



FEES PROPOSAL

PROCUREMENT & INTERIOR DECOR SERVICES

Thank you for the opportunity to provide our professional procurement, sourcing and manufacturing coordination services for your project. We understand that the procurement of furniture, décor, bespoke pieces and specialist items is an important part of delivering a successful project. Our role is to manage this process professionally from initial sourcing through to procurement, manufacturing and delivery coordination.

Our objective is to provide access to suitable suppliers and manufacturers while ensuring that the selected products meet the required design aesthetic, quality, budget and project timelines. We will manage the procurement process on your behalf, allowing you to have one professional point of contact overseeing the interior decor and procurement services.



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OUR SERVICES

1. SOURCING

- Furniture sourcing
- Décor and accessories
- Bespoke and custom-designed items
- Art and decorative pieces
- Lighting and specialist items
- Fabrics, finishes and materials
- Joinery and other custom requirements
- Local and, where applicable, international supplier sourcing
- Research and identification of suitable suppliers and manufacturers

2. QUOTATIONS & SUPPLIER MANAGEMENT

We will:

- Request and obtain supplier quotations
- Compare pricing and specifications
- Assess lead times and availability
- Negotiate pricing where possible
- Coordinate supplier communication
- Review supplier proposals
- Make recommendations based on the project requirements
- Manage supplier relationships throughout the procurement process

3. PROCUREMENT MANAGEMENT

Once items have been approved, we will:

- Coordinate purchase orders
- Confirm specifications, quantities and finishes
- Manage supplier deposits and payment requirements
- Track orders
- Monitor production and expected completion dates
- Follow up with suppliers
- Communicate relevant progress updates
- Manage procurement documentation

4. BESPOKE MANUFACTURING

For custom furniture and décor, our involvement may include:

- Sourcing suitable manufacturers
- Obtaining manufacturing quotations
- Reviewing specifications
- Coordinating drawings, samples and finishes
- Managing approvals
- Monitoring production
- Coordinating manufacturing timelines
- Liaising with manufacturers throughout production
- Quality-control coordination
- Managing final completion and delivery arrangements

5. DELIVERY & INSTALLATION COORDINATION

Where required, we can coordinate:

- Supplier deliveries
- Transport and logistics
- Receiving of goods
- Delivery scheduling
- Installation teams
- Final placement and installation coordination

PROFESSIONAL PROCUREMENT FEE

TIERED PROCUREMENT FEE	
Procurement Value	Professional Fee
R500,000 - R1,000,000	15%
R1,000,001 – R2,000,000	12,5%
R2,000,001 – R4,000,000	10%
Above R4,000,000	By agreement

Based on overall furniture and decor budget fixed rate applies and to be paid in full before final delivery.

CUSTOM & BESPOKE MANUFACTURING

Custom manufacturing requires additional management, communication and quality control. For bespoke furniture, custom décor, specialist manufacturing and other items requiring significant supplier involvement, a separate professional management fee of:

12.5% – 15%

may apply to the manufacturing value, depending on the complexity of the item and level of involvement required. This may include design development, technical specifications, samples, manufacturing supervision, revisions, quality control and production monitoring. The applicable fee will be confirmed before manufacturing commences.

LOGISTICS & INSTALLATION

Logistics, transport and installation will be quoted separately according to the requirements of the project. Where we are required to manage and coordinate these services on behalf of the client, a coordination fee of:

5% – 10%

of the applicable logistics/installation cost may apply. Alternatively, a fixed project management fee can be agreed where this is more appropriate. Actual third-party transport, delivery, storage and installation costs are excluded from our professional fees.

WHAT OUR PROFESSIONAL FEE COVERS

Our professional procurement fee covers the expertise, time and responsibility involved in managing the procurement process. This includes:

- Supplier research
 - Product sourcing
 - Supplier communication
 - Quotation management
 - Price comparison
 - Negotiations
 - Procurement administration
 - Purchase order coordination
- Order tracking
 - Manufacturing coordination
 - Supplier follow-ups
 - Progress monitoring
 - Quality-control coordination
 - Delivery coordination
 - Procurement reporting and administration

PROCUREMENT VALUE

For budgeting purposes, the anticipated furniture, décor and procurement value is estimated at approximately:

R2,000,000 – R4,000,000

The final professional fee will be calculated according to the actual procurement value and agreed scope of services. Any significant changes to the procurement value or scope may result in a review of the professional fee.

SUPPLIER PRICING & DISCOUNTS

Where supplier discounts, trade pricing or preferential rates are available, these will be negotiated where possible. Any agreed commercial arrangement relating to supplier discounts, trade pricing, commissions or mark-ups will be disclosed and agreed with the client in advance. Our professional procurement fee remains payable independently of supplier discounts obtained.

PAYMENT TERMS AND STRUCTURE

First Payment (Deposit)	30%	Payable upon formal appointment and commencement of the procurement process
Second Payment (Progress)	40%	Payable once procurement is substantially underway and major orders have been confirmed. (Due 30 days after first payment)
Final Payment (Balance)	30%	Payable upon completion of the agreed procurement scope or prior to final delivery/installation coordination (Due 30 days after first payment)

CHANGES & ADDITIONAL WORK

Additional fees may apply where there are:

- Significant changes to approved specifications
- Repeated changes after orders have been placed
- Additional sourcing requirements
- Additional suppliers or manufacturers
- Extended project timelines
- Additional site visits
- Additional installation supervision
- Significant re-sourcing due to client changes
- Cancellation or replacement of approved items
- 2-5% fees may apply

Any significant additional work will be discussed and approved before proceeding.

EXCLUSIONS

Unless specifically agreed otherwise, our professional fees exclude:

- Transport
 - Delivery
 - Storage
 - Installation
 - Customs and import duties
- Clearing charges
 - Taxes charged by third parties
 - Specialist consultants
 - Structural or engineering services
 - Design fees outside the agreed procurement scope

These costs will be quoted separately or paid directly to the relevant supplier/service provider.

PROJECT COMMUNICATION

We will maintain professional communication with the relevant suppliers, manufacturers and project representatives throughout the procurement process. Progress updates can be provided at agreed intervals, including information relating to **orders placed, supplier confirmations, production status, expected delivery dates, outstanding items, delays or potential issues and changes requiring approval.**

PROFESSIONAL COMMITMENT

Our commitment is to provide a carefully managed procurement service that protects the integrity of the project and ensures that every procurement decision is handled with attention to quality, value, timing and detail.

We look forward to working with you and contributing to the successful delivery of the project.

ACCEPTANCE

Client Name: _____

Project: _____

Signature: _____

Date: _____