



SOUTH AFRICAN REVENUE SERVICES
SARS Procurement Centre

REQUEST TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE SOUTH AFRICAN REVENUE SERVICES		
RFQ NUMBER	RFx 6000028254	
DESCRIPTION OF GOODS/ SERVICES	RESOURCES REQUIRED FOR RELOCATION OF FURNITURE AND STEEL SHELVES ON AS AND WHEN REQUIRED	
PUBLISH/ ADVERTISEMENT DATE	27 February 2025	
CLOSING DATE & TIME	06 March 2025 At 11h00	
COMPULSORY REQUIREMENTS	NO	<i>Tick Applicable box</i>
	Acceptance of SARS conditions as well as submission of a quotation.	✓
	Valid and original Tax Clearance Certificate	✓
	Valid and original or certified copy of BEE Certificate or Approval letter from the IRBA Registered Auditor.	✓
	Complete SBD 1	✓
	Complete SBD 4	✓
	Complete SBD 6.1	✓
	Complete Oath of Secrecy	✓
	Mandatory registrations (i.e. CIDB)	✓
COMPULSORY BRIEFING SESSION/ SITE MEETING	NO (<i>Depends on requirements</i>)	
ENQUIRIES	Enquiries must be addressed to: Proc.queries@sars.gov.za	
QUOTE VALIDITY	60 Days (commencing from the RFQ closing date)	
SUBMISSION:	Proposals clearly marked with the RFQ number and description, must be submitted to the following email address: e-mail: Proc.responses@sars.gov.za	
DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED	Various offices in the Western Cape between CBD, Montague Gardens and surrounding offices	

REQUIRED SERVICES

Scope of work:

1. Dismantle and relocation of furniture in various areas, filing racks, white boards, photos, frames, steel shelves (photo below), etc and safes
2. Relocation of boxes and furniture.

Resources:

- a. **30 x Workers**, plus **2 supervisors** for **20 non-consecutive working days** (Mon – Fri)
 - b. **2 x 8-ton** truck and 1 driver with hydraulic loading platform at the back for **10 non-consecutive days** (Quote per km with travel 50km per day)
- **Primarily between** offices in CDB, Bellville and surrounding areas.
 - **Duration:**
 - Resources **20 non-consecutive working days** and 24 x resources for a weekend.
 - **2 Saturdays** and
 - **2 Sundays**
 - Truck and driver **10 non-consecutive days**. (Quote per km with 30km per day)
 - **10 days** (Mon- Fri)
 - **2 Saturdays** and
 - **2 Sundays**

Equipment required - Resources **not allowed on site without proper power tools and trolleys**

- Eight/two-wheel trolleys sufficient in number for the resources to work in teams.
- Power tools to dismantle and assemble furniture and remove/re-install wall fittings (ie white boards, posters, frames, etc) and storage racks.
- The crew to have moderate admin/communication skills for manual record keeping.
- Detail description of the work – includes the dismantle, transporting and assemble of furniture .
- Screws to fit fittings to walls (dry walls and brick-walls).
- Health & safety equipment/clothing (ie safety boots) to be applied.

Other requirements:

- Dressed in company t-shirts.
- Copies of IDs of all working on site before the work commence.
- Will be required to assist in packing/unpacking boxes and wrapping of furniture where required (to avoid scuffing).
- Will be required to assist in noting asset numbers of items moved.
- Supervisor to submit daily job card and fully sign attendance register to SARS

Notes:

1. Attendance of the site brief session
2. Work to be done as required at the various offices
3. Insurance public liability and goods in transit required to the value of R1000 000.00.
4. Service Provider must provide SARS with the Health and Safety file upon request
5. Cost to include transportation of crew and equipment



Bidding Structure

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Conditions of Bid General Conditions of Contract, Special Conditions, Technical Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith:

BIDDER'S DETAILS	
NAME of Company/ Close Corporation or Partnership or Sole Proprietor/Individual	_____(legal name) trading as _____
Company/Close Corporation Registration Number	
SARS Vendor Registration Number	
Postal Address	_____ Postal Code _____
Physical Address	_____ Postal Code _____
Contact Details of the Person Representing the Vendor	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cell phone: _____ E-mail address: _____
Income Tax Number	
VAT Reference Number	

ANNEXURE 1

Returnable Schedule: Price Schedule

ITEM	DESCRIPTION	Days required	Staff quantity required	RATE	PRICE (Rands)
1	Supervisor for 20 non consecutive working days (during working hours)	20	2		
2	Supervisor 1 x required for 2 x non consecutive Saturday	2	1		
3	Supervisor 1 x required for 2 x non consecutive Sunday	2	1		
4	30 x Skilled resources required for 20 non consecutive working days during the week	20	30		
5	12 x skilled resources for 2 x non consecutive Saturday	2	12		
6	12 x skilled resources on 2 x non consecutive Sunday	2	12		
7	2 x 8-ton truck with a driver and hydraulic loading platform at the back for 10 x non-consecutive weekdays . Travel 50km per day inclusive of goods in transit insurance to the value of R1000 000.00	10	2		
8	2 x 8-ton truck with a driver and hydraulic loading platform at the back 2 Saturdays non-consecutive . Travel 30km per day inclusive of goods in transit insurance to the value of R1000 000.00	2	2		
9	2 x 8-ton truck with a driver and hydraulic loading platform at the back for 2 Sundays . Travel 30km per day inclusive of goods in transit insurance to the value of R1000 000.00	2	2		
10	Travel and accommodation for non consecutive days	24			
TOTAL PRICE (INCL. VAT) CARRIED FORWARD TO FORM OF OFFER				R	

Kindly indicate delivery period in days on your quotation

All quotations must also be submitted on a formal company letterhead

Labour rate cost to include after and during working hours