



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TENDER:

PROVISION OF COMPREHENSIVE FURNITURE SOLUTIONS

TERMS OF REFERENCE

**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

BID DOCUMENT CHECKLIST AND RETURNABLE DOCUMENTS

#	Document Name ¹	Included in the published bid document?	To be returned by bidder?	Bidder to tick Yes if document is submitted
PHASE 1: MANDATORY REQUIREMENTS				
1	Confirmation of warranty	No	Yes	
2	Confirmation Letter that workmanship will be guaranteed for 36 months after installation	No		
3	Pricing structure / SBD 3.3 Category A and/or Category B	Yes	Yes	
4	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.	No	Yes	
5	The bidder must submit valid proof of their operational office space footprint.	No	Yes	
6	Proof of Public Liability Insurance of R3 million	No	Yes	
7	In case of joint venture, a signed teaming agreement by all parties and must stipulate the percentage revenue split between the parties.	No	Yes	
PHASE 2: LEGISLATIVE AND OTHER STANDARD BIDDING REQUIREMENTS				
1	SBD 1	Yes	Yes	
2	SBD 4	Yes	Yes	
3	SBD 6.1	Yes	Yes	
4	SBD 6.2 and Annexures C, D and E.	Yes	Yes	
5	Proof of company registration on Central Supplier Database Registration (CSD).	No	Yes	

#	Document Name ¹	Included in the published bid document?	To be returned by bidder?	Bidder to tick Yes if document is submitted
6	Company Registration Certification/document (CIPC)	No	Yes	
7	Valid Tax compliance status pin	No	Yes	
8	Certified ID Copies of all Company Directors (certification of documents should not be older than 6 months).	No	Yes	
PHASE 3: FUNCTIONALITY				
	Bidder must submit supporting documents. Minimum threshold of 70% must be achieved	No	Yes	
PHASE 4: PRICE & SPECIFIC GOALS				
	Proof of specific goals requirements	No	Yes	
ADDITIONAL REQUIREMENTS				
1	Company profile	No	Yes	
2	Catalogue/Company brochure	No	Yes	
3	Reference Letters, Purchase Orders and signed contracts	No	Yes	
4	List of resources or organisational structure	No	Yes	
5	Bidders to indicate which category they are bidding for under the categories table between Category A or B. Bidders are allowed to bid for both categories.	Yes	Yes	

INTRODUCTION

The National Treasury is inviting experienced and suitably qualified suppliers for once off supply, delivery, off-loading and installation of office furniture at the National Treasury Offices located at Riverwalk office park, 41 Matroosberg road, Ashlea gardens, Pretoria. The purpose of these terms of reference is to provide details regarding the requirements of the services.

1. PROJECT SCOPE

- 1.1** The successful bidder is expected to supply, deliver, off load and install office furniture supply, deliver and install office furniture at the National Treasury Office(s) as per specification (Annexure A) and layouts provided (layout to be provided to appointed supplier/service provider) upon issuing of an order by the department.
- 1.2** When completing the tender document, the bidder may not deviate from the drawings, photographs and detailed specifications provided unless allowed to do so by the Department in writing.
- 1.3** Provide locally designed and manufactured products of highest quality standards with a minimum of five (5) year guarantee.
- 1.4** Attend briefing sessions and work with National Treasury 1st tier Architectural and Space Management contractors for floors layouts.
- 1.5** The bidder must familiarize themselves with the geographical extent and assess the extent and nature of requirements.
- 1.6** The Department reserves the right to refer components for testing to ensure that all specifications have been met.
- 1.7** Bidders must explicitly note that there will be no claim on the grounds of lack of knowledge in respect of the afore mentioned.
- 1.8** The duration of the contract will be a once-off period, determined by the delivery lead times required to complete the scope of work, commencing from the date of receipt of an official purchase order.
- 1.9** The Bidder shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel to the specific sites according to the capabilities. The escalation crew shall have industry accredited qualifications to ensure that the standards detailed in the specification, are achieved and maintained at all times.

1.10 BRIEFING SESSION

There will be a non- compulsory briefing session that will be held as follows:

Date and time: 17 October 2025 at 11AM – 12PM (SAST)

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

Bidders are requested to express their interest by submitting an email and indicating the number of people who would connect on the day to the following email:
NTAdministrativeTenders@Treasury.gov.za

2. SCOPE OF WORK

General Description of the Works

2.1 The services required are to supply, deliver, off load and install office furniture at the National Treasury Office(s) as per specification that shall comply with the applicable South African National Standards (SANS) No. 1528 as prescribed by the South African Bureau of Standards (SABS). The supplied office furniture must comply to ergonomic, safety, and quality requirements. The appointed service provider will be expected to ensure all products conform to industry best standards and sustainability principles, including the use of environmentally friendly materials where possible. Additionally, post-installation support, warranty services, and maintenance options must form part of the comprehensive solution offering.

2.2 SUBMITTALS and APPROVALS

- Samples and/or Shop Drawings: The appointed service provider must provide physical samples and/or shop drawings of all proposed furniture items for approval by NT prior to manufacturing.
- Final Specifications: NT reserves the right to verify and confirm final specifications, finishes, and fabric selections before production commences.
- Flexibility on Finishes: NT may, within the agreed pricing, make reasonable adjustments to colours, finishes, and fabrics to ensure alignment with the overall design intent.

2.3 SUPPLY OF OFFICE FURNITURE AND SOFT FURNISHINGS

- Provide new, unused, and compliant office furniture as per the specifications in the Bill of Quantities (BoQ) or furniture schedule (e.g., desks, chairs, cabinets, boardroom tables, reception counters, storage units, etc.).
- Ensure furniture complies with applicable quality standards and ergonomic requirements.
- Provide manufacturer warranties for all supplied items.

2.4 DELIVERY, OFF-LOADING, AND INSTALLATION OF OFFICE FURNITURE AND SOFT FURNISHINGS

- Ensure all items are packaged securely to avoid damage during transit.
- Delivery to Riverwalk Office Park (Blocks A and C), within the timeframe agreed upon with NT.
- Safe off-loading at designated areas with care to avoid damage to property, goods, or personnel.
- Assembly and installation of all furniture in accordance with manufacturer guidelines and NT's layouts.
- Supervision by qualified personnel throughout the installation process.
- Removal and environmentally responsible disposal of all packaging and waste material from NT premises upon completion.
- Assemble and install the furniture according to manufacturer guidelines.
- Position furniture as per the office layout or client instructions.
- Ensure stability, proper alignment, and functionality of all furniture pieces.
- Remove and dispose of all packaging materials in an environmentally friendly manner.
- The bidder shall provide labour and the required supervision for the installation of all of its furniture components.

2.5 REQUIREMENTS (WARRANTY & AFTER SALES SUPPORT)

- The design and manufacturing will be locally based.
- All furniture items shall carry a five (5) year manufacturer's warranty.
- Maintain consistency with prescribed brand aesthetics (e.g., material, colour palette, finishes etc).
- Workmanship on installation shall be guaranteed for a minimum of 36 months.
- Conduct site inspections and supervision for overall fit-out work.
- Supplier shall provide after-sales support, including repair/replacement of defective items, and ensure availability of spare parts where applicable.

2.6 RISK ALLOCATION

- The supplier shall assume full responsibility and liability for:
 - Any damage to NT property caused during delivery, off-loading, or installation.
 - Any loss, damage, or theft of furniture prior to final handover to NT.
 - Any injury to personnel (including NT staff, visitors, or subcontractors) caused through negligence during execution of works.
- NT will not be liable for delays, losses, or damages incurred by the supplier due to site access restrictions, load-shedding, or security checks.

2.7 SECURITY AND ACCESS PROCEDURES

- All supplier personnel assigned to site must undergo security vetting and screening in line with NT requirements.
- Workers must carry valid photo identification at all times.
- Work may only be performed during NT-approved working hours (unless written permission is granted for after-hours/weekend access).
- Vehicles delivering goods must follow NT security protocols, including inspection at entry/exit points.
- The supplier must ensure orderly conduct of its personnel and comply with all NT health, safety, and confidentiality rules while on site.

CATEGORIES

Category	Description	Tick
Category A	Desking and chairs	
Category B	Soft furnishings	

NB: Bidders to indicate which category they are bidding for on the above table, bidders are allowed to bid for both categories, however, NT reserves the right to appoint more than one (1) service provider.

CATEGORY A: (BUILDING A + C): Desking and chairs technical specifications

- ANNEXURE A

CATEGORY B: (BUILDING A + C): Soft furnishings

- ANNEXURE B

3. DESCRIPTION OF SITES

Riverwalk Office Park, 41 Matroosberg Rd, Ashlea Gardens, Pretoria

- Block A & Block C
- 3 basements, 2 of these are for parking and the 3rd is for building machinery
- Open-plan office space design with few cellular offices for senior management with meeting and boardrooms

Average occupation: 18 116m² (including storage/basement)

Block A

- 4 floors with 3 basement levels
- Open-plan office space design with few cellular offices for senior management with meeting and boardrooms

Average occupation: 10 560 m2 (excluding basement area)

Block C

- Open-plan office space design with few cellular offices for senior management with meeting and boardrooms
- 4 floors with 3 basement levels

Occupation: 5 496 m2 (excluding basement/storage area)

3.1 SITE INSPECTION

Bidders may attend a site inspection on particular dates (dates after briefing session)

4. CONDITIONS OF THE BID

- 4.1 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.
- 4.2 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.
- 4.3 Bidders shall comply 100% with the local content determination as per the SABS Technical specification SATS 1286:2011.
- 4.4 Only locally produced goods, services or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 4.5 The Department will take ownership once the furniture is fully delivered and installed.
- 4.6 All furniture items must be guaranteed for a period of five years.
- 4.7 The Department reserves the right to award the tender in whole or in part or not to award the tender at all.
- 4.8 The appointed bidder will be subjected to security vetting and screening.
- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 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.
- 4.13 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.
- 4.14 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.

5 SPECIAL CONDITIONS OF THE BID

- 5.1 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.
- 5.2 The rates of exchange quoted by the bidder shall be verified for accuracy.
- 5.3 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.

5.4 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

5.5 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.

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

6. EVALUATION CRITERIA

Stage One (1)	Phase One (1) : Mandatory Requirements Phase Two (2): Administrative Compliance Phase Three (3) : Functionality
Stage Two (2)	Price and Specific Goals

6.1 PHASE ONE (1) :

6.1.1 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.

Confirmation of warranty for five (5) years

Confirmation Letter that workmanship will be guaranteed for 36 months after installation

Pricing structure / SBD 3.3 Category A and/or Category B

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.

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:

a) Utility bill not older than three months in the name of the bidder/director(s), or

b) Lease agreement in the name of the bidder/director(s), or

c) Proof of address of local municipality with the name of the bidder/director(s)

d) Valid partnership agreement with a local entity, or

e) Statement from a property managing agent confirming the bidder's occupancy.

Proof of Public Liability Insurance to the value of R3 million

In case of joint venture, a signed teaming agreement by all parties and must stipulate the percentage revenue split between the parties.

6.1.2 PHASE TWO: ADMINISTRATIVE COMPLIANCE (RETURNABLES)
Bidders must complete and duly sign the following SBD forms:
<ul style="list-style-type: none"> • SBD 1 • SBD 4 • SBD 6.1 • SBD 6.2 and annexures C, D and E.
Proof of company registration on Central Supplier Database Registration (CSD).
Company Registration Certification/document (CIPC)
Valid Tax compliance status pin
Company profile
Certified ID Copies of all Company Directors (certification of documents should not be older than 6 months from date of submission).

6.1.3 PHASE THREE: FUNCTIONALITY EVALUATION

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>	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>

	<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. 		<p>2 = 3 to 4 years within the furniture industry</p> <p>1 = 1 to 2 years within the furniture industry</p>
3.	<p>Project Plan:</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"> 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>5- Excellent 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>	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>

	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.		
	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.			

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

This score will be converted to a percentage and **only** bidders that have met or exceeded the minimum threshold of **70%** for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.

Additional Resources CV to be submitted (not part of evaluation but required to form part of the team)

1. Project Coordinator / Logistics Lead (1 person)

- Experience in planning, scheduling, and managing deliveries and installations on multi-floor office projects.
- Familiarity with coordinating subcontractors and site access.

2. Health & Safety Officer (1 person)

- Minimum 3 years' experience in construction/furniture installation safety.
- Valid H&S certification (e.g., SACPCMP registration or equivalent).

3. Lead Installer(s) (2–3 people)

- Minimum 3 years' hands-on experience in assembly and installation of office furniture.
- Demonstrated ability to supervise during installation.

4. List of resources or organisational structure

- The bidder must submit a list of resources that will be performing the off-loading and installation

6.2 SPECIFIC GOALS

Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022

6.2.1 This preference form (SBD 6.1) must form part of all tender responses. It contains general information and serves as a claim form for preference points for specific goals. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table below as may be supported by proof/ documentation stated in the conditions of this tender.

6.2.2 Specific goals for the tender and points claimed are indicated per the table below.

The 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. Before completing this form, tenderers must study the general conditions, definitions and directives applicable in respect of the tender and preferential procurement regulations, 2022)

6.2.3 **Specific goals allocation table**

#	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
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	<ul style="list-style-type: none"> • 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.
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	

7. VALIDITY OF BID

The bid will be valid for a period of 90 days from the closing date.

8. CONTACT DETAILS FOR ENQUIRIES

Technical Enquiries

E-mail : NTAdministrativeTenders@Treasury.gov.za