

SOUTH AFRICAN REVENUE SERVICE

ANNEXURE A:

TENDER SPECIFICATIONS – SCOPE OF WORKS

RFP 42-2024

APPOINTMENT OF A SERVICE PROVIDER/S TO MANUFACTURE, SUPPLY,
INSTALL AND DELIVER SARS OFFICE FURNITURE TO SPECIFIC INTEGRATED
OFFICES

SCOPE OF WORKS

1. DESCRIPTION OF WORKS

The scope of works provides for a complete furniture solution per project listed including but not limited to the manufacturing, supply, delivery and installation of furniture.

1.1. SARS Objective

SARS objective is to source a complete furniture solution offering all services related to the provisioning of office furniture and related goods for SARS specific buildings as listed below.

1.2. General Description of the Project

The furniture solution is required at the following SARS buildings:

- Vereeniging, Bedworth Shopping Centre, Ascot on Vaal Rd, Vereeniging.
- Kariega, Corkwood Shopping Centre, 42 Union Ave, Kariega.
- Steven House, Pretoria Brooklyn Bridge, 1st and 2nd Floors, Fehrsen St, Brooklyn Pta.
- SARS Head Office, LeHae la SARS Pretoria, 299 Bronkhorst St, Brooklyn Pretoria.
- Lehae la SARS, 299 Bronkhorst St, Brooklyn (Block F Conference Centre). Pretoria SARS Head Office,
- Randfontein, Tambotie Shopping Centre, Cnr. Tambotie and Malan St.'s, Randfontein.
- Pinetown, Shopping Centre, 45 Josiah Gumede Rd, Pinetown.

1.3. Extent of Works in Priority order

The provisioning of office furniture at following offices: (Priorities in descending order)

- Vereeniging office
- Kariega office
- Steven House office
- Lehae la SARS bulk order chairs, minimum quantity; 300 units as 1st delivery
- Lehae la SARS Conference Centre
- Randfontein office
- Pinetown office
- Bulk order chairs remainder quantity 300 units as 2nd delivery.

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 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 design 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, emphasising 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

- Cost proposals must include the cost of transport, protective packaging and on-site delivery for all items, SARS will not accept any damaged goods.
- Bidders must clearly indicate which projects/ office they are bidding for including the timeline for delivery and installation onsite.
- 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.
- Quantities reflected on the pricing schedules must be used as some items are ordered as additional items for the specific office.

- 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.

4. BIDDER RETURNABLES

4.1. 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 per site bidding on in DWG, DXF and PDF formats and hard copies as well.

4.2. 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.

5. GENERAL

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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.

5.7. 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.

