



**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF
OFFICE CABINETS.**

REFERENCE NUMBER: PASA-RFQ-2027-03

ISSUED DATE: 08 July 2026

CLOSING DATE AND TIME: 17 July 2026 AT 12:00 PM

RFQ VALIDITY PERIOD: 90 DAYS FROM THE CLOSING DATE

EMAIL ADDRESS FOR SUBMISSIONS: procurement@petroleumagency.co.za

REQUEST FOR QUOTATIONS (RFQ)
REFERENCE NUMBER: PASA-RFQ-2027-03

1. INTRODUCTION

The “South African Agency for Promotion of Petroleum Exploration and Exploitation (SOC) Limited” known as “Petroleum Agency SA” is the designated agency in terms of section 70 of the Minerals and Petroleum Resources Development Act, (Act 28 of 2002). Petroleum Agency SA promotes onshore and offshore petroleum exploration for production, and optimal development thereof on behalf of the Government of the Republic of South Africa.

Petroleum Agency SA (the Agency) also regulates exploration and production activities and acts as the custodian of the national petroleum exploration and production database. Also, when the need arises, Petroleum Agency SA carries out strategic research projects to advise the ministries of minerals and energy on matters related to the sustainable development of Oil and Gas in the country.

For more information on the company, you can visit our current website:
www.petroleumagencysa.com.

Petroleum Agency SA has a staff complement of about 90 people, and it operates from its only offices that are based at:

Heron Place
Heron Crescent
Century City
Cape Town
7441

2. BACKGROUND

The Petroleum Agency SA (PASA) requires a suitable service provider to manufacture, supply, deliver, and install office cabinets for the Agency, at Heron Place in Century City.

3. SPECIFICATION

3.1 Office Cabinets

The cabinets should be colour coded to the existing colour scheme as per image in No 3 on the table below.

<u>No</u>	<u>Description</u>	<u>QTY</u>	<u>Image</u>
1	Roller door cabinets 1200mm wide x 450mm deep x 1500mm high - lockable Carcass manufactured in melamine to match existing. 32mm top with 16mm back and sides 3 adjustable internal shelves (wood) Roller shutter with black slats and 4-way snail track	22	
2	2 Tier roller door cabinets 1200mm wide x 450mm deep x 2300mm high – both tiers lockable Carcass manufactured in melamine to match existing. 32mm top with 16mm back and sides 2 adjustable internal shelves per tier (wood) Roller shutter with black slats and 4 way snail track	46	
3	Example of existing colour scheme		

4. PRICING

- The prices quoted should be (Inclusive of VAT), in South African Rand currency and firm for a period of at least 90 days from closing date.
- Products / services offered should conform to Petroleum Agency SA specifications.

5. DEADLINE FOR SUBMISSIONS

The deadline for the submission of this RFQ is at 12:00 PM on **17 July 2026**. Responses received after the closing date and time will not be accepted for consideration.

6. EVALUATION CRITERIA

6.1 PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to PASA RFQ document.

Required Documents	Non-submission may result in disqualification	
SBD1- Invitation to Bid	Yes	Must be completed and signed
SBD4 - Declaration of Interest	Yes	Must be completed and signed
SBD6.1- Preference Claim Form and Certified copy of B-BBEE Certificate or Affidavit	No	Non-submission will lead to zero (0) score on specific goals. "In instances where there are inconsistencies in a BBEE AFFIDAVIT received i.e. percentages not tying up, we will award zero points on specific goals"
Quotation	Yes	A detailed quotation must be submitted
Central Supplier Database (CSD) Registration Summary.	No	The service provider must be registered on the CSD. If not registered visit https://secure.csd.gov.za to complete the process prior to submission of proposal.
Valid Tax Compliance Status (TCS) Pin or Printed TCS report	No	PASA will not award any bid to a bidder who is not tax compliant.
Company Profile	No	Service provider to submit the company profile

6.2 PHASE 2

Mandatory requirements

Bidder(s) must meet the mandatory requirements to be evaluated further on technical capabilities. Bidder(s) that fail to meet the below mandatory requirements will be eliminated and not be evaluated further on technical.

No.	Mandatory	Comply	Not Comply
6.2.1	The bidder must provide a manufacturing confirmation letter. If a bidder is not a manufacturing company, a letter from the manufacturing company must be provided as proof. Provide Proof i.e. Furniture manufacturing confirmation letter		
<u>Substantiate/Comments</u>			

6.3 PHASE 3

Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 70%			
6.2.1 Company experience in supply and delivery of office furniture. The company must have experience in supply, delivering and installation of office furniture. Please provide reference letter(s) signed by the client and must be on the client's letterhead and include the company name, contact person, contact details and the value of the project completed			
Evaluation matrix	Scoring	Proof of documents	Weighting Percentage
5 or more reference letters provided	5	Reference letter(s)	50%
4 Reference letters provided	4		
3 Reference letters provided	3		
2 Reference letters provided	2		
1 Reference letter provided	1		
No reference letter provided	0		

6.2.2 Experience of the key personnel: Project Manager

The Project manager assigned to the project must have experience in implementing similar projects.

Provide a C.V. of the project manager detailing experience in similar projects

Evaluation matrix	Scoring	Proof of documents	Weighting Percentage
10 and more years of experience in similar projects	5	CV of the Project Manager	15%
> 8 but < 10 year's experience in similar projects	4		
8 year's experience in similar projects	3		
> 5 but < 8 year's experience in similar projects	2		
5 year's experience in similar projects	1		
< 5 year's experience in similar projects	0		

6.2.3 Comprehensive Project Implementation Plan

Detailed project implementation plan including work schedule with clear deliverables and time frames. How the cabinets will be manufactured, delivered and installed.

Evaluation matrix	Scoring	Proof of documents	Weighting Percentage
The approach or methodology is comprehensive, Important issues are covered innovatively and efficiently, indicating that the respondent has outstanding knowledge of the latest approaches with proposed delivery time frames estimated at four (4) weeks or below	5	Project implementation plan	35%
The approach or methodology is adequate and tailored to address the objective or requirements with proposed delivery time frames estimated above four (4) but below six (6) weeks	3		
The approach or methodology is poor and unlikely to satisfy the objective or requirements with proposed delivery time frames estimated above six (6) weeks	1		
No methodology submitted	0		

6.4 PHASE 4

Price and Specific Goals

All bids that meet the minimum 70% threshold will be evaluated further on preference point system.

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

Specific goals and points that may be claimed for this RFQ indicated below.

Evaluation Criteria	Points (20)
Black ownership	12
30% or more black women ownership	5
Any % ownership of designated group	3
TOTAL SCORE:	20

- Black ownership: 100% black full owned entities will score full 12 points
- Black ownership between 75%-99% will score 8 points
- Less than 75% but above 50% will score 6 points
- Less than 50% will score 0 points

7. BRIEFING SESSION

There will be no briefing session.

8. SUBMISSION AND COMPLETENESS OF PROPOSAL

Proposals must be clearly marked with the following:

- a. RFQ Number
- b. Description of services bidding for
- c. Name of the company (bidder)
- d. Closing Date of the Bid
- e. Email address for submissions: procurement@petroleumagency.sa.com

9. QUOTATION VALIDITY

Proposals shall remain valid for a period of 90 days after the closing date of the RFQ.

10. PREPARATION COSTS

The bidder will bear all its costs in preparing, submitting and presenting any response or proposal to this RFQ and all the other costs incurred by it throughout the bidding process.

11. SPECIAL CONDITIONS

Petroleum Agency SA reserves the right:

- 11.1 To award this RFQ to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 11.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 11.3 To accept part of a bid rather than the whole tender.
- 11.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 11.5 To correct any mistakes at any stage of the RFQ that may have been in the Bid documents or occurred at any stage of the process.
- 11.6 To cancel and/or terminate the RFQ process at any stage, including after the Closing Date and/or after presentations have been made, and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 11.7 Award to multiple bidders based either on size or geographic considerations.

12. ENQUIRIES

For more information or enquiries relating to this RFQ, communication must be via e-mail to: procurement@petroleumagency.co.za.

13. PETROLEUM AGENCY SA REQUIRES BIDDERS TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of Petroleum Agency SA;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat Petroleum Agency SA fairly in a situation of conflicting interests.
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Petroleum Agency SA.
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Petroleum Agency SA as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Petroleum Agency SA will not be used or disclosed unless the written consent of the client has been obtained to do so.

I, the undersigned have read the RFQ document number I further represent and warrant that I am empowered and duly authorized to execute this bid on behalf of the bidder and this offer will remain in effect for at least ninety (60) days from the closing date of the bid.

I, the undersigned, understand that Petroleum Agency SA is not bound to accept the lowest offer nor will any expenses incurred by the bidder in connection with preparing and submitting this bid be borne by Petroleum Agency SA.

SIGNATURE OF THE BIDDER

Signature(s) of Bidder or assignees(s)

Date

Name of Signing Person

Capacity

Name of Bidder (Company Name): _____

