



SDT 01/2024

**APPOINTMENT OF AN OFFICE/WORKPLACE INTERIOR DESIGNER FOR STATE
DIAMOND TRADER A PERIOD OF TWELVE (12) MONTHS**

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 the 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:

- Office/Workplace Interior Designer

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 |
| 4. | The proposed agreement under which SDT wishes to contract the services. | Draft service level agreement |
| 5. | Response templates. Templates that are required to form part of the Bidder's Tender response. | Pricing Schedule |

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 | 26 July 2024 at 11h00 |
| 2 | Compulsory/ Non-compulsory Bidders briefing session | Compulsory briefing session will be conducted on the 13 August 2024 at 10h00. Bidders are to send any queries to nonkululekod@statediamondtrader.gov.za archellisr@statediamondtrader.gov.za |
| 3 | Bidders to submit written questions | 27 July 2024 until 21 August 2024 close of business (16h00). |
| 4 | SDT to respond to written questions posed by bidders | 27 July 2024 until 21 August 2024 close of business (16h00). |
| 5 | Tenders due ("Closing Date and time") | 26 August 2024 at 11h00 |

4. Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for the office/workplace interior designer for a period of one year. All bidders must comply with the 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.

5 Scope of work

The State Diamond Trader (SDT) is a state-owned entity established in terms of Section 14 of the Diamonds Amendment Act, 29 of 2005. It is classified as a Schedule 3b entity of the Public Finance Management Act (PFMA).

5.1 The State Diamond Trader office occupies 959 square metres of the GIDZ Super Block building second floor which is a space that can accommodate thirty (30) to forty (40) employees plus utilities.

5.2 The Human Resources Department is requesting the procurement process to source one (1) service provider who is an Office Interior Designer that will design the workspace layout, supply and set up new office furniture in line with the SDT brand. The service provider must conduct below tasks in four (4) phases within a twelve (12) month period.

5.3 Before submitting requested tender documents, interested and qualifying service providers are requested to conduct a site inspection (visit the State Diamond Trader Office) to:

- Assess the State Diamond Trader office layout.
- Write a project proposal (it will form part of the tender documents) that includes a layout on how the State Diamond Trader office interior design and office furniture will look like taking into consideration the approved Corporate Identity Manual.
- Service providers who submit their tender documents without conducting a site inspection will be disqualified.

5.4 Project plan

5.4.1 Present a twelve (12) month project plan to the State Diamond Trader Executive Management. The implementation plan must be linked to the section 5.3 project layout submitted with tender documents and it must be divided into four (4) phases as follows:

5.4.1.1 **Phase 1** – Design, set up and supply office furniture for the entrance security area, reception, CEO's Office and CEO's Boardroom

5.4.1.2 **Phase 2** – Design, set up and supply office furniture for the Management Committee and waiting area couches

| |
|--|
| <p>5.4.1.3 Phase 3 – Design, set up and supply furniture for open plan office spaces and setting up executive side open plan space, Finance office open plan and Brilliant Room open plan.</p> <p>5.4.1.4 Phase 4 – Design, set up and supply furniture for the main Boardroom, meeting room, kitchen, finance offices, operation offices, and passages.</p> |
| <p>5.5 Supply office furniture, accessories and open plan workstations as per the section 5.3 layout and section 5.4 plan.</p> <p>5.5.1 Implement the section 5.4 plan ensuring that each phase has been quality checked and approved by the Executive Management before invoicing for it.</p> |

6. Evaluation Criteria

The technical evaluation will be conducted in two phases:

Phase 1: Proposals will be assessed based on the technical criteria outlined below. The minimum qualifying technical score is set at 80 points.

| | | |
|-----------------------------------|--|------------------|
| | | |
| 6 Functionality Evaluation | <p>6.1 Business Experience</p> <p>6.1.1 The service provider must have five (5) years' experience in interior office/workplace design experience. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than five (5) years' experience = 20 points • Five (5) years' experience = 15 points | 20 Points |

| | | |
|--|---|------------------|
| | <ul style="list-style-type: none"> Below five (5) years' experience = 0 <p>6.1.2 Business profile and reference letters of five (5) office/workplace design projects completed within a five (5) year period. Reference letters will be verified.</p> | |
| | <p>6.2 Project Leader qualifications</p> <p>6.2.1 The project leader must have an NQF level 6 Interior Design qualification and points will be allocated as follows:</p> <ul style="list-style-type: none"> More than NQF level 6 qualification = 20 points. NQF level 6 qualification = 15 points. Less than NQF level 6 qualification = 0 points <p>6.2.2 Project Leader Interior Design certified (not older than 6 months) qualification must be submitted</p> | 20 Points |
| | <p>6.3 Number of completed interior office/workplace design projects must be five (5) within three (3) years.</p> <p>6.3.1 Points will be allocated as follows:</p> <ul style="list-style-type: none"> More than five (5) projects completed within three (3) years = 20 points Five (5) projects completed within three (3) years = 15 points. Less than two (2) projects completed within three (3) years = 0 points. <p>6.3.2 Reference letters of five (5) completed office interior design projects within three (3) years</p> | 20 Points |

| | | |
|-----------------------|--|-------------------|
| | must be submitted and they will be verified. | |
| | 6.4 The service provider must be in good financial standing, as result, latest audited annual financial Statements must be submitted | 20 Points |
| | 6.4.1 Points will be allocated as follows: <ul style="list-style-type: none"> • Submission of latest audited annual financial statement = 20 points • Non submission of latest audited annual financial Statements = 0 point | |
| | 6.5 The service provider accreditation - must be registered with the African Institute of the Interior Design Professions or any other related body. Their registration must be in good standing | 20 Points |
| | 6.5.1 Points will be allocated as follows: <ul style="list-style-type: none"> • Registered with the African Institute of the Interior Design Professions = 20 points • Not registered with the African Institute of the Interior Design Professions = 0 points 6.5.2 Registration certificate must be submitted as proof | |
| | Section 4 Points Scoring Threshold | 80 Points |
| | Section 4 Points Scoring Total | 100 Points |
| Project Period | 6.6 The project shall take place in a period of four (4) phases of twelve (12) months. The period will be determined by the signed Service Level Agreement 6.7 Invoice payments shall be divided into four (4) tranches of section 5.4 phases. | |

| | | |
|--|--|--|
| | <p>6.8 All interested service providers are requested to conduct State Diamond Trader office site inspection for their assessment of the project before they send quotations. Quotations received from service providers who did not conduct site inspections will be rejected.</p> <p>6.9 The State Diamond Trader regards the local content as an important factor, thus;</p> <p>6.9.1 The awarded bidder shall be required to submit proof of where the required furniture will be manufactured and procured.</p> <p>6.9.2 The required local content threshold by the State Diamond Trader is 85% of locally manufactured furniture as per National Treasury Instruction note 6 of 2016/17</p> <ul style="list-style-type: none"> • The bidders shall bear all costs and expenses associated with the preparation and submission of the Tender document and under no circumstances the State Diamond Trader shall be responsible or liable for any such costs, regardless of, without limitation to the outcome of the tendering, evaluation, and/ or selection process. | |
|--|--|--|

7. Contract Duration

The project shall take place in a period of four (4) phases of twelve (12) months. The period will be determined by the signed Service Level Agreement

8. 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.

8.1 Gate 0 - Administration Evaluation

State Diamond Trader will be issuing the following documentation that must be fully completed and signed by the bidder in regard to the General Conditions of Contract...

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 – Service providers that do not claim specific points will score zero for the specific points.
- General Conditions of a Contract

a. Gate 1 – Mandatory Evaluation

Failure to meet the requirements stated on the table below will result into disqualification of your bid from further consideration.

| No. | Mandatory Requirement | Document to be submitted as proof of evidence |
|-----|--|---|
| 1. | Latest Annual Financial Statements | Proof of AFS to be submitted |
| 2. | The company must be registered on Central Supplier Database (CSD) | Proof of CSD report must be submitted |
| 3. | The Company must submit the proof of tax certificate with a tax pin in good standing | Proof of tax pin |

b. 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 80 of out of 100 points to proceed to the next stage, i.e., price and specific goals on evaluation.

c. Gate 3 – Price and Specific Goals Evaluation

- In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points

system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2022.

- Provide fixed price quotation.
- Cost must be VAT inclusive and quoted in South African Rand.

| Criterion | Points |
|----------------|--------|
| Price | 80 |
| SPECIFIC GOALS | 20 |
| Total | 100 |

Points will be awarded to a bidder based on specific goals on the table below:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 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.)

| The specific goals allocated points in terms of this tender | | Number of points allocated (80/20 system) (To be completed by the organ of state) | | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|---|--|---|
| Women owned (From 51%) | | 8 | | |
| Youth owned (51%) | | 5 | | |
| Black owned (51%) | | 4 | | |
| People living with disabilities (51%) | | 3 | | |

9. Bid Validity

Bid must be valid for a minimum period of 120 days from the closing date of the tender.

10. 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 to the second floor or posted using the addresses below.

No Emailed bids will be accepted.

Late bids will not be accepted.

Physical and Postal Address:

Jewellery Manufacturing Precinct, Superblock Building, 2ND Floor.

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

Bonaero Drive, ACSA Precinct

Bonaero Park

1619

11. Special Conditions

- 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.
- 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.
- State Diamond Trader will disqualify a bidder/s who engages in the following:
- 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.
- 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.
- Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.
- 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.
- Pays or agrees to pay to any person any fee, commission, percentage, brokerage 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.

- whose Tender contains a negligent misrepresentation which is materially incorrect or misleading
- who materially fails to comply with any conditions or requirements of this RFP.
- Bidders must provide tax Pin.

12. Enquires

SCM Enquires: Supply Chain Management Officer

Email : nonkululekod@statediamondtrader.gov.za

archellisr@statediamondtrader.gov.za

Contact Numbers: 010 003 0310/0314