



STATE DIAMOND TRADER

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

SPECIFICATION

SERVICE PROVIDER TO SUPPLY OFFICE FURNITURE

1. INTRODUCTION

The State Diamond Trader seeks to appoint a service provider to supply office furniture after visiting the State Diamond Trader (SDT) office to match requested furniture with designated office space.

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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1. Unit requesting goods/services	Human Resources Department
2. Quantity (ties) required	One (1) office furniture supply service provider
3. Description of Services Summary	To supply office furniture after visiting the State Diamond Trader (SDT) office to match requested furniture with designated office space
4. Description of goods or services - Listed	<p>4.1 Below is the list of office furniture to be supplied:</p> <p>4.1.1 CEOs 2-seater office genuine leather couch with a small coffee table.</p> <p>4.1.2 CEOs boardroom desk and chairs for 10 people and the space is 525cm length – 350cm wide.</p> <p>4.1.3 Reception Desks x 2 for Security Officers and the Receptionist. The desks must be 235cm length – 90cm wide. The Security Officers area and Receptionist area 535cm length – 350cm wide each.</p> <p>4.1.4 Six (6) small office desks for finance open plan office and Brilliant Room. The desks must be around 142cm length – 85cm wide.</p> <p>4.1.5 Five (5) office chairs to match the above 4.1.4 small desks.</p> <p>4.1.6 Six (6) Executive office ergonomic Chairs</p>

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<p>5. Mandatory Evaluation</p>	<p>5.1 Tax Clearance Certificate: The service provider must have a valid tax clearance certificate. Companies who will not submit their valid tax clearance will not proceed to the next evaluation level.</p> <p>5.2 SDT Office Space Inspection: The service providers must ensure to visit the SDT office to inspect and or assess office furniture spaces before submitting quotations. Quotations will be disqualified if submitted without visiting the SDT office. For security access in the precinct, appointments to visit the SDT office must be made one (1) day before the appointment time and date.</p>	
<p>6. Functionality Evaluation</p>	<p>6.1 Business Experience</p> <p>6.1.1 The service provider must have a minimum of five (5) or more years' experience in office furniture supply and points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than five (5) years' experience = 50 points • Five (5) years' experience = 40 points • Less than five (5) years' experience = 0 points <p>Business registration, business profile and two (2) reference letters must be submitted as proof of experience</p>	<p>50 Points</p>

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	<p>6.2 Recent Office Furniture Supply</p> <p>6.2.1 The service provider must have supplied office furniture to more than 5 clients within a period of the previous 24 months and points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than five (5) clients within 24 months = 30 points • To five (5) clients within 24 months = 20 points • To less than five (5) clients = 0 points <p>Verifiable reference letters and or invoices are required as proof.</p>	30 Points
	<p>6.3 Office Furniture Supplier Catalogue</p> <p>6.3.1 The service provider must have a presentable catalogue consisting of all section 4.1 items. The catalogue will be used to select 4.1 items by the SDT team. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • A presentable catalogue = 10 points • No presentable catalogue = 0 points <p>A presentable catalogue that will be used by the SDT team to select section 4.1 items</p>	20 Points
7. Notes	<p>7.1 Office Furniture Catalogues – During the SDT office visits, the catalogue that includes section 4.1 items must be presented to the SDT team for selection of suitable items.</p>	
8. Contract	Not applicable	
	Threshold	70
	Total	100

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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.

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 07 JULY 2025: 16h00.

Enquiries Contacts:

SCM enquiries

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