

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF STORAGE
TO STORE GOODS IN PRETORIA EAST FOR ONE MONTH**

RFP NUMBER:RFP/2021/001416

CLOSING DATE:11 MAY 2026

CLOSING TIME: 11:00

1. INTRODUCTION

- 1.1. The purpose of this specification is to appoint a suitably qualified and experienced service provider to provide secure, compliant, and efficient storage services for furniture..

2. BACKGROUND

2.1.

2.2.

2.2.1.

- 2.2.2. The PSETA is looking a prospective service provider to submit a quotation for storage facility in pretoria for a period of one month.

3. SCOPE OF WORK/SPECIFICATION

- 3.1. The storage should cover the following:

- 3.1.1. **Packing & Protection:** Use protective materials such as furniture pads, blankets, and bubble wrap for edges and glass components;
- 3.1.2. **Inventory Management:** Create a detailed inventory, including pictures, of all items before removal;
- 3.1.3. **Disassembly:** Disassemble large items (tables, desks, beds) for efficient storage, with screws and bolts labelled and secured;
- 3.1.4. **Transportation:** Safe transport from the current site to the storage facility;
- 3.1.5. **Storage Environment:** Provide secure, clean, dry, and ventilated/climate-controlled storage to prevent Mold and moisture damage;
- 3.1.6. **Handling:** Keep items off the floor using pall; and
- 3.1.7. Provide (10) medium size boxes and buff tape.

- 3.2. The following items are to be store in the storage area:

- 3.2.1. TV, TV Stand;
- 3.2.2. Sound Bar;
- 3.2.3. Queen bed;
- 3.2.4. Pedestal;
- 3.2.5. 2 seater couch;
- 3.2.6. Headboard;
- 3.2.7. Coffee table; and

3.2.8. Washing machine

Technical Requirements

Specify minimum acceptable standards, for example:

- Storage conditions (temperature, humidity, ventilation);
- Security measures (access control, CCTV, alarm systems);
- Fire protection and safety compliance;
- Shelving, racking, or pallet standards;
- IT systems (inventory tracking, barcode/RFID, real time visibility);
- Be located within Pretoria;
- Be compliant with **OHS Act**, fire and municipal by-laws; and
- Be weatherproof and structurally sound.

INSURANCE

- Insurance cover for stored goods against theft, fire, flooding, and other risks; and
- Proof of insurance to be submitted

4. PROJECT DELIVERABLES

- 4.1. A serialized, digital inventory list of all items, signed off by both parties, with photographs of pre-existing damages (if any).
- 4.2. Access to a secure facility, meeting occupational health and safety standards.
- 4.3. Storage of furniture and equipments.
- 4.4. Safely wrap the furniture and equipments.
- 4.5. Lock – up Off load the furniture and pack in a storage.

6. TIME FRAME

- 6.1. The duration of the services will be for 30 days.

7. COSTING

- 7.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. PSETA reserves the right to negotiate the price.

8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 8.1. The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

The evaluation will be based on

		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

9. FORMAT OF THE BID SUBMISSION

- 9.1. Proposals must be submitted electronically.
- 9.2. Submission of all applicable documents as indicated below:
- Certified copy of doctor's certification with medical practice number.
 - Certified copies of the director's ID's document(in order claim points for disability as per SBD 6.1)
 - Certified copy of BB-BEE certificate or sworn affidavit
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
 - Copy of the registration document of the organisation (CIPC);
 - Copy of the Central Supplier Database registration.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 10.1. All Standard Bidding documents (SBD) documents must be completed and signed.
- SBD 1 (All sections must be fully completed)
 - SBD 4 (All sections must be fully completed)
 - SBD 6.1(All sections must be fully completed)
 - Proof of registration on Central Supplier Database.
 - General Conditions of Contract (All pages must be signed or initialled)
 - Three contactable reference letters for work conducted

NB: Please note that failure to submit documents requested on section 10.1 will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za

06.05.2026

