

SPECIFICATIONS FOR PROCUREMENT OF FURNITURE FOR INFORMATION REGULATOR

INFORMATION REGULATOR: GAUTENG

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SUPPLY CHAIN MANAGEMENT SPECIFICATION	
Name of Directorate	Information Regulator
Date of Specification	02 February 2026
Closing Date	15 April 2026 @ 17:00 PM
Contact Number	083 383 7386
RFQ Number	RFQ-04-2026/27

Venue for delivery of goods/services	Woodmead North Office Park, 54 Maxwell drive, Woodmead, Johannesburg, 2191 Gauteng province, south Africa.
Contact E-mail and Fax	SCM@infoRegulator.org.za
Contact Person	Lesego/ Phindulo /Kerryn
RE-ISSUE FOR PROCUREMENT OF OFFICE FURNITURE	

SPECIFICATIONS FOR PROCUREMENT OF FURNITURE FOR INFORMATION REGULATOR

1.	FURNITURE	QTY	DESCRIPTION
	MEMBERS		
	Office Desk	1	Executive Desk 2000x1000 with Combination Pedenza 1200x600 with 4-Draw / 1 Hinge Door Cupboard in Mahogany Veneer
	Chairs	1	Heavy duty chair – president high back-office range – only black and bonded leather
2.	EXECUTIVES		

	Round table	7	4-seater round tables 1200mm (w) x 1200mm (d) x 770mm (h) 32mm tops		
			solid wooden round leg the same color as the tabletop round 1200mm (w) x 1200mm		
	Cabinet	7	Lockable roller shutter door system cupboard with x3 adjustable shelves finish: Mahogany Veneer 1200mm(w) x 450mm(d) x 1500mm(h)		
3.	SENIOR MANAGER'S Office Desk	1	L-Shape Desk 1800x850 with Floating Top, Desk Height Pedestal, 2- Drawer / 1 Deep Filer + Central Lock, Side PC Holder Cabinet 800x600, Black Roller Door Credenza 1000x600 in Cadbury oak		
	High Back Chair	1	High Back Chair, Swivel & Tilt, Gas Height Adjuster, 5-Star Black Nylon Base in Black PU Leather		
	Cabinet	5	Lockable roller shutter door system cupboard with x3 adjustable shelves finish: Cadbury oak 1200mm(w) x 450mm(d) x 1500mm(h)		
4.	MANAGER'S Desk	5	L-Shaped Desk 1600x1200 with Extension Top 600x600, 2-Drawer Desk Height Pedestal / 1 Pencil Tray / 1 Deep Filer + Central Lock, Access Hole & Cover in Cadbury Oak Melamine		
	Chairs	10	High Back Chair, Swivel & Tilt, Gas Height Adjuster, 5-Star Black Nylon Base in Black PU Leather		
	Cabinet	5	Lockable roller shutter door system cupboard with x3 adjustable shelves finish: Cadbury oak 1200mm(w) x 450mm(d) x 1500mm(h)		

5.	FINANCE STAFF Workstation	3	4 Way cluster desk with 32mm tops, 1600 x 1100, with a 500 x 600 extension top and 50mm square steel legs. Top complemented by interchangeable pedestals offering flexibility, with divider screens in 16mm melamine. Cadbury oak.		
	Cabinets	3	Lockable Steel stationery cupboard with 4 adjustable shelves 40kg 900w x 450D x 1800H. Ivory Karoo		
	Chair	1	Operators' draughtsman chair, standard with arms. Back rake mechanism, gas height adjustable seat		
6.	SUPPORT STAFF Hostel Locker	4	Top shelf, hang rail. Hasp and staple for padlock facility 3-point lock, 2.5 shelves. 23kg, 410W x 520D x 1800H. Ivory Karoo		
7.	BOARDROOMS Boardroom table	1	Executive boardroom type 2 20-seater oval conservatively styled table with accessible box base and access door for full reticulation and central inlay finish: walnut veneer with leather inlay 6400mm(w) x 2200mm(d) x 730mm(h)		
	Server unit	1	Server unit 1800 W x 1800 D x 900 H		
8.	TRAINING ROOM				
	Table	10	Training Room Tables - (TR09) Mobile folding table, tabletop 16mm melamine top with 1mm edge and 50 x 25 oval tubing frame		
	Chair	20	Training Room Chairs - Ventura Pro Mesh visitor chair supporting up to around 110 - 120kg with armrests (black colour) steel frame, Mesh back support		

9.	RECEPTION Reception Desk	1	Reception Area -Ergonomic front office counter / Curved Reception counter / Circular reception counter with rounded design/ High end illuminated reception desk - built in storage and LED light signage		
	Reception chair	2	Ergonomic High back chair, permanent contact mechanism with 5 position lock. Tension adjustment standard with LC 95		
			3D adjustment arm rests. 640mm diameter black nylon, glass re-enforced base. Two-piece ply. foam on seat high density. foam on back medium. 5-star normal base.		
10.	CONSULTING ROOM Table	2	4-seater round tables 1200mm (w) x 1200mm (d) x 770mm (h) 32mm tops solid wooden round leg the same color as the tabletop round 1200mm (w) x 1200mm (Cadbury oak)		
	Chairs	8	a. Executive visitors chair finish: black ribbed bonded leather type: classic visitors repro chair b. features chrome arms with protective arm sleeves with zip lumbar support office chair rust resistant chrome steel frame with nylon stoppers for balancing		
11.	WAITING AREA Couch	1	Double seater couch finish: finish: arrangement of colours in a durable fabric finish with powder coated steel frame 1400mm(w) x 810mm(d) x 1000mm(h)		

	Couch	1	Single seater couch finish: finish: arrangement of colours in a durable fabric finish with powder coated steel frame 810mm(w) x 810mm(d) x 1000mm (h)		
	Ottoman	1	Square ottoman finish: finish: arrangement of colours in a durable fabric finish with powder coated steel frame 810mm(w) x 810mm(d) x 450mm(h)		
	Artificial plant	5	Large (1.2m -1.5m) Decorative Green Artificial Trees in decorative glossy/ glazed pots (black or white pots) for each waiting area including reception area, all 5 should be the same type of tree, options for types of trees can either be (areca palm tree or baby palm tree or bamboo or capensia tree or delicious monster tree or ficus tree or fiddle leaf tree OR any similar option to the above listed types of trees).		

1. others Importance

- **Pricing:** Include detailed pricing breakdown (unit price, total price, taxes, and any additional costs).
- **Quotations not according to the specification will be disqualified.**

2. REQUIREMENTS:

2.1 Request for Quotation Requirements

To guarantee an objective and fair evaluation process, all quotations submitted must be in accordance with the format described in the Request for Quotation. Failure to provide all or any part

**Adv. FDP Tlakula (Chairperson), Adv. LC Stroom (Full-time Member), Mr. MV Gwala (Part-time Member).
Mr. M Mosala (Chief Executive Officer)**

of the requested information in the required format may result in a quotation being excluded from the evaluation process.

2.2 Service Providers interested in this Project should submit the following documents.

- 2.2.1 Provide three (3) letters of proof of previous relevant experience (i.e., supply, deliver and assembly of Office Furniture) for work completed within the last three (3) years.

- 2.2.2 Company Profile comprising of bidder's primary business activities, clients, management, partners, etc
- 2.2.3 Bank rating / codes providing valuable insight into the financial status of a business or entity, allowing you to determine the terms of business and risk involved when extending credit.
- 2.2.4 A concise Project Plan / written summary of no longer than five (5) pages that demonstrates the full scope of work as indicated in the Terms of reference or specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project.

2.3 RFQ Terms and Conditions

- 2.3.1 Bidders must be registered with the National Treasury (CSD) Central Supplier Database and attach a copy of their CSD report, or Unique number and Tax Pin in their bids in order to enable Information Regulator to confirm suppliers' tax status.
- 2.3.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act.
- 2.3.3 Bidders must complete, sign, and submit updated SBD 4, and SBD 6.1, SBD 6.2
- 2.3.4 The quotation and required documents must be submitted through email to SCM@info regulator.org.za or as prescribed elsewhere in the RFQ.
- 2.3.5 The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulation of 2022
- 2.3.6 Bidders must indicate estimated delivery of goods / service

3. Evaluation Process and Criteria

The quotes will be evaluated in 3 (three) stages.

- SCM Pre-qualification criteria
- Functional criteria, and
- Price and Specific Goal

4.1 The first stage will be pre-qualification in line with SCM requirements:

- Tax Compliance Status Pin;
- Original certified BBBEE Certificate/ Sworn Affidavit;

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- CSD registered and submission of CSD report not older than three (3) months
- Completed and signed SBD 4, SBD 6.1, SBD 6.2

Bids not in compliance with the above-mentioned and received after the closing date of request for quotation will **NOT** be considered.

Quotations that qualify will proceed to the second stage of evaluation.

A panel representing the Regulator will evaluate the quotations received according to a set of evaluation criteria.

4.2 The second stage will evaluate functionality, and the minimum threshold will be 70 points.

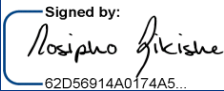
Evaluation of quotations will be done according to the following criteria (sufficient information should be provided):

Table 1

Evaluation Criteria	Description	Score Guidelines		Points
Reference Letters (Past Experience) NB: NO PURCHASE ORDERS TO BE PROVIDED AS REFERENCE	Provide three (3) letters of proof of previous relevant experience (i.e., supply, deliver and assembly of Office Furniture) for work completed within the last three (3) years with contactable references. References must be in a form of a signed letters on a client's official business letterhead stating the scope and description of the services rendered, contract duration with contact name, and contact number.	• The submission of three (3) letters demonstrates proven experience in supplying, delivering and assembling office furniture.	(30)	30
		• The submission of two (2) letters demonstrates proven experience in supplying, delivering and assembling office furniture.	(20)	
		• The submission of one (1) letter demonstrates proven experience in supplying, delivering and assembling office furniture.	(10)	

		<ul style="list-style-type: none"> The non-submission or submission of irrelevant letters do not demonstrate proven experience in supplying, delivering and assembling office furniture. 	(0)	
Detailed Project Plan	A concise Project Plan / written summary of no longer than five (5) pages that demonstrates the full scope of work as indicated in the Terms of reference or specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project.	<ul style="list-style-type: none"> Submission of detailed project plan addressing every aspect of the scope of work 	(20)	20
		<ul style="list-style-type: none"> Submission of project plan that partially addresses the scope of work. 	(10)	
		<ul style="list-style-type: none"> Non-Submission of project plan that partially addresses the scope of work. 	(0)	
Company Profile	Company Profile comprising of bidder's primary business activities, clients, company address, contact details, Accreditations, management structure, partners, etc.	<ul style="list-style-type: none"> Excellent summary of the company profile 	(30)	30
		<ul style="list-style-type: none"> Good summary of company profile. 	(20)	
		<ul style="list-style-type: none"> Average summary of company profile. 	(10)	
		<ul style="list-style-type: none"> No summary of the company profile. 	(0)	
Bank rating	Providing valuable insight into the financial status of a business or entity, allowing you to determine	<ul style="list-style-type: none"> Rating A -B Good to do business with a company 	(20)	20

	the terms of business or risk involved when extending credit.	<ul style="list-style-type: none"> Rating C-D Unlikely to commit themselves beyond their means 	(10)	
		<ul style="list-style-type: none"> Rating E Good to modest business commitments 	(5)	
		<ul style="list-style-type: none"> Non-Submission of Bank Rating 	(0)	

Prepared By	
Signature:	<p>Signed by:</p>  <p>62D56914A0174A5...</p>
Name	Adv. N Zikishe
Title:	BSC Chairperson
Date:	11-Feb-2026 10:57 SAST