

THE NATIONAL CREDIT REGULATOR

APRIL 2026

**DESCRIPTION-REQUEST FOR QUOTATION: THE
APPOINTMENT OF A SERVICE PROVIDER (LOCKSMITH)
FOR REMOVAL AND REPLACEMENT OF LOCK FOR THE
KEY- OPERATED SAFE BOX AND THE REMOVAL OF THE
DAMAGED SAFE BOX TO THE OUTSIDE STOREROOM.**

CLOSING DATE: 07 MAY 2026 AT 11H00 SHARP CAT

COMPULSORY SITE INSPECTION: 04 MAY 2026 AT 11H00

VENUE: 127-15TH ROAD RANDJES PARK, MIDRAND (NCR OFFICE

EMAIL YOUR SUBMISSION TO: mmaluleke@ncr.org.za

SPECIFICATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER (LOCKSMITH) FOR REMOVAL AND REPLACEMENT OF LOCK FOR THE KEY-OPERATED SAFE BOX AND THE REMOVAL OF THE DAMAGED SAFE BOX TO THE OUTSIDE STOREROOM.

1. Background

The National Credit Regulator (NCR) maintains a key-operated safe box used for the secure storage of sensitive documents and/or valuables. Due to mechanical failure, it is necessary to remove and replace the existing lock and removal of the damaged safe box to the outside storeroom. The safe boxes are located at 127-15th Road, Randjespark , Midrand.

2. Purpose

The purpose of this memorandum is to seek approval for the appointment of a suitably qualified locksmith to remove and replace the lock on the two key-operated safe box and removal of the damaged safe box to the outside storeroom, in accordance with approved procurement and safety requirements.

3. Scope of Work

The appointed locksmith will be required to:

- 3.1 Inspect the existing safe boxes and locking mechanisms
- 3.2 Remove the existing locks without damaging the safe boxes
- 3.3 Supply and install new secure key-operated locks
- 3.4 Provide new sets of keys for each safe box

4 Pre – requisites

To ensure compliance with organizational, safety, and procurement requirements, the appointed locksmith must meet the following pre-requisites:

- 4.1. The bidder must attend a **compulsory briefing** and site visit in order for them to participate.

Technicians must be qualified and certified to perform the above-mentioned work (proof must be submitted).

4.4. The bidder must submit a letter from the Department of Labour (COIDA).

The bidder must ensure compliance to the Occupational, Health and Safety Act 85 of 1993 for the duration of contract.

4.5. The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this work. A copy of insurance must be submitted as proof. (Public Liability).

4.6. The preferred bidder must submit a Health and Safety File prior to the commencement of the project.

5. Note to bidders:

5.1 The NCR reserves the right to award this RFQ in parts based on the approved funds / budget.

6. Pricing schedule

Product	Quantity	Description	Unit Price	Total Price
Safe Box Lock	1	Safe Box Lock	R	R
Safe Box	1	Remove the damaged safe box to the outside storeroom		
Accessories	TBC	Bidders to confirm	R	R
Travelling cost	1		R	R
Health and Safety File	1		R	R
Labour	1	Removal and Installation, labour, programing and set up of the safe locks	R	R
Subtotal				R
VAT @ 15%				R
Total				R

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0800 20 53 17 (Toll Free)