

SOUTH AFRICAN REVENUE SERVICE

TENDER SPECIFICATIONS – SCOPE OF WORKS

RFP 07-2025

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISIONING OF COMPLETE
FURNITURE SOLUTIONS FOR SARS OFFICES, NATIONALLY.**

SCOPE OF WORKS

1. DESCRIPTION OF WORKS

The scope of works provides for a complete furniture solution including but not limited to the manufacturing/ supply and installation of furniture.

1.1 Objectives

SARS' objective is to establish a Panel of Service Providers to provide complete furniture solutions for SARS offices nationally, whereas the solution to include all aspects required to replace existing furniture or provide new offices with furniture. The outcome of the tender will allow SARS to procure furniture on supplier's catalogue and as per SARS standards for furniture.

1.2 General Description of the Project

The South African Revenue Service (SARS) footprint extends across the following geographical regions and will require furniture solutions at a regional basis.

- Head Office
- Gauteng
- Mpumalanga
- Free State
- Northwest
- Limpopo
- KwaZulu Natal
- Eastern Cape
- Western Cape
- Northern Cape

1.3 Extent of Works

The panel of service providers will be required to render the following services at a cost basis, but not limited to:

- Consultation and advisory service related to office fit outs and furniture.
- Space planning advisory services.
- Pictorial presentations of furniture and goods. (Storyboards)
- Manufacturing/ Supply of furniture and related items.
- Delivery.
- Installations (Office set-up's complete).

- Dismantling of furniture.
- Specific location to location transportation of furniture.
- Repair and Maintenance of furniture post the warranty period.
- Ad-Hoc services related to furniture and office fit outs.

2. TECHNICAL REQUIREMENTS

- SARS requires a minimum of 5 years warranty on workmanship, material/ product and manufacturing defects. (Excluding fabrics specified).
- Regardless of the above warranty, a maintenance period of 7 years will be required on a cost basis.
- Furniture supplied should have an expected life span of 15 years and more. The requirements indicated in this bid proposal document are presented as the minimum requirements for SARS to implement future furniture standards. SARS accepts no responsibility for designing defects in these requirements and expects the bidder to point out possible defects and to supply a workable alternative solution for SARS approval.
- SARS requires a design continuity of 10 years, during which time the successful service providers will discuss any possible design improvements with SARS and obtain their approval before implementation thereof.
- SARS expects the manufacturer to ensure the continuity of quality as laid down in the minimum requirements for the duration of the contract.
- SARS reserves the right to reject furniture batches that do not comply with the minimum requirements, and for these to be replaced at the Bidder's own cost.
- All items supplied to sites must have the following details affixed, out of sight, in the form of a plasticized sticker: supplier's name, physical address & contact details, date of manufacture and Order Number.
- The Bidder must provide SARS with a specification sheet similar to the sample provided post award and prior product approval. Specifications sheets will be deemed part of the product delivery per site and order.
- DOT 4 power sets will be required per desk and must be included in the price per desk including daisy chain connection to the power outlets provided by SARS. Space plans per site must be consulted for daisy chain installations.
- All worksurfaces/ desktops to be manufactured in a range of 22 to 25mm thickness finished in laminate with colours as specified. Square PVC edging must finish open edges, the SARS standard of minimum thickness 3mm will be applicable, finished to high quality and smooth edge.
- Tops of storage may vary subject to the supplier specifications at minimum 12mm to 25mm thickness finished with square PVC edging at a SARS standard of minimum 2 mm for storage units.
- Carcases of storage may vary as per supplier specification at minimum 12mm to 25mm thickness finished with PVC edging at a SARS standard of minimum 1,5 mm.

- All storage units must be lockable with standard camlock or cabinet lock or where specified pin code lock.
- Office chairs must conform with SATS 1286:2011 (Office Furniture). The standard covers office furniture, emphasizing ergonomic design, durability, and local content.

Ergonomics:

Chairs should be designed for an eight-hour workday, with features like adjustable seat height, backrest support, and easy control.

- Seat base must be covered with polyurethane foam with minimum thickness of 70mm.
- Adjustability and controls must be easy to adjust from a seated position.
- Fabrics must be breathable, non-slippery fabrics on seats.
- Supportive backrest.

Materials:

Seat and backrest can be made of solid timber, laminated timber, plywood and polypropylene or equivalent thermoplastics.

Durability:

Furniture should be durable, easy to clean and maintain, and suitable for local weather conditions.

Furniture must comply with SABS standards SATS 1286:2011 (Office Furniture). for office furniture, including technical specifications for local content. Furniture should be durable.

3. NOTES TO BIDDERS:

- Bidders must provide a comprehensive fully priced catalogue presenting the company and or joint venture products available to clients. The bidder is also expected to complete the SARS pricing schedule as per catalogue, attached to this document. The price schedule will be attached to the SLA at contracting stage, post bidders' appointment in the panel.
- The bidder is expected to complete the pricing schedule as per SARS' catalogue and project office referencing the space plans provided to inform any link plates, installation set-up, etc.
- SARS will remove existing furniture prior installation. Following the removal of furniture, an integrated execution planning will follow per project post award, so the execution plan must be approved by SARS prior installation and ensuring minimum disruption to SARS operations.
- Samples of items might be required for inspection post award and pre-installation onsite.
- Project site inspections will be required post award and during installation onsite.

- The SLA will be signed with successful bidder/s appointed per office/project during the utilisation of the panel.

4. PANEL UTILISATION AND AWARD METHODOLOGY

- SARS will order items following a request for quotation process through the panel of service providers, where service providers shall provide their delivery and installation costs.
- Panellists will be required to have insurance to cover in cases of loss, damage etc. during the delivery of furniture. This must be considered during the provision of quotations process.
- SARS will follow a criterion which is based on its risk management framework as well as the equitable distribution and sharing of resources amongst suppliers. For SARS to achieve this, the intention is to appoint a bidder to a maximum of two (2) projects at a time. SARS therefore aims to award a maximum of two projects (2) to a bidder for which the bidder has submitted a bid.
- The bid is designed to provide a framework that will enable a broad base of bidders an opportunity to participate and to ensure risk mitigation.
- In the event that a bidder(s) has scored the highest number of points (first ranked scoring bidder) on consolidation of preference points for more than two (2) projects, SARS will apply the following allocation methodology criteria:
 - The bidder(s) in question will be considered for award for the projects with the highest contract portion value for which the bidder has submitted a bid.
 - The other projects to which the bidder(s) has scored the highest number of preference points will be considered for award to second ranked scoring bidder(s).
 - In the case where the second ranked scoring bidder(s) is already a first ranked scoring bidder in another project, the bidder next in line of ranking will be considered for award for that project.
- In the event, that there are projects that remain unallocated after the maximum allocation of two (2) projects per bidder, SARS reserves the right to allocate the remaining projects to the first ranked scoring bidder.
- In the event this allocation methodology results in material price differences that are unaffordable to SARS and materially exceed the budget value/allocations, SARS reserves the right to award the specific projects to the first ranked scoring bidder, notwithstanding the above criteria.
- Notwithstanding the above criteria, SARS reserves the right to appoint the highest scoring bidder (s) on price and specific goals.

5. BIDDER RETURNABLES

5.1 Space planning

- Part of the technical evaluation criteria is the provisioning of space plans by bidders confirming product sizing.
- Bidders to do an overlay of their proposed product templates onto the SARS provided space plans released in AutoCad DWG, DXF and PDF formats.
- Should proposed product templates be exactly similar or equal to the SARS provided templates / space plans, bidders must still do the overlay on the space plan as separate layer onto the drawings for verification by the evaluators.
- Bidders must provide SARS with the returnable space plan in DWG, DXF and PDF formats and hard copies as well. SARS will provide CAD drawings, Annexures A & B which will be used solely for the purpose of technical evaluation.

5.2 Technical Evaluation Criteria

Bidders must study the technical evaluation criteria highlighted on the Main RFP document with care and ensure conformance to the bid requirements as SARS will not be held responsible for any misinterpretation of the requirements and documents published.

6. GENERAL

6.1 Services

Due to the nature of the furniture installations, it is anticipated that SARS services / operations will be affected. Contractor shall do a reconnaissance of the access to buildings, delivery times and installation times to avoid possible disruption to services / operations.

6.2 Drawings

Any information in the possession of the bidder which is required by others to complete works shall be supplied to SARS ensuring execution thereof and where possible a certificate of completion / COC to be issued. Only figured dimensions shall be used, and drawings shall not be scaled unless so instructed by SARS post award. SARS and appointed Service Provider will agree on any figured dimensions which may have been omitted from the drawings.

6.3 Power Supply and other Services

SARS will provide power on all sites, but contractors make their own arrangements regarding the supply of electrical power and all other services if not available. No direct payment will be made for the provision of electrical and other services. The cost thereof shall be deemed to be included in the rates and

amounts tendered for the various items of work for which these services are required.

6.4 Contractor's Accommodation at distant Sites

The service provider shall make his own arrangements accommodation for his supply / installation personnel.

The establishment of all labour, plant and materials on site is the responsibility of the Contractor and all arrangements in this respect are the Contractors' responsibility; however, the Contractor shall provide and maintain a continuous means of communication between his site supervision staff (i.e. the people responsible for the day to day running of the installation site, service providers must provide SARS with at least two cell phones numbers of key personnel responsible for the total solution offered). Provision and use of cellular phones will be for the Service Provider's personnel will be for his own cost.

6.5 Security

The contractor shall be responsible for the security of his personnel, equipment and materials on site, and no claims in this regard shall be considered by the employer.

6.6 Programme of the Work

The contractor shall take note of priorities contained in these specifications; it shall be noted that the specified contract period is for a maximum of three (3) months from date of award to completion per site.

6.7 Occupational Health and Safety (OHS)

Occupational Health and Safety Act 1993: Health and Safety Specification.

General statement

It is a requirement of this contract that the service provider shall provide a safe and healthy working environment and to direct all his activities in such a manner that his employees and any other persons, who may be directly affected by his activities, are not exposed to hazards to their health and safety. To this end the Contractor shall assume full responsibility to conform to all the provisions of the Occupational Health and Safety (OHS) Act (Act 85 and Amendment Act 181) of 1993, and the Construction Regulations 2014 issued in February 2014 by the Department of Labour. Contractor to complete Schedules: Occupational Health and Safety.

Health and Safety Specifications and Plans to be submitted post award per site

- i. Employer's Health and Safety requirements per site will be disclosed and service providers Health and Safety plans to be approved by SARS in-house H&S personnel.
- ii. Tenderer's Health and Safety Plan

In terms of the OHS Act the service providers will not be allowed to commence with works if no Health and Safety Plan is submitted and approved.

The Contractor's Health and Safety Plan will be subject to approval by SARS, or amendment, if necessary, before commencement of construction work. The service provider will not be allowed to commence work, or his work will be suspended if he had already commenced work before he has obtained the Employer's written approval of his Health and Safety Plan.

The Service Providers Contractor shall not be entitled to claim for extension of time or standing time and the related costs for any delays due to delayed commencement or suspension of the work arising from the lack of approval of an approved Health and Safety Plan

