

21 October 2024

**REQUEST FOR QUOTATIONS TO
STORE
FURNITURE, BOXES, AND CARS,
DISMANTLE FURNITURE, AND
PROVIDE
HANDLING SERVICES**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to store furniture, boxes, and cars, dismantle furniture, and provide handling services.

2. Considerations/background

- 2.1. The lease agreement for the RSR Eastern Embassy building, located on the 22nd floor at 199 Anton Lembede Street, Durban, 4000 South Africa, is scheduled to expire in November 2024. We require a service provider to offer dismantling, packaging, and storage for furniture and storage for cars while RSR is in the process of procuring new offices for the region

3. Scope of work / Specification

Specifications are as follows: -

- The request is made for the appointment of an insured service provider with 10 years of experience with their transportation (removal trucks) in office removal, storage facilities, and relocation services.
- The service provider must be able to do office removal of furniture, and equipment from the RSR offices to the store facility within the Durban or north of Durban

The submission must include the following:

1. Office removal and storage of Office assets:

- Dismantling of office furniture (Office desks and Boardroom table)

- Handling of furniture and electronics
- Packaging of furniture, documents, kitchen utensils and assets
- Removal and packaging of server room/data centre equipment (Racks and switches etc)
- Provision of boxes , bubble wrap and sellotapes (determined by site visit)
- Collecting and packaging of office furniture, electronics, assets and documents
- Transportation of office furniture and electronics
- Insurance of the furniture and assets during transportation and storage
- Provide storage for the furniture, server room equipment and electronics from 10 November 2024 to 30 April 2025
- Provide storage for the furniture, server room equipment and electronics from 10 November 2024 to 30 April 2025
- Provision of parking for 3 vehicles (2 double cap bakkies with canopies and a sedan) and from 10 November to 30 April 2025. The vehicle must be accessible 24 hours during the period
- See attached assets register

2. Compulsory Site visit (Failure to attend will lead to disqualification)

Date: 24 October 2024

Time: 11h00am

Venue: 22nd floor at 199 Anton Lembede Street, Durban, 4000 South Africa

Contact person: Mathiba Nyama(082 681 6364) or Ompha Kutama (072 059 1643)

4. Mandatory Requirements

Mandatory requirements (Which failure to submit will lead to disqualification)

- Service provider office storage must be based within a 30 KM radius from the Eastern region, office in Durban, Embassy building - proof of address to be provided which can be a municipal rates statement, lease agreement, or affidavit
- Service provider must submit three Reference letters which are not more than 2 years old. The reference must be on clients letter head with description of the work done, the period/date/s work done and clients contact details

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.
- 6.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by

			Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by person(s) with disabilities</i>	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. SCM: Lesego Dire

lesegod@rsr.org.za/087 284 6655

7.2. Project Manager: Mathiba Nyama

mathiban@rsr.org.za /087 284 6666

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on 29 October 2024 at 15h00**. Responses may be emailed to lesegod@rsr.org.za