

REQUEST FOR INFORMATION

MARKET ANALYSIS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a provision of market analysis for the supply, delivery and installation of office furniture.

Issue date: 1 SEPTEMBER 2026

Closing Date: 11 SEPTEMBER 2026 11:00AM

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person (s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding of the supply of services will exist between CCSA.

RFI number	RFI07-2026-2027
Issue date	1 SEPTEMBER 2026
Closing date and time	11 SEPTEMBER 2026 at 11:00am
Briefing session	Not applicable
Electronic submission	tenders@compcom.co.za
Enquiries	tenders@compcom.co.za

IMPORTANT NOTICE

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1** Proof of registration on CSD report (Central Supplier Database)
- 1.2** Completed and signed RFI response and declaration.
- 1.3** A current Central Supplier Database registration report or proof of registration.
- 1.4** Company profile describing relevant furniture supply, delivery and installation capability.
- 1.5** Product brochures or technical data sheets for proposed products or equivalents.
- 1.6** Completed Annexure A pricing and technical response schedule.
- 1.7** Warranty and guarantee schedules.
- 1.8** Indicative delivery and installation plan.
- 1.9** Details or certificates of relevant insurance cover.

2. DEFINITIONS

- 2.1** “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2** “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

4. The manner of submission of the RFI

- 4.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2** Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 4.3** The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5** Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

1. BACKGROUND

- 1.1** The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2** CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.

2. Purpose of the RFI

- 2.1.** The Competition Commission of South Africa (the Commission) invites suitably experienced furniture manufacturers, suppliers, distributors, installers and other relevant market participants to provide current market information and indicative pricing for the furniture items described in Annexure A.
- 2.2.** The information will assist the Commission to understand prevailing market prices, available products and equivalent solutions, supply capacity, normal lead times, delivery and installation requirements, insurance arrangements, warranty and guarantee practices, and key cost drivers. The outcome may inform planning, budgeting and the design of a future competitive procurement process.

3. Status of this RFI

- 3.1** Participation is voluntary and does not create any contractual, promissory or other rights.
- 3.2** This RFI will not result in an award or appointment.
- 3.3** The Commission is not obliged to proceed with a procurement process or to include any respondent in a future process.
- 3.4** Respondents are responsible for their own costs of preparing and submitting a response.
- 3.5** Indicative prices submitted must not be represented as a binding quotation unless expressly stated by the respondent.

4. Scope of Information Required

- 4.1. Respondents must review the furniture specifications and quantities in Annexure A and provide information on the complete cost and practical requirements of supplying and commissioning the furniture. Responses should address the following:
- 4.1.1. Indicative unit prices and total prices in South African rand, exclusive and inclusive of VAT.
 - 4.1.2. Separate costs for delivery, off-loading, handling, assembly, positioning, installation, testing and commissioning, where applicable.
 - 4.1.3. Transit, goods-in-storage, public liability, installation-all-risk or other relevant insurance, including whether the cost is included or separately charged.
 - 4.1.4. Applicable manufacturer and supplier warranties and/or guarantees, their duration, coverage, exclusions, claim process and transferability.
 - 4.1.5. Estimated lead times from order placement, production capacity and any minimum order quantities.
 - 4.1.6. Availability of specified finishes, materials and dimensions, together with technically comparable alternatives where an exact product is unavailable.
 - 4.1.7. Product durability, ergonomic standards, fire-retardancy, electrical compliance and environmental or recycled-content information, where relevant.
 - 4.1.8. After-sales support, availability of replacement parts, repair services and response times.
 - 4.1.9. Price drivers and escalation factors, including raw materials, exchange rates, fuel, labour, storage and logistics.
 - 4.1.10. Discount structures, volume rebates and validity period of indicative pricing.
- 4.2. **General Delivery and Installation Requirements**
- 4.2.1. Delivery destination: DTI Campus, Mulayo (Block C), 77 Meintjies Street, Sunnyside, Pretoria, unless otherwise advised.
 - 4.2.2. Prices must clearly state whether packaging, transport, off-loading, access requirements, lifting equipment, parking, labour and site protection are included.
 - 4.2.3. Installation must include assembly, levelling, positioning, connection of integral power accessories by suitably competent personnel, removal of packaging and making good any damage caused during delivery or installation.
 - 4.2.4. Respondents must identify any site survey, measurement verification, floor-loading, electrical, access, after-hours or occupational health and safety requirements.
 - 4.2.5. Risk in the goods should remain with the supplier until delivery, installation and written acceptance, subject to the terms of any future contract.
 - 4.2.6. Respondents should propose a practical delivery and installation plan, including sequencing by area or floor and expected duration.

5. Insurance Information

- 5.1. Respondents must describe the insurance normally maintained for a project of this nature and indicate the applicable limits of indemnity, excesses and cost treatment. At a minimum, address goods-in-transit insurance, public liability insurance, workers' compensation or statutory employee cover, and installation or contract works cover where relevant. The Commission may require proof of insurance before commencement under any future contract.

6. Warranty and Guarantee Requirements

- 6.1. For each furniture category, respondents must state the manufacturer warranty and any additional supplier guarantee. The response must identify the warranty period, covered components, exclusions, remedy, turnaround time, on-site support, replacement-part availability and whether labour, travel and transport are included. Electrical and power units must be supported by the applicable product and workmanship warranties and evidence of relevant compliance.

7. Respondent Information and Capability

Contact person and designation

Telephone / mobile

Email address

**Manufacturing / distribution status
(if applicable)**

South African service locations

Years supplying commercial furniture



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Private Bag X23, Lynnwood Ridge, 0040, South Africa

8. Market Information Questionnaire

Question	Respondent response / supporting reference
1. Identify the furniture categories that your organisation can supply.	
2. Indicate whether products are locally manufactured, imported, assembled locally or a combination.	
3. Describe normal manufacturing and delivery lead times for low, medium and high-volume orders.	
4. Identify minimum order quantities, volume discounts and price-break thresholds.	
5. Explain typical price escalation mechanisms and recommended pricing validity.	
6. Describe installation capacity, geographic coverage and use of subcontractors.	
7. State standard insurance arrangements during manufacture, transit and installation.	
8. Describe standard warranties and guarantees by category, including electrical accessories.	
9. Identify applicable quality, ergonomic, safety, electrical, environmental or manufacturing standards.	
10. Propose equivalent or alternative products that may improve value, durability, maintainability or lead time without reducing functionality.	
11. Identify major procurement, logistics, access or operational risks and practical mitigation measures.	
12. Describe after-sales support, repair turnaround times and replacement-part availability.	



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9. Pricing Instructions

- 9.1 All prices must be stated in South African rand.
- 9.2 Complete the unit price and each ancillary cost column separately. If a cost is included in the unit price, state "Included".
- 9.3 State whether pricing is exclusive or inclusive of VAT and provide the VAT amount separately.
- 9.4 Do not include historical prices from prior procurement exercises. Provide current indicative market information as at the date of response.
- 9.5 Where the exact specification or brand is not available, price the closest technically equivalent product and clearly describe the deviation.
- 9.6 State the period for which prices remain valid and all assumptions used.
- 9.7 Identify imported content and any exchange-rate basis or exposure.
- 9.8 The Commission may use information from multiple responses to establish market ranges and budget estimates.

10. Confidentiality and Use of Information

- 10.1 Respondents must clearly mark information they genuinely regard as confidential and provide reasons. The Commission will handle responses in accordance with applicable law and internal governance requirements. Respondents acknowledge that the Commission may analyse, aggregate and use the information for market research, planning, budgeting and the preparation of future procurement documentation. Marking an entire response as confidential without justification is discouraged.

11. Reservation of Rights

- 11.1 The Commission reserves the right to request clarification or additional information from any respondent.
- 11.2 The Commission reserves the right to verify information supplied and engage the market further.
- 11.3 The Commission reserves the right to amend, suspend, cancel or conclude the RFI process without obligation.
- 11.4 The Commission reserves the right to use all, part or none of the information received in a future procurement process.
- 11.5 The Commission reserves the right to issue a future competitive process with requirements that differ from this RFI.

15. DECLARATION BY RESPONDENT

I certify that the information provided in this response is, to the best of my knowledge, complete and accurate; that indicative prices and assumptions have been clearly disclosed; and that I am authorised to submit this response on behalf of the respondent.

Name

Designation

Authorised signature

Date

ANNEXURE A: INDICATIVE FURNITURE PRICING AND TECHNICAL RESPONSE SCHEDULE

Product descriptions and quantities are derived from the attached furniture specification. Picture references in that specification are illustrative. Respondents must state the offered make/model and any deviation. Quantities are for market-analysis purposes and may change in any future procurement process.

No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
1	Ground floor: Boardroom	Oval boardroom table	1							
2		Horizontal power unit	2							
3		Server unit	1							
4		Bugle mute acoustic feature	1							
5		High-back rise chair	8							
6		Planter	2							
7		30-seater rectangular meeting-room table	1							
8		Boardroom chair	32							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
9	Ground floor: Meeting room 2	Rectangular boardroom table	1							
10		Boardroom chair	8							
11		Server unit	1							
12		Horizontal power unit	1							
13		Bugle mute, soft blue	1							
14		Planter	1							
15	Ground floor: Control room	Single desk	2							
16		Modesty panel	2							
17		Mobile pedestal	2							
18		Roller-door pedestal	2							
19		Dot Evo power unit	2							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
20		Ergonomic chair	2							
21		Mute screen	2							
22	Ground floor: Breakaway area 1	100% leather three-seater	1							
23		100% leather one-seater	2							
24		Coffee table	1							
25		Side table	1							
26		Tub chair	4							
27		Standard pod	1							
28		Dot Evo power unit	1							
29		Canteen top	2							
30		Table base	2							
31		Side chair	4							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
32		Planter	1							
33		Server unit	1							
34		Laptop table	2							
35	Ground floor: Reception	Ergonomic chair	1							
36		100% leather three-seater	1							
37		100% leather one-seater	2							
38		Coffee table	1							
39		Side table	1							
40	Second floor: Open plan	Single desk	68							
41		Modesty panel	68							
42		Benchwork mobile pedestal	68							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
43		Roller-door pedestal	68							
44		Dot Evo two-way power unit	34							
45		Ergonomic chair	68							
46		Mute screen	68							
47		Planter, black	5							
48		Planter, beige	5							
49		Strelitzia 160 cm	3							
50		Areca palm 170 cm	2							
51		Areca palm 150 cm	2							
52		Yucca 130 cm	3							
53		Mute divider	20							
54		Three-way table	2							
55		Ottoman	4							
56		Saddle ottoman	4							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
57		Mutebox Lite	2							
58		Barstool	2							
59		Ottoman, blue	6							
60	Second floor: Principal offices	Managerial desk	19							
61		Filing cabinet	19							
62		Ergonomic chair	19							
63		Base chair	38							
64		Blade 2 Eco power set	19							
65	Second floor: Pause areas 1 and 2	Table	4							
66		Hopscotch ottoman	12							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
67		Server unit	2							
68	Second floor: Meeting-room waiting area	Single ottoman	4							
69		Corner ottoman	4							
70		Backrest	4							
71		Server unit	2							
72		Planter trough	4							
73		Synthetic snake plant	6							
74		Planter, black	3							
75		Artemis planter, beige	3							
76		Strelitzia 160 cm	3							
77		Areca palm 170 cm	3							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
78	Second floor: Meeting room 1	Rectangular meeting-room table	1							
79		Horizontal power unit	2							
80		Boardroom chair	10							
81		Server unit	1							
82		Bugle mute acoustic feature	1							
83	Second floor: Meeting room 2	Rectangular meeting-room table	1							
84		Server unit	1							
85		Swivel chair	8							
86		Horizontal power unit	2							
87		Planter tall	2							
88		Leaf ficus 90 cm	1							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
89		Leaf ficus 120 cm	1							
90	Second floor: Meeting room 3	Media island	1							
91		Blade 2 Eco power set	1							
92		Draughtsman chair	4							
93		4-star tub chair	2							
94		Coffee table	1							
95	Second floor: Store room	Open shelf	10							
96	Second floor: Focus rooms	Capsule focus desk	4							
97		Dot Evo power unit	4							
98		Ergonomic chair	4							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
99	Third floor: Executive offices	Executive desk	6							
100		Blade 2 Eco power set	6							
101		Server unit	6							
102		Armchair, fixed 4-legged frame	12							
103		Meeting-room table	6							
104		Armchair, gas-height adjustable	24							
105	Third floor: Executive DAs and PAs	Secretary's desk	12							
106		Dot Evo power unit	12							
107		Ergonomic mesh chair	12							
108		Filing cabinet	12							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
109	Third floor: Principal offices	Managerial desk	9							
110		Filing cabinet	9							
111		Ergonomic chair	9							
112		Base chair	18							
113		Blade 2 Eco power set	9							
114	Third floor: Open plan	Single desk	80							
115		Modesty panel	80							
116		Mobile pedestal	80							
117		Roller-door pedestal	80							
118		Dot Evo two-way power unit	40							
119		Ergonomic chair	80							
120		Mute screen	80							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
121		Planter, black	5							
122		Planter, beige	5							
123		Strelitzia 160 cm	3							
124		Areca palm 170 cm	2							
125		Areca palm 150 cm	2							
126		Yucca 130 cm	3							
127		Mute divider	20							
128		Three-way table	2							
129		Ottoman, Rockies Lake	4							
130		Ottoman, Matric Steel	4							
131		Mutebox Lite	2							
132		Barstool	2							
133		Ottoman, blue	6							



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No.	Area	Item	Qty	Make / model or equivalent	Unit price ex. VAT	Delivery	Installation	Insurance	Warranty / guarantee	Total ex. VAT
134	Third floor: Pause areas 1 and 2	Three-way table	2							
135		Ottoman	9							
136		Server unit	2							
137	Third floor: Store rooms	Metal filing / open shelving	10							

ANNEXURE B: COMMERCIAL COST SUMMARY

Cost component	Amount / response
Furniture subtotal, ex. VAT	
Delivery and off-loading	
Installation, assembly and commissioning	
Insurance	
Other charges, specify	
Total ex. VAT	
VAT	
Total inclusive of VAT	
Indicative price validity	
Estimated delivery lead time	
Estimated installation duration	

ANNEXURE C: WARRANTY, GUARANTEE AND INSURANCE SCHEDULE

Category / policy	Provider / insurer	Period / limit	Coverage	Main exclusions / excess	Cost included?
Desks and tables					
Office and boardroom chairs					
Soft seating and upholstery					
Storage units and pedestals					
Acoustic products and pods					
Electrical / power accessories					
Workmanship and installation					
Goods-in-transit insurance					
Public liability insurance					

Category / policy	Provider / insurer	Period / limit	Coverage	Main exclusions / excess	Cost included?
Contract works / installation cover					
Other					