

BRIEFING SESSION PRESENTATION

Supply, delivery, installation of prefabricated adjustable shelving, steel racking, designing of mezzanine flooring, and high-density mobile filing systems to the state for a period of 36 months.

PRESENTED BY:

NAME: Baniangi

SURNAME: Masilela

Division: OCPO

**Date: 15 September
2026**



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



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1. Opening, welcome and introductions

2. Purpose of the RFP

- The purpose of this request for proposal (RFP) is to solicit bids from interested parties (“Respondents”) to enable National Treasury to appoint suppliers for the supply, delivery, installation of prefabricated adjustable shelving, steel racking, designing of mezzanine flooring, and high-density mobile filing systems to the state for the period of 36 months.
- To obtain market related Price and to ensure that Government benefits from the economics of scale.

3. Duration of contract – 36 months

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4. Bid Timelines

Activity	Due Date
RFP Upload on e-Tenders Portal – Tender Document	The tender was advertised on e-Tender Portal & National Treasury website on 28 August 2026
Bid Validity Period	180 days from the closing date of the bid
Bid closing date and time	28 September 2026
Communication channels	Demand.Acquisition3@treasury.gov.za Baningi.Masilela@treasury.gov.za
Deadlines for queries, questions and answers	23 September 2026 @ 16h00

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5. How to access bid documents

- bid documents can be obtained on the below platform:

E-tenders: <https://www.etenders.gov.za/>

6. Technical Specification

- All items are supported by detailed specifications. Items must comply with the specification as stated in the Pricing Schedule.

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7. Evaluation Criteria as per clause 6 of the SCC

- **Phase 1: Mandatory Requirement**

- a. During this evaluation phase, bidders' responses will be evaluated based on the document submitted under mandatory requirements. Any bid that does not meet these mandatory requirement will be considered non-responsive and will be disqualified.

- **Pricing Schedule**

- a. The pricing schedule (**see Annexure A**) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed in full without changing the structure thereof.
- b. Bidders are required to complete a mandatory Pricing Schedule Annexure A as a response to how much the items offered will be charged. Failure to submit the Pricing Schedule will invalidate the bid response
- c. The pricing for this bid is required to be on a provincial level.

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- d. Failure to submit the Pricing Schedule will invalidate the bid.
- e. All prices must be entered in the field provided in the Pricing Schedule supplied with the bid document.
- f. All prices must be quoted in rands and rounded to two (2) decimal places.
- g. The completed Pricing Schedule must be submitted in Microsoft Excel format as an unlocked electronic (soft copy) file to enable verification, analysis, and contract administration. Bidders shall not password-protect, lock, alter formulas, or otherwise restrict access to the Pricing Schedule.
- h. Pricing structures that do not comply with the requirements set out in this bid document, including the prescribed pricing methodology, format, units of measure, and pricing schedule requirements, may result in the bid being declared non-responsive and disqualified from further evaluation

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- **PHASE 2: ADMINISTRATION AND LEGISLATION REQUIREMENTS EVALUATION**

- a. Bidders must submit the following documents:

- SBD1
- Proof of Authority
- SBD4
- SBD5
- SBD 6.1
- TCD 13 and 13.1: authorization declaration
- Central supplier database
- Written Confirmation to disclose tax status
- Company registration documents issued by CIPC
- Copy of ID(Directors /Owners)

- b. Failure to submit the documents indicated above even after the bidder has been notified and given a maximum of seven calendar days to rectify may invalidate the bid.

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- **PHASE 3: TECHNICAL SPECIFICATION REQUIREMENTS**

- a. During this phase bidders' responses will be evaluated based on technical requirements for each item offered on the pricing schedule. Non-compliance to the applicable requirements for each item below will result in disqualification of the relevant line item being evaluated.
- b. Where specific specifications and/ or standards are applicable for each item, the quality of products shall not be less than the requirements of the latest edition of such specifications and/or standards throughout the contract period.
- c. All products must be supplied new; second-hand or refurbished products will not be accepted.

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Phase 3: Continuation

- **Third-Party Authorization Letter of Undertaking**

- a. Any bidder who is not an original manufacturer of the product must submit a valid Third-Party Undertaking letter (template provided as TCBD 13.2) in full for all relevant goods or services. **Please refer to paragraph 6.5.1 of SCC.**
- b. Third-Party Authorization Letter of Undertaking must be from an Original Product Manufacturer (OPM). In the case where the letter of undertaking is from an authorized importer/distributor, proof from OPM authorizing the importer or distributor must also be submitted with the bid at the closing date and time of the bid, such proof must not be older than the advertisement date of the bid.

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Phase 3: Continuation

- c. Failure to indicate the relevant item numbers and brand name on the Third-Party Authorization Letter of Undertaking will render the affected line items non-responsive.
- d. The State reserves the right to verify any information supplied by the bidder in the Third-Party Authorization Letter of Undertaking and should the information be found to be false or incorrect, the bidder will be disqualified for all items and further, the State may exercise additional legal remedies available.
- e. Failure by a bidder to submit the required Third-Party Authorization Letter of Undertaking confirming the arrangements with the third-party will result in the bid being declared non-responsive and disqualified from further evaluation.

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PHASE 4: PRICE AND SPECIFIC GOALS

- **Pricing Schedule and Structure Requirements**

- a. Prices quoted must be furnished based on “delivered to State facility”, country-wide, inclusive of VAT.
- b. All prices must be entered in the fields provided in the Pricing Schedule supplied with the bid document. Pricing structures that do not comply with this requirement may result in the bid being declared non-responsive.
- c. The completed Pricing Schedule (Annexure A) must be submitted together with the bid document and as an unlocked Microsoft Excel spreadsheet at the closing date and time of the bid.

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Phase 4: Price and Specific goals (Continuation)

- **Preferential Point System**

- a. The pricing evaluation will be in terms of the Preferential Procurement Regulations as per the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 90/10 preference point system based on:
 - The bid price (Maximum of 90 points)
 - Historically disadvantaged individuals as well as specific goals (maximum 10 points)

- **Objective of the bid is to award to Local Produced Products**

- a. As per Section 2(1) (f) of the PPPFA, it is the objective criterion of this bid to give preference to bids that offer goods with higher local content and/or local value added.

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Phase 4: Price and Specific goals (Continuation)

- b. With the above provision, a tender may be awarded to a bidder offering goods with more local content and/or local value added than the tenderer scoring the highest points.
- c. Bidders are therefore required to complete and submit Annexure C, D and E of the local content and production for all items offered.
- d. Where material of the items is not available, bidders must indicate on the pricing schedule the local content and production percentage which exclude the import portion of the material that is imported and add it to the import portion percentage.

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Phase 4: Price and Specific goals (Continuation)

Items Grouped as a Series

- a. Items that have been grouped as a series as indicated in the pricing schedule, will be allocated preference points for price using the total amount of the group series.
- b. Bidders are required to offer prices for all units of measure specified in the series, and for all items within a group series. Failure to give an offer for any of the items in a group series may disqualify the bidder for all the items in the group series.

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8. SUBMISSION OF BIDS

- a. Bidders must submit their bids online through the eTender Publication portal.
- b. Manual or hardcopy bids are not acceptable.
- c. The online eTender publication portal can be accessed on the following link:
<https://www.etenders.gov.za/> .
- e. The guide for online bid submission is attached.
- f. The Pricing Schedule (**Annexure A**) should be in an XLSX excel sheet format and not any other format.

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9. Due Diligence

- The State may conduct due diligence before the final award or at any time during the transversal contract period and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder is verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.
- The State also reserves the right to conduct any evaluation verifications before the final award or at any time during the transversal term contract period.

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10. Rights of awards

a. The State reserves its following rights –

- To award the bid in part or in full,
- Not to make any award in this bid or accept any bids submitted,
- Request further technical information from any bidder after the closing date,
- Verify information and documentation of the bidder(s),
- Not to accept any of the bids submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all bidders before closing of the bid and post-award, and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

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- **QUESTIONS AND ANSWERS**

