Requirements (Not for elimination)**

- 7.4.1.1 The format of the CVs must be in accordance with the prescribed format  
**(ANNEXURE A)**
- 7.4.1.2 The project lead person assigned to the project must have a minimum of (5) years' experience in steel-related projects, and the bidder must provide a CV of the project lead person, and the years of experience must clearly be stated with start and end dates.
- 7.4.1.3 The bidder must submit a full report of the central supplier database (CSD) registration
- 7.4.1.4 In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement by both parties must be submitted.
- 7.4.1.5 In the case of a Joint Venture, Consortium, Trust, or Partnership, a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- 7.4.1.6 In the case of a Joint Venture, Consortium, Trust, or Partnership, a Consolidated Central Supplier (CSD) Database Registration or both companies' CSDs must be submitted.

**Failure to comply with the requirement within 7 working days after being informed will lead to invalidation of your bid.**

**NOTE:**

***The National Treasury may contact bidders in case additional information is required.***

**7.5 PHASE 3: FUNCTIONALITY EVALUATION**

- 7.5.1 During this phase, bidders' responses will be assessed based on functionality. To proceed to the next phase of evaluation, bidders must achieve a minimum total score of **60%** for the functional requirements. Only bidders who pass phase one (1) will be considered for functionality evaluation. Failure to meet the minimum functionality threshold will result in disqualification from further evaluation.
- 7.5.2 Bidders are required to submit supporting documentation for all functional



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requirements as part of their bid submission. The Bid Evaluation Committee (BEC) will assess and score each bid based solely on the submitted documentation and the information provided. Failure to provide adequate supporting documents may result in a lower functionality score.

- 7.5.3 Each criterion will be assigned a score, which will then be multiplied by the designated weighting for that criterion. The total score will be calculated by summing these weighted scores and expressing the result as a percentage of the highest possible score. Bidders are encouraged to ensure that their submissions are complete and clearly demonstrate compliance with the functional requirements.

**Table 3: Functionality**

No	Evaluation Criteria	Weights	Scoring Criteria
1.1	<p><b>Proven Track Record</b></p> <p>Bidders are required to submit a minimum of three (3) reference letters supported by purchase orders/Completion Certificate or SLA indicating that they have successfully supplied/assembled and installed steel bulk filers and related steel products and/or services in the recent <b>ten (10) years</b>. The reference letters must be signed and be on the letterhead of the institution/organization where the supply of steel materials/related products/services was provided, indicating the duration of the contract or service, the description of the products supplied, and the value of the contract/service.</p> <p><b>Each letter must include the following information:</b></p> <ul style="list-style-type: none"><li>• Client name</li><li>• Description of the project</li><li>• The contact person, phone number and the company's business address</li><li>• Project Period</li></ul>	30	<p><b>5- Excellent</b></p> <p>5 or more reference letters with 5 or more PO/Completion Certificate/SLA aligned with the reference letter submitted.</p> <p><b>4- Very Good</b></p> <p>4 reference letters with 4 PO/Completion Certificate/SLA aligned with the reference letter submitted</p> <p><b>3 -Good</b></p> <p>3 reference letters with 3 PO/Completion Certificate/SLA aligned with the reference letter submitted</p> <p><b>2- Average</b></p> <p>2 reference letters with 2 PO/Completion Certificate/SLA aligned</p>



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	<p><b>Furthermore, a completion certificate, purchase order, and SLA must be aligned with the reference letter submitted.</b></p> <p><i><b>NB: Only the reference letters supported by the /PO/completion certificate/SLA indicating all the requirements mentioned above will be considered. Failure to supply the required documents as per the criteria will result in the allocation of the lowest score.</b></i></p>		<p>with the reference letter submitted</p> <p><b>1 – Poor</b> 1 reference letter with 1 PO/Completion Certificate/SLA aligned with the reference letter submitted</p>
<b>1.2</b>	<p><b>Company Profile</b></p> <p>The bidder must provide a company profile indicating their years of experience in the steel/related steel products and/or services industry.</p>	10	<p>5 = 8 years or more within the industry</p> <p>4 = 6 to 7 years within the industry</p> <p>3 = 5 years within the industry</p> <p>2 = 3 to 4 years within the industry</p> <p>1 = 1 to 2 years within the industry</p>
<b>1.3</b>	<p><b>Project Plan</b></p> <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"> <li>Detailed project plan in terms including Work schedule/plan with clear deliverables and time frames</li> <li>Provision of maintenance guidance, warranty, and post-reassembly support</li> <li>Contingency plan</li> <li>Availability of trained personnel and team composition</li> </ul>	20	<p><b>5- Excellent</b> The proposal addresses 5 or more criterion aspects</p> <p><b>4- Very Good</b> The proposal addresses 4 of the criterion aspects</p> <p><b>3 -Good</b> The proposal addresses 3 of the criterion aspects</p> <p><b>2- Average</b> The proposal addresses 2 of the criterion aspects</p> <p><b>1 – Poor</b></p>



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	<ul style="list-style-type: none"><li>Health &amp; Safety Compliance and site-specific safety plan</li></ul>		The proposal addresses 1 of the criterion aspects
<b>1.4</b>	<b>Project Lead</b>  The project lead person assigned to the project must have a minimum of five (5) years of experience in managing similar projects (the steel/related steel products and/or services industry). The bidder must attach the Project Lead/Supervisor CV.	40	5 = 8 and more years of relevant experience  4 = 6 to 7 years of relevant experience  3 = 5 years of relevant experience  2 = 3 to 4 years of relevant experience  1 = 1 to 2 years or less of relevant experience
	<b>Total</b>	<b>100</b>	
	<b>Minimum Threshold</b>	<b>60</b>	

## 7.6 PHASE 4: PRICE AND SPECIFIC GOALS

### 7.6.1 Preference Point System

7.6.1.1 Prices quoted for all goods and services must be furnished based on supply and delivery.

7.6.1.2 The pricing schedule (SBD 3.3) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. Bidders are required to complete a mandatory Pricing Schedule as a response on how much the items offered will be charged.

7.6.1.3 Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

7.6.1.4 The bid prices must include all handling fees, delivery costs, and VAT.



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7.6.1.5 The pricing evaluation will be in terms of regulation 5 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 system.

7.6.1.6 The following formula will be used to calculate the points for price:

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

Where,

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

7.6.2 **Applicable Taxes**

7.6.2.1 All bid prices must be inclusive of all applicable taxes.

7.6.2.2 Failure to comply with this condition may invalidate the bid.

7.6.2.3 All bid prices must be inclusive of fifteen percent (15%) Value Added Tax.

7.6.2.4 Failure to comply with this condition may invalidate the bid.

7.6.3 **Proof of equity ownership and related matters**

7.6.3.1 The specific goals contemplated in this document must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

7.6.3.2 all claims made for specific goals must be considered according to the following criteria:

- a) equity in private companies must be based on the percentage of equity ownership, and





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b) preference points may not be awarded to public companies and tertiary institutions.

7.6.3.3 A consortium or Joint Venture may claim points for specific goals, based on the percentage of the contract value managed or executed by individuals who are actively involved in the management or exercise control of the respective parties of the consortium or Joint Venture.

7.6.3.4 A tenderer must submit proof of its ownership.

7.6.3.5 A tenderer who does not submit proof of their ownership may not be disqualified from the bidding process, but they score points out of 80/20 for price and zero (0) points out of 80/20 for specific goals.

7.6.3.6 Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

7.6.4 **Specific Goals**

7.6.4.1 The following will be used to calculate the points for specific goals.

a) The government intends to promote the following goals with this bid, and the points to be allocated are indicated against each goal:

**Table 4: Preference Point System**

SPECIFIC GOALS	POINTS ALLOCATED OUT OF 20	REQUIRED PROOF TO BE SUBMITTED FOR EVALUATION PURPOSES
<b>The company owned by black people</b> <ul style="list-style-type: none"><li>100% company owned by black people = 5 points</li><li>75% - 99% company owned by black people = 3 points</li></ul>	5	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:



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<ul style="list-style-type: none"> <li>• 60% - 74% company owned by black people = 2 points</li> <li>• 51%- 59% company owned by black people = 1 points</li> <li>• 0 - 50% company owned by black people = 0 points</li> </ul>		<ul style="list-style-type: none"> <li>• Certified identification documentation of company director/s</li> <li>• 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).</li> </ul>
<b>The company owned by Women</b> <ul style="list-style-type: none"> <li>• 100% company owned by women = 5 points</li> <li>• 75% - 99% company owned by women = 3 points</li> <li>• 60% - 74% company owned by women = 2 point</li> <li>• 51%- 59% company owned by women = 1 point</li> <li>• 0 - 50% company owned by women = 0 point</li> </ul>	5	<ul style="list-style-type: none"> <li>• Agreement for a Consortium, Joint Venture, or Trust.</li> </ul>
<b>The company owned by people who are Youth.</b> <ul style="list-style-type: none"> <li>• 100% company owned by Youth= 5 points</li> </ul>	5	



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<ul style="list-style-type: none"><li>• 75% - 99% company owned by Youth = 3 points</li><li>• 60% - 74% company owned by Youth = 2 points</li><li>• 51%- 59% company owned by Youth = 1 points</li><li>• 0 - 50% company owned by Youth = 0 points</li></ul>		
<p><b>The company owned by people who are disabled.</b></p> <ul style="list-style-type: none"><li>• 100% company owned by people who are disabled = 5 points</li><li>• 75% - 99% company owned by people who are disabled = 3 points</li><li>• 60% - 74% company owned by people who are disabled = 2 point</li><li>• 51%- 59% company owned by people who are disabled = 1 points</li><li>• 0 - 50% company owned by people who are disabled = 0 points</li></ul>	5	



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<b>POINTS</b>	<b>20</b>	
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- b) The points scored by a bidder in respect of the goals indicated above will be added to the points scored for price.
- c) Bidders are required to complete the SBD 6.1 forms in order to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 preference points claim forms will be considered for preference points.
- d) The bidders must submit Identity Documents (ID), Central Supplier Database (CSD) and CIPC registration documents. These documents will serve as proof of ownership and directorship of the company.
- e) Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will not be allocated with the points claimed.
- f) The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made about preference.
- g) Points scored will be rounded off to the nearest 2 decimals.
- h) If 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 specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- i) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- j) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
- k) Failure on the part of the bidder to claim points for specific goals will give the bidder a score of zero (0).

**PART 2: ADDITIONAL BID REQUIREMENTS**

**8. TERMS AND CONDITIONS**

**8.1.1 Counter Conditions**



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- 8.1.1.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 8.1.1.2 The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.1.1.3 If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.
- 8.1.1.4 It is imperative that bidders ensure compliance with all applicable labour and related legislation and associated standards, including but not limited to the Basic Conditions of Employment Act, 1997 (Act 75 of 1997), Labour Relations Act, 1995 (Act No.66 of 1995), Unemployment Insurance Act, 2001 (Act 63 of 2001) and Occupational Health and Safety Act, 1993 (Act 85 of 1993). The Department will monitor and enforce compliance with these requirements during the contract period.
- 8.1.2 **Fronting**
- 8.1.2.1 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 does not support any form of fronting.
- 8.1.2.2 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 this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry / investigation, the onus will be on the bidder to prove that fronting does not exist.
- 8.1.2.3 Failure to do so by the bidder within a period of fourteen (14) days from date of notification by National Treasury may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period



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not exceeding ten (10) years, in addition to any other remedies the National Treasury may have against the bidder concerned.

### 8.1.3 **Right Of Award**

8.1.3.1 The State reserves its following rights -

- a) Not to make any award in this bid or accept any bids submitted,
- b) Request further technical information from any bidder after the closing date,
- c) Verify information and documentation of the bidder(s),
- d) Not to accept any of the bids submitted,
- e) To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and
- f) If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

### 8.2 **THIRD PARTY AGREEMENTS AND SUB-CONTRACTOR AGREEMENTS**

8.2.1.1 No agreement between the bidder and any third party will be binding to the State.

8.2.1.2 In the event that bidder intends using sub-contractors to execute the Contract or part thereof, the bidder must note that it shall remain responsible and accountable for the completion of the work or delivery of services requirements.

8.2.1.3 The bidder must declare its intention to subcontract and the percentage of subcontracting thereof and must provide full description of subcontractor.

### 8.3 **SUBMISSION OF BIDS**

#### 8.3.1 **ONLINE BID SUBMISSION**

8.3.1.1 Bidders must submit their bids online through the e-Tender Publication portal.

8.3.1.2 Manual or hardcopy bids are not acceptable.

8.3.1.3 The online e-Tender publication portal can be accessed on the following link:  
<https://www.etenders.gov.za/>

8.3.1.4 Bidders to adhere to all the rules for the online bid submission.

8.3.1.5 Bidders' attention is drawn to the sequential submission format as per the checklist on



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Table 1.

8.3.1.6 Non-compliance with online bid submission WILL invalidate the bidder's response.

8.3.1.7 Submit all bid queries via email to [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za).

8.4 **COMMUNICATION AND CONFIDENTIALITY**

8.4.1 Any communication to any State official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

8.4.2 Whilst all due care has been taken in connection with the preparation of this bid, the National Treasury makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current, or complete. The National Treasury, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current, or complete.

8.4.3 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury (other than minor clerical matters), the bidder must promptly notify the National Treasury in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the National Treasury an opportunity to consider what corrective action is necessary (if any).

8.4.4 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

8.4.5 All communication between the bidder and the National Treasury office must be done in writing as per the Contact Details below.

8.4.6 No representations made by or on behalf of the National Treasury in relation to this bid will be binding on the National Treasury unless that representation is expressly incorporated into the contract ultimately entered between the National Treasury and the successful bidder(s).

8.4.7 All persons (including all bidders) obtaining or receiving this bid and any other



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information in connection with this bid, or the tendering process must keep the contents of the bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to this bid.

8.5 **CONTACT DETAILS**

8.5.1 **Bid Enquiries:** - All enquiries should be in writing to [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za) . The closing date for receipt of all enquiries is **3 February 2026**. All enquiries beyond the closing date will not be considered.





## **9. PART 3: RECOMMENDATION AND APPOINTMENT OF BIDDERS**

9.1.1 Once the evaluation process is complete there will be a recommendation report by the BEC to the Bid Adjudication Committee (BAC) who has the authority to either support (recommendation) or not support (recommendation) the recommendation/s to the Director General for appointment/s.

9.1.2 On approval of the recommendation/s and appointment/s, the successful bidder(s) will sign an acceptance letter together with the Service Level Agreement for of hygiene and cleaning services for period of three (3) years.

### **9.2 Tax Compliance Requirements**

9.2.1 It is a condition of this bid that the tax matters of the successful bidder(s) are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

9.2.2 The Tax Compliance status requirements are also applicable to potential foreign bidders / individuals who wish to submit a bid.

9.2.3 It is a requirement that bidders grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the transversal contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

9.2.4 Bidders are required to be registered on the Central Supplier Database (CSD) and National Treasury shall verify the bidder's tax compliance status through the CSD or through SARS.

9.2.5 Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or through SARS.

### **9.3 NEGOTIATIONS**

9.3.1 The State reserves the right to negotiate with the shortlisted bidders prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and or benefits of that goods or services.



#### 9.4 **DUE DILIGENCE**

##### 9.4.1 The State reserves the right to:

- 9.4.1.1 Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.
- 9.4.1.2 Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.
- 9.4.1.3 Conduct any evaluation verifications prior to final award or at any time during the contract term period.

### **SECTION C: CONDITIONS OF CONTRACT**

#### **10. CONCLUSION OF SERVICE LEVEL AGREEMENT**

- 10.1 The Contract/SLA between National Treasury and the Supplier(s), collectively referred to as Parties, shall come into effect after the Supplier(s) have been issued with an unconditional letter of acceptance of their bids.
- 10.2 The preferred bidder(s) shall be appointed in terms of this bid. The Parties must ensure that the terms and conditions of the Contract do not contradict the provisions of this bid document. If the terms of the Contract contradict the provisions of this bid document to the extent that the duration, pricing, as well as the goods and/or services have changed in terms of this contract, such Contract shall be deemed not to be in terms of this NT019-2025 contract. Therefore, any transaction that flows therefrom shall not be considered a transaction in terms of the NT019-2025 contract.
- 10.3 The following will form part of the Contract documents between the Parties in so far as NT019-2025 is concerned:
  - 10.3.1 Bid Documents,
  - 10.3.2 Award Letters,



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10.3.3 Contract/ Service Level Agreement, and

10.4 If there is any contradiction between the abovementioned documents, the order of precedence will be as follows, only in as far as it relates to goods and/or service -related matters:

10.4.1 Contract/ Service Level Agreement, and

10.4.2 Bid documents.

10.5 If there is any contradiction in relation to all other matters,

10.5.1 Contract/ Service Level Agreement, and

10.5.2 Bid documents.

### 10.6 **OWNERSHIP OF DATA**

10.6.1 All documents produced by the contractor, including its employees and agents, in the execution of this contract, shall be and remain the sole property of the state and any and all copyrights and ownership of all documents and data shall vest with the state.

### 10.7 **INSPECTION AND AUDIT**

10.7.1 The state reserves the right to inspect and audit any document pertaining to this SLA. This may also include queries and complaints. The contractor shall provide any assistance that may be required in this regard, free of charge. The cost of inspections and audits shall be borne by the National Treasury.

10.7.2 The state reserves the right to conduct performance and financial audits on the status of the contract, and the contractor shall provide any assistance that may be required in this regard, free of charge.

### 10.8 **DELAYS AND/OR UNSATISFACTORY PERFORMANCE**

10.8.1 The contractor shall, at all times, ensure that it renders the services in accordance with the provisions of this contract and within the delivery times or periods as agreed to between the parties.

10.8.2 In a case where a contractor is unable to deliver or honour the contract, the provisions of paragraph 12.3 of the General Conditions of contract must be followed.

## 11. **CONTRACT MANAGEMENT: ROLES AND RESPONSIBILITIES**



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### 11.1 **Contract Administration**

- 11.1.1 Suppliers must advise the Financial Management Chief Directorate: Supply Chain Management, National Treasury, immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances, as well as the period of delay, must be furnished.

### 11.2 **Contract Performance Management**

- 11.2.1 Contract performance management will be the responsibility of the National Treasury, and where Supplier performance disputes cannot be resolved between the Supplier and the end-user/ project owner, SCM: Contract Management must be informed for corrective action.

## **12. RISK MANAGEMENT**

- 12.1 The contractor's systems and procedures shall incorporate both preventative and detective safeguards capable of preventing and detecting fraudulent transactions.
- 12.2 The contractor shall be liable for all costs or damages incurred by the state where:
- 12.3 Costs or damages are a result of irregularities involving the staff of the contractor.
- 12.4 Where preventative and detective safeguards failed.

## **13. DISPUTE RESOLUTION**

- 13.1 In the event of any dispute arising from this contract, the Parties shall make every effort to settle such dispute amicably within a period of 7 (seven) days.
- 13.2 If the Parties (the contractor and end-user institution) are not capable of settling the dispute amicably, within a period of 7 (seven) days, such dispute shall be elevated to the National Treasury.

## **14. TERMINATION**

- 14.1 **The State shall be entitled to terminate this agreement if one or more of the following occur: –**
- 14.1.1 The service provider decides to transfer the contract or cede the contract.
- 14.1.2 The service provider does not honour contractual obligations, including submission of information.



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- 14.1.2.1 The service provider is provisionally or finally liquidated, making it impossible for the service provider to perform its functions in terms of this Contract.
- 14.1.3 The service provider enters settlement arrangements with their creditors.
- 14.1.4 The service provider commits an act of insolvency.
- 14.1.4.1 In the event that the service provider is a member of an unincorporated joint venture or consortium and the membership of such joint venture or Consortium changes.
- 14.1.4.2 The State reserves its right to terminate the Contract in the event that there is a change in ownership of the service provider that has the effect that over 50% ownership of the service provider belongs to the new owner without prior written approval of the State.
- 14.1.4.3 Either Party may terminate this Contract for breach in the event that the other party fails to comply with any of its obligations in terms of this Contract and has failed to remedy such breach within fourteen (14) calendar days' written notice to remedy such non-compliance.
- 14.1.4.4 Notwithstanding the provisions above, either Party may terminate this Contract by giving the other Party 30 (thirty) days' written notice to that effect.

**END**