



## STATE DIAMOND TRADER

Tel: +27 11 334 2691 Fax: +27 11 334 1540

Email: [quotation@statediamondtrader.gov.za](mailto:quotation@statediamondtrader.gov.za)

OR Tambo International Airport Special Economic Zone Precinct 1, Cnr  
Bonaero Drive and Elgin Road, ACSA Precinct, 1619

### SPECIFICATION

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#### SERVICE PROVIDER TO CONSTRUCT/ BUILD PHYSICAL CABINET

#### 1. INTRODUCTION

The State Diamond Trader seeks to appoint a service provider to construct/ build physical cabinet.

#### 2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act (PFMA).

The office is situated in **OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct, 1619**

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Mr Abbey Chikane (**Chairperson**), Mr. Ernest Blom, Ms. Komathie Kisten Govender, Adv. Mpati Lebakeng, Dr. Olga Masekoa, Ms. Hellen Diatile, Mr. Johan Du Toit Böning (Alternate), Mr. Thapelo Malekutu (Alternate), Ms. Adele Rossouw, Mr. Jacques Hugo, Ms. Danile Nyakale, Mr. Lefu Dlamini (Alternate), Mr. Cecil Khosa (ex officio), Ms. Nosiphiwo Mzamo (Chief Executive Officer), Mr Sihle Mhlangu (Company Secretary)

<b>Unit requesting goods/services</b>	Marketing and Communications
<b>Number of service providers required</b>	1 service provider – To construct/ build physical cabinet
<b>Functional evaluation criteria</b>	<p><b>Service Provider</b></p> <p>The service providers must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Must have 3 years' experience in building physical cabinet.</li> </ul> <p>The functionality evaluation score shall be 50 = 3 years (Attach 3 Letters from previous clients) and, 30 = 2 years (Attach 2 letters from Previous clients) and above and 0 = experience below 2 years or failure to submit proof of experience.</p> <ul style="list-style-type: none"> <li>• Company Profile which includes construction/building of filling cabinets =30 and failure to submit will result in a score of = 0</li> <li>• Company must be tax complaint and registered on CSD =20 and non-tax compliance will = 0</li> </ul> <p>Minimum Threshold =<b>70 Points</b> Total=<b>100 Points</b></p>
<b>Description of goods or services</b>	<p><b>1. File cabinets</b></p> <ul style="list-style-type: none"> <li>• Oak Wood with shelves</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Measurement</b> <ul style="list-style-type: none"> <li>- The archive room is 14.61 square meters.</li> <li>- <b>Interested service provider must make an appointment to visit the office for a compulsory site inspections and accurate measurement before providing a quotation two days before submission date.</b></li> </ul> </li> </ul> <p><b>2. Pack the existing files in the cabinet once it constructed</b></p> <p><b>3.Mandatory Documents:</b></p> <ul style="list-style-type: none"> <li>• <b>Full CSD Report</b></li> <li>• <b>Tax certificate</b></li> <li>• <b>SBD4</b></li> <li>• <b>SBD6.1 forms</b></li> <li>• <b>Quotation</b></li> </ul> <p><b>PROJECT OUTPUT AND / OR OUTCOMES</b></p> <p>The service provider will be expected to deliver to the SDT;</p> <ul style="list-style-type: none"> <li>- Durable cabinets</li> <li>- Packed archive room</li> </ul>
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### **3. Roles and Responsibilities of the entity**

- (i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.

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#### 4. VALUATION METHODOLOGY / CRITERIA Compliance review:

- (i) Each submission is checked for compliance.
- (ii) The following documentation is required.

Compliance Criteria
SBD 4
SBD 6.1
CSD report

#### 5. PRICING

- (i) Cost must be VAT inclusive and quoted in South African Rand
- (ii) Quotations will be evaluated on price and specific goals on the SBD 6.1.

#### 6. Closing date for submission of quotation 30 May 2025: 16h00.

##### Enquiries Contacts:

SCM enquiries

Tel:010-003-0310 /+27(10) 476 9327

Mr Archellis Reed

Ms Nonkululeko Dlamini

Email: [nonkululekod@statediamondtrader.gov.za](mailto:nonkululekod@statediamondtrader.gov.za)

[archellisr@statediamondtrader.gov.za](mailto:archellisr@statediamondtrader.gov.za)

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