



## UNEMPLOYMENT INSURANCE FUND

### COMPULSORY BRIEFING SESSION FOR OFFICE FURNITURE HELD ON THE 19 MARCH 2026 AT UIF ABSA BUILDING

#### QUESTIONS AND ANSWERS

#### 1. OPENING AND WELCOME

Supply Chain welcomed all the prospective Bidders, Supply Chain officials and Probitry.

#### 2. ATTENDANCE

Bidders signed the Briefing session attendance register.

#### 3. PART A PRESENTATION

Supply Chain presented Part A clarifying the bid procedures and applicable legislation.

#### 4. PART B PRESENTATION

End User presented Part B outlining the scope of work and the technical part of the specification.

#### 5. QUESTIONS AND ANSWERS

**1.The Financial Statements must be from when?**

**Supply Chain responded that they require the latest Financial Statements for the whole one financial year.**

**2. Normally previous clients will give a standard reference letter and it might not include the requirement you want, what to do?**

**Supply Chain responded that if your reference letter does not meet the requirements, it will lead to zero points.**

**3. In terms of submission requirements, must they also number each page and initial?**

**SCM explained the purpose of numbering and initialling your documents, which are the following:**

- So that your documents do not replace other's documents.**
- Is for safety of the bidder, so that they do not temper with your file.**

**4. Can we photocopy the original for copies?**

**Supply Chain answered Yes.**

**5. With the reference letters can we put the number of the person that was in charge of the project?**

**Supply Chain said yes but if the letters do not meet the requirements it will not be considered. Also advised that, if their clients are giving them challenges in providing the correct letters they can escalate them to Treasury.**

**6. What about Purchase order?**

**Supply Chain said the letter is what is required not the purchase order.**

**7. How the number of items is less than two thousand (2000) items and how are they going to score, for instance you've done one-thousand five hundred (1500)?**

**End User said – The bidder will score zero in that instance.**

**8. The bidder said since Covid they hardly get two thousand (2000) items projects and this will eliminate a lot of potential bidders.**

**SCM emphasized that this is very big project and they can opt for the joint ventures. They made an example, if you opt for a joint venture and you have done a project of five hundred (500) items and your partner have done one-thousand five hundred (1500) then you can it together to make it two thousand (2000) items since you are now one or have partnered.**

**9.Does that mean six years will not be scored if you have less than two thousand (2000) items, how are you going to score?**

**End User advised that they go to page 63 of the specification and that should answer the number of years.**

**10.Are you scoring the number of years or quantities?**

**Supply Chain said you must have two thousand (2000) items in order to be responsive.**

**11. Why there is a minimum of two thousand (2000) items per order required?**

**Supply Chain said is per contract not per order, the UIF want to test the capacity of the bidder to execute the contract.**

**12.Why submit the project plan after the award as it is indicated on the slides/presentation?**

**End User indicated that the project plan serves as a proposal and it will be tested to see whether the bidder have the capability to deliver. Supply Chain also emphasized that the bidders must understand how big this project is and Unemployment Insurance Fund (UIF) is moving to the new building with a new furniture and also mentioned the number of officials.**

**13.Should the reference letters indicate the number of quantities?**

**Supply Chain said yes.**

**14.In terms of delivering and assembling will that be done during working hours? Bidder also added that they once had an incident where the client wanted deliveries after hours and they had to work overtime.**

**Supply Chain said the deliveries will be done during working hours because the building will be empty and once the bidder is appointed the Unemployment Insurance Fund (UIF) will always have a meeting with the successful bidder to discuss and design the execution plan and maybe the bidder might propose to work overtime.**

**15. What are the administration requirements for Joint venture?**

**Supply Chain said we have two types of Joint Ventures which is incorporated and unincorporated Joint Ventures. Those Joint Ventures will be assessed differently and all the requirements must comply.**

**16. On point 1.7 on the specification, the mock sample it has to be the same as detailed on the specification or you can change it?**

**Supply Chain said No, you must not change the specification.**

**17. Do you have the DWG layouts?**

**Supply Chain said we have already provided layouts for each item and only the successful bidder will do a site visit. Supply Chain further indicated that the building is still under construction and the End User said they were so detailed on the specification, they should check page 33 of the specification, the layout is there already and compiled, quantities are there, open plan desks are there Bidders indicated that it might affect their costing.**

**Supply Chain said if it does affect the pricing surely that layout information has to be shared. End user said they can share that information and if they are not going to be held accountable for any price changing of bidders. Supply Chain said they will do an erratum and add that layout information on E-Tender Portal.**

**18. Supply Chain indicated that there is mandatory requirement on Annexure L, it was emphasised that that the annexure must be completed with the information of the plant is either you own it or lease it. Municipal rates not older than three (3) months from the closing date or a valid lease agreement. Evidence is required to see that this is your plant or your lease.**

**19. Under mandatory, some of us are not manufacturers but we work with them. Supply Chain said if you have a Service Level Agreement (SLA) with the manufacturer you can submit it. For the purpose of this contract you need to lease or own the plant or partner with the manufacturers. End User reminded the bidders that the Bid Evaluation Committee operate independently and they may want to see if those plants really exist.**