



**the doj & cd**

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR BID (RFB)**

**THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT INVITES ALL INTERESTED PARTIES TO SUBMIT BIDS FOR REQUIREMENTS AS STIPULATED BELOW:**

<b>DOCUMENT NUMBER:</b>	<b>RFB 08 2025</b>
<b>RFB ISSUE DATE:</b>	<b>12 DECEMBER 2025</b>
<b>NON-COMPULSORY VIRTUAL BRIEFING SESSION</b>	<b>15 JANUARY 2026</b>
<b>COMPULSORY SITE INSPECTION</b>	<b>N/A</b>
<b>CLOSING DATE FOR WRITTEN QUESTION</b>	<b>19 JANUARY 2026</b>
<b>PUBLISHING OF ANSWERS IN DEPARTMENTAL WEBSITE</b>	<b>22 JANUARY 2026</b>
<b>RFB CLOSING DATE AND TIME:</b>	<b>30 JANUARY 2026</b>
<b>RFB VALIDITY PERIOD:</b>	<b>90 Days</b>
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY, DELIVERY AND INSTALL OFFICE FURNITURE FOR NORTH WEST PROVINCE</b>
<b>PERIOD:</b>	<b>ONCE OFF PROCUREMENT, WITH COMPLETION PERIOD WITHIN 60 DAYS.</b>
<b>NON-COMPULSORY BRIEFING SESSION DATE</b>	<b>NON-COMPULSORY VIRTUAL BRIEFING SESSION WILL BE HELD VIA TEAMS:</b>  <b>Meeting ID: 363 370 553 981 23</b>  <b>Passcode: FK2Lg9TX</b>
<b>RESPONSES TO THIS RFB MUST BE FORWARDED TO:</b>	<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER / BID BOX SITUATED AT, MOMENTUM BUILDING, 329 PRETORIUS STREET, (DOJ&amp;CD) PRETORIA CENTRAL</b>
<b>ENQUIRIES:</b>	<b>E-Mail Address: <a href="mailto:SCM@justice.gov.za">SCM@justice.gov.za</a></b>

*H. Bany*  
12/12/2025



**the doj & cd**

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

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**REQUEST FOR BID: APPOINTMENT OF A SERVICE PROVIDER FOR THE  
MANUFACTURE, SUPPLY, DELIVERY AND INSTALL OFFICE FURNITURE FOR  
NORTH WEST PROVINCE**

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<b>RFB NUMBER: RFB 08 2025</b>
<b>DATE ISSUED: 12 DECEMBER 2025</b>
<b>CLOSING DATE AND TIME: 30 JANUARY 2026</b>
<b>BID VALIDITY PERIOD: 90 DAYS</b>

**TENDER BOX ADDRESS:**

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER / BID BOX SITUATED  
AT, MOMENTUM BUILDING, 329 PRETORIUS STREET, DEPARTMENT OF JUSTICE AND  
CONSTITUTIONAL DEVELOPMENT, PRETORIA CENTRAL**

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## **ANNEX A: INTRODUCTION**

### **1. PURPOSE AND BACKGROUND**

#### **1.1. PURPOSE**

The purpose of this bid is for the Department of Justice and Constitutional Development (DoJ&CD) to invite suitably qualified prospective bidders to manufacture, supply, deliver and install office furniture required at North West Provincial Office.

#### **1.2. BACKGROUND**

**1.2.1.** Key mandate of the DOJ&CD is to support the Administration of Justice and uphold the Constitution. This is performed by implementing an effective and efficient court system and through the provision of quality legal services to the citizens and the state.

### **2. SCOPE OF BID**

#### **2.1. SCOPE OF WORK**

##### **2.1.1. NORTH WEST PROVINCIAL OFFICE:**

<b>1. NORTH WEST PROVINCIAL OFFICE</b> <b>22 Molopo Road</b> <b>Ayob Gardens</b> <b>Mahikeng</b> <b>2745</b>				
<b>NO</b>	<b>OFFICE NO</b>	<b>ITEM NO</b>	<b>QTY</b>	<b>FURNITURE REQUIREMENTS</b>
<b>1.</b>	<b>Director: Legal</b>	<b>1.1</b>	<b>1</b>	L-shaped-in executive desk with (desk pad) bonded leather inlay, pedestal with 3 lockable drawers on both sides, with a build in top-drawer pencil tray, with handles (mahogany veneer) desk:1800(l)x 950(w) x 800(h).
		<b>1.2</b>	<b>1</b>	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		<b>1.3</b>	<b>1</b>	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm.

		<b>1.4</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		<b>1.5</b>	<b>3</b>	Visitors ergonomic chair, Black mesh fabric, with armrest.
<b>2.</b>	<b>Deputy Director: HRM</b>	<b>2.1</b>	<b>1</b>	Office desk in mahogany veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
		<b>2.2</b>	<b>1</b>	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		<b>2.3</b>	<b>1</b>	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		<b>2.4</b>	<b>1</b>	Free standing credenza with one hinged lockable door 60 cm wide (lhs) with one shelf, three lockable 40cm wide drawers (middle), top draw must be a pull-out keyboard drawer. open 20cm wide filing space (rhs) in mahogany veneer. 1200mm (w) x 800 mm (h) x 50 cm (depth).
<b>3.</b>	<b>Legal Admin Officer</b>	<b>3.1</b>	<b>1</b>	L combination desk with four lockable drawers in mahogany veneer. 1800 (l) x 950 (w) x 800(h).
		<b>3.2</b>	<b>3</b>	Four drawer lockable wooden cabinet in oak veneer, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
<b>4.</b>	<b>Various Offices</b>	<b>4.1</b>	<b>12</b>	Office desk in oak veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
<b>5.</b>	<b>Human Resources</b>	<b>5.1</b>	<b>1</b>	6-way oak veneer cluster desk/workstation with 3 drawers on all the desks for each official.
<b>6.</b>	<b>Legal Admin Officer</b>	<b>6.1</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.

<b>2. MAGISTRATE COURT BLOEMHOF</b> <b>38 Kerkstraat</b> <b>Bloemhof</b> <b>2660</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Mobile Court Room & Regional Court Room	1.1	22	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.
		1.2	3	Four-seater court room bench with back, wood 2000mm x 450mm.
2.	Various Offices	2.1	11	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
3.	Passage Way	3.1	3	4-seater heavy duty perforated steel bench (with back) (silver).
4.	Various Offices	4.1	5	Visitors ergonomic chair, Black mesh fabric, with armrest.
<b>3. MAGISTRATE COURT SCHWEIZER RENEKE</b> <b>1 Botha Street</b> <b>Schweizer Reneke</b> <b>2780</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Admin Clerks	1.1	5	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
2.	Admin Clerk	2.1	1	Four drawer lockable wooden cabinet in oak veneer, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
3.	Admin Clerk	3.1	1	Office desk with three lockable drawers on both sides in oak veneer 1800mm l x 950mm w x 800mm h.
4.	Maintenance Clerk	4.1	1	30 Compartment pigeon hole – wood oak veneer 900mm (width) x 360mm (depth) x 1500mm (height).
5.	Cash Hall Clerk	5.1	2	Four drawer lockable wooden cabinet in oak veneer, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
6.	Civil Clerk	6.1	2	Cupboard stationery steel 1800H x 900 W x 450D.

7.	Civil Clerk	7.1	2	30 Compartment pigeon hole – wood oak veneer 900mm (width) x 360mm (depth) x 1500mm (height).
8.	Court Manager	8.1	1	Office desk in mahogany veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
9.	Court Manager	9.1	1	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.

#### 4. MAGISTRATE COURT STILFONTEIN

6 Centlivers Street

Stilfontein

2550

NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District Magistrate	1.1	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		1.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
2.	Regional Court Magistrate	2.1	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		2.1	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
3.	Court Manager	3.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		3.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
4.	Maintenance Officer	4.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.



<b>5. MAGISTRATE COURT ORKNEY</b> <b>Pat More Circle</b> <b>Orkney</b> <b>2620</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Court Manager	1.1	3	Visitors ergonomic chair, Black mesh fabric, with armrest.
		1.2	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
2.	Various Offices	2.1	15	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
	Various Offices	2.2	8	Visitors ergonomic chair, Black mesh fabric, with armrest.
	Various Offices	2.3	20	Four drawer lockable steel cabinets, 465(W) x 600(D) x 1300 (H).
	Various Offices	2.4	8	30 Compartment pigeon hole – wood oak veneer 900mm (width) x 360mm (depth) x 1500mm (height).
<b>6. MAGISTRATE COURT DITSOBOTLA</b> <b>4338 Ramaboa Street</b> <b>Zone 3</b> <b>Itsoseng</b> <b>2744</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District Magistrate	1.1	1	L-shaped executive desk with (desk pad) bonded leather inlay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) 1800mm (l) x 950mm(w) x 800mm (h).
		1.2	3	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment. (Periodical court).

		<b>1.3</b>	<b>1</b>	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		<b>1.4</b>	<b>1</b>	Couch 2-Seater: Fabric black – fixed seat and back.
		<b>1.5</b>	<b>3</b>	Letter tray-Oak veneer 75Hx 290Wx 360D.
		<b>1.6</b>	<b>3</b>	Visitors ergonomic chair, Black mesh fabric, with armrest.
		<b>1.7</b>	<b>1</b>	Four drawer lockable wooden cabinet in- oak, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
<b>2.</b>	<b>Court Room</b>	<b>2.1</b>	<b>24</b>	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.
		<b>2.2</b>	<b>3</b>	Court room Attorneys table 1420mm (l) x 700mm (w) x 700mm (h) – oak veneer.

#### **7. MAGISTRATE COURT COLIGNY**

**75 Voortrekker Street**

**Coligny**

**2725**

<b>NO</b>	<b>OFFICE NO</b>	<b>ITEM NO</b>	<b>QTY</b>	<b>FURNITURE REQUIREMENTS</b>
<b>1.</b>	<b>Waiting Area</b>	<b>1.1</b>	<b>4</b>	4-seater heavy duty perforated steel bench (with back) (silver).
<b>2.</b>	<b>Court Manager</b>	<b>2.1</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
<b>3.</b>	<b>Cash Hall</b>	<b>3.1</b>	<b>2</b>	5 Tier correspondence rack upright – oak veneer – to fit A4 paper.

#### **8. MAGISTRATE COURT GROOT MARICO**

**Voortrekker Street 86**

**Groot Marico**

**2850**

<b>NO</b>	<b>OFFICE NO</b>	<b>ITEM NO</b>	<b>QTY</b>	<b>FURNITURE REQUIREMENTS</b>
<b>1.</b>	<b>Magistrate</b>	<b>1.1</b>	<b>2</b>	Special chair Orthopaedic chair • Adjustable lumbar support to maintain a healthy spine alignment.

				<ul style="list-style-type: none"> <li>• A breathable, cushioned seat and backrest to reduce pressure points.</li> <li>• Adjustable armrests to support arms and reduce strain on hips and shoulders.</li> <li>• A seat height adjustment to allow comfortable sitting with feet flat on the floor or on a footrest.</li> </ul>
2.	Office Manager	2.1	1	Office desk in mahogany veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
3.	Court Room	3.1	2	Court upright standing podium in oak veneer 1085mm(h) x 65mm (w) 500mm (l).
<b>9. MAGISTRATE COURT LEHURUTSHE</b> <b>2520 DP Moloto Street</b> <b>Lerato</b> <b>2880</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Admin Clerks	1.1	3	Visitors ergonomic chair, Black mesh fabric, with armrest.
		1.2	2	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		1.3	1	Standard Mobile pedestal 3-drawers with pull-out pen & pencil tray, central locking- oak veneer 400(W) x 550(D) x 590 (H).
		1.4	10	Four drawer lockable steel cabinets, 465(W) x 600(D) x 1300 (H).
		1.5	1	Free standing credenza in oak veneer – sliding door 900w x 550D x 700H, lockable and includes shelf.
2.	Court Room	2.1	5	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.
3.	Senior Court Interpreter	3.1	1	Standard Mobile pedestal 3-drawers with pull-out pen & pencil tray, central locking- oak veneer 400(W) x 550(D) x 590 (H).

10. MAGISTRATE COURT DELAREYVILLE 32 Gen Delarey Street Delareyville				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District Magistrate	1.1	1	L-shaped-in desk executive desk with (desk pad) bonded leather inlay, pedestal with 3 lockable drawers on both sides, with a build in top-drawer pencil tray, with handles (mahogany veneer) desk:1800(l)x 950(w) x 800(h).
		1.2	3	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		1.3	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
		1.4	1	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h wall unit with glass doors.
		1.5	1	Cabinet filing 4 drawers wood, mahogany veneer.
2.	Maintenance Clerk	2.1	2	Four drawer lockable steel cabinets, 465(W) x 600(D) x 1300 (H).
3.	Waiting Area	3.1	5	4-seater heavy duty perforated steel bench (with back) (silver).
4.	Admin Clerk	4.1	1	Office desk with three drawers table size (1800 x 750mm) oak veneer.
5.	Court Manager	5.1	1	Free standing credenza in oak veneer – sliding door 900w x 550D x 700H, lockable and includes shelf.

11. MAGISTRATE COURT KOSTER				
46 Malan Street				
Koster				
0348				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District Magistrate	1.1	1	L-shaped executive desk with (desk pad) bonded leather in lay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800mm (l) x 950mm (w) x 800mm(h.)
2.	Cash Hall	2.1	3	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
12. MAGISTRATE COURT ATAMELANG				
1026 Seodi Avenue				
Atamelang				
2732				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District and Regional Magistrate	1.1	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		1.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
2.	Boardroom	2.1	1	Boardroom table 3200 x 1500 (10 seater), oak.
		2.2	10	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
3.	Waiting Area	3.1	8	4-seater heavy duty perforated steel bench (with back) (silver).
4.	Maintenance and Cash Hall	4.1	4	Four drawer lockable steel cabinets, 465mm w x 600mm d x 1300mm h.

5.	Cash Hall	5.1	3	Standard Mobile pedestal 3-drawers with pull-out pen & pencil tray, central locking- oak veneer 400(W) x 550(D) x 590 (H).
<b>13. MAGISTRATE COURT GANYESA</b> <b>Ganyesa Main Road</b> <b>Next to the Post Office</b> <b>8613</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	District Magistrates	1.1	2	L-shaped executive desk with (desk pad) bonded leather in lay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1600mm (l) x 950mm (w) x 800mm(h).
		1.2	2	Wooden lockable 4 drawer filing 470 x 550 x 1300(h), mahogany veneer.
2.	Various Offices - Admin Clerks and Maintenance Investigator	2.1	6	L-combination desk with 3 lockable drawers 700 x 1400 x 800 (h) (l extension 700 x 580 x 800 (h).
<b>14. MAGISTRATE COURT SWARTRUGGENS</b> <b>13 Jan Van Riebeck Street</b> <b>Swartruggens</b> <b>2835</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Maintence & Dv Office	1.1	1	30 Compartment pigeon hole – wood oak veneer 900mm (width) x 360mm (depth) x 1500mm (height).
2.	Court Room	2.1	10	Four-seater court room bench with back, wood 2000mm x 450mm.

<b>15. MC VRYBURG</b> <b>Cnr. De Kock and Market Street</b> <b>Vryburg</b> <b>8600</b>				
<b>NO</b>	<b>OFFICE NO</b>	<b>ITEM NO</b>	<b>QTY</b>	<b>FURNITURE REQUIREMENTS</b>
<b>1.</b>	<b>Cash Hall</b>	<b>1.1</b>	<b>1</b>	4 Way cluster desk 1600mm (l) x 1200mm (w) x 800mm (h) with pencil tray, two standard drawers and one deep filer on each side of the desk (all lockable drawers) in oak veneer. 500 mm frosted perspex divider screen.
<b>2.</b>	<b>Courtroom Magistrate Bench</b>	<b>2.1</b>	<b>4</b>	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		<b>2.2</b>	<b>5</b>	Wooden Flag stand indoor with a round base – oak veneer: Pole Size: 2500mm high x 34mm diameter.
<b>3.</b>	<b>Court Manager</b>	<b>3.1</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
<b>4.</b>	<b>Chief Magistrate</b>	<b>4.1</b>	<b>1</b>	4-Seater round table, 1500mm (c) x 750mm (h) in mahogany veneer.

<b>16. MAGISTRATE COURT MADIKWE</b> <b>1 Mogakari Street</b> <b>Madikwe</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Magistrate & Intermediaries Office	1.1	2	3-Seater black fabric sofa/couch.
2.	Magistrate Offices	2.1	2	L-shaped executive desk with (desk pad) bonded leather in lay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800mm (l) x 950mm (w) x 800mm(h).
		2.2	2	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		2.3	2	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		2.4	2	Oak veneer hat and coat stand (380 (W) x 380 (D) x 1750 (H)).
3.	Maintenance and DV Office	3.1	2	30 Compartment pigeon hole – wood oak veneer [Compartments – 5 (w) 6 (h)].
<b>17. MAGISTRATE COURT TAUNG</b> <b>Hospital Main Road, Next to Post Office</b> <b>Taung</b> <b>8485</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Domestic Violence	1.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
2.	Courtroom (A, B, C & Regional Court)	2.1	4	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		2.2	19	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.



3.	Various Sections	3.1	8	Four drawer lockable steel cabinets, 465mm w x 600mm d x 1300mm h.
4.	Court Manager Office	4.1	1	Four drawer lockable steel cabinets, 465mm w x 600mm d x 1300mm h.
		4.2	1	30 Compartment pigeon hole – wood oak veneer 900mm (width) x 360mm (depth) x 1500mm (height).
<b>18. MAGISTRATE COURT BAFOKENG</b> <b>Tlhabane Square</b> <b>3582 Motsatsi Str</b> <b>Tlhabane B</b> <b>Rustenburg</b> <b>0299</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Magistrate Offices	1.1	2	L-shaped executive desk with (desk pad) bonded leather in lay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800mm (l) x 950mm (w) x 800mm(h).
		1.2	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		1.3	2	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		1.4	2	Oak veneer hat and coat stand (380 (W) x 380 (D) x 1750 (H).
		1.5	2	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		1.6	6	Visitors ergonomic chair, Black mesh fabric, with armrest.
2.	Court Manager	2.1	1	Office desk with three lockable drawers on both sides in mahogany veneer1800mml x 950mm w x800mm h.

		2.2	3	Visitors ergonomic chair, Black mesh fabric, with armrest.
		2.3	1	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
3.	Admin Officers	3.1	1	Office desk with three lockable drawers on both sides in oak veneer 1800mm l x 950mm w x 800mm h.
		3.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
		3.3	1	Four drawer lockable steel cabinets, 465mm w x 600mm d x 1300mm h.
<b>19. MAGISTRATE COURT KGOMOTSO</b> <b>Kgomotso SAPS Building</b> <b>Kgomotso</b> <b>8589</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Procurement & Maintenance & Domestic Violence	1.1	3	Office desk in oak veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
2.	Procurement	2.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		2.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
3.	Cash Hall	3.1	2	Standard Mobile pedestal 3-drawers with pull-out pen & pencil tray, central locking- oak veneer 400(W) x 550(D) x 590 (H).
4.	Waiting Area	4.1	2	4-seater heavy duty perforated steel bench (with back) (silver).
5.	Courtroom	5.1	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.

6.	Procurement & Cash Hall & Boardroom	6.1	4	Free standing credenza in oak veneer – sliding door 900w x 550D x 700H, lockable and includes shelf.
7.	Boardroom	7.1	1	10-Seater boardroom table, rectangular in oak veneer, 3500mm (l) x 2500mm (w) x 780 mm (h) with 38mm top).
<b>20. MAGISTRATE COURT WOLMARANSTAAD</b> <b>28 Piet Retief</b> <b>Wolmaransstad</b>				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Various Offices (Admin Clerks and Interpreter)	1.1	16	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
2.	Court Manager	2.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		2.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
3.	Magistrate (Ntlatleng)	3.1	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment (for the court room and office).
		3.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
4.	Magistrate (Khan)	4.1	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		4.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
5.	Magistrate (Van Der Walt)	5.1	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment (for the court room and office).
		5.2	2	Visitors ergonomic chair, Black mesh fabric, with armrest.

6.	<b>Magistrate (Melodi)</b>	6.1	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment (for the court room and office).
		6.2	1	Visitors ergonomic chair, Black mesh fabric, with armrest.
7.	<b>Court Rooms</b>	7.1	3	Draughtsman's chair, swivel and tilt/ height adjustable in hydrophobic fabric (black) with bonded leather padded armrest and twin wheels castor 120 kg weight capacity.

#### 21. LEEUDORINSTAAD PERIODICAL COURT

31 Hester Str

Leeudoringstad

2640

NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	<b>Court Room</b>	1.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		1.2	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		1.3	2	Visitors ergonomic chair, Black mesh fabric, with armrest.
		1.4	9	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.

#### 22. MAKWASSIE PERIODICAL COURT

15 Rissik Str, Next to the Post Office

Makwassie

NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	<b>Court Room</b>	1.1	1	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		1.2	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable

				seat and armrest, Five-star base and gas height adjustment.
		1.3	8	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.
23. MAGISTRATE COURT CHRISTIANA				
17 Pretorius Street				
Christiana				
2680				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Magistrate	1.1	2	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
2.	Magistrate	2.1	1	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
3.	Office Manager	3.1	10	4-Seater heavy duty perforated steel bench with back (silver).
4.	Court Rooms	4.1	4	Court upright standing podium in oak veneer 1085mm(h) x 65mm (w) 500mm (l).
5.	Court Rooms	5.1	2	Wooden Flag stand indoor with a round base – oak veneer: Pole Size: 2500mm high x 34mm diameter.
6.	RC Circuit Magistrate	6.1	1	L-shaped executive desk with (desk pad) bonded leather inlay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800 (l) x 950 (w) x 800(h).
		6.2	1	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		6.3	1	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		6.4	3	Visitors ergonomic chair, Black mesh fabric, with armrest.

		<b>6.5</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		<b>6.6</b>	<b>1</b>	Oak veneer hat and coat stand (380 (W) x 380 (D) x 1750 (H).
<b>24. MAGISTRATE COURT KLERKSDORP</b> <b>PC Pelser Bldg</b> <b>Voortrekker Str, Pienaarsdorp</b> <b>Klerksdorp</b> <b>2571</b>				
<b>NO</b>	<b>OFFICE NO</b>	<b>ITEM NO</b>	<b>QTY</b>	<b>FURNITURE REQUIREMENTS</b>
<b>1.</b>	<b>Magistrates</b>	<b>1.1</b>	<b>3</b>	L-shaped executive desk with (desk pad) bonded leather inlay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800 (l) x 950 (w) x 800(h).
		<b>1.2</b>	<b>2</b>	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		<b>1.3</b>	<b>2</b>	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		<b>1.4</b>	<b>6</b>	Visitors ergonomic chair, Black mesh fabric, with armrest.
		<b>1.5</b>	<b>3</b>	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		<b>1.6</b>	<b>2</b>	Oak veneer hat and coat stands.
<b>2.</b>	<b>Maintenance Section</b>	<b>2.1</b>	<b>6</b>	Four drawer lockable steel cabinets, 465mm w x 600mm d x 1300mm h.

25. MAGISTRATE COURT MANKWE				
934 Station Road				
Unit 3				
Mogwase				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Court Manager	1.1	1	1 Combination desk with four lockable drawers in oak veneer. 1800 (l) x 950 (w) x 800(h).
2.	Various Offices	1.2	9	Office desk in oak veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
26. MAGISTRATE COURT POTCHEFSTROOM				
126 Cnr Peter Mokaba Street				
Potchefstroom				
2520				
NO	OFFICE NO	ITEM NO	QTY	FURNITURE REQUIREMENTS
1.	Magistrate Offices	1.1	9	L-shaped executive desk with (desk pad) bonded leather in lay, pedestals with 3 lockable drawers on both sides, with a built-in top-drawer pencil tray, with handles (mahogany veneer finish) desk: 1800mm (l) x 950mm (w) x 800mm(h).
		1.2	9	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		1.3	9	Four drawer lockable wooden cabinet in mahogany veneers, 465mm w x 600mm d x 1300mm h, 465mm w x 600mm d x 1300mm h.
		1.4	9	Oak veneer hat and coat stand (380 (W) x 380 (D) x 1750 (H).
		1.5	9	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		1.6	27	Visitors ergonomic chair, Black mesh fabric, with armrest.

<b>2.</b>	<b>Courtrooms (a, b, c, d, e, f, g &amp; h)</b>	<b>2.1</b>	<b>9</b>	Draughtsman's chair, (interpreter) swivel and tilt/ height adjustable in durable fabric with bonded leather padded armrest and twin wheels castor 120 kg weight capacity. (black).
		<b>2.2</b>	<b>65</b>	Medium back fabric chair, (black) with armrest, swivel and tilt with pu castor.
		<b>2.3</b>	<b>9</b>	High back ergonomic chair with adjustable lumbar support with headrest, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
<b>3.</b>	<b>Court Manager</b>	<b>3.1</b>	<b>1</b>	Executive desk with bonded leather inlay desk pad with single desk height pedestal with four lockable drawers in mahogany veneer. 1800mm (l) x 950 mm (w) x800 mm (h).
		<b>3.2</b>	<b>1</b>	Wall unit: 4 solid door base unit; 2 glass doors and open shelves top unit in dark mahogany veneer 1800l x 420d x 2000h.
		<b>3.3</b>	<b>1</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.
		<b>3.4</b>	<b>3</b>	Visitors ergonomic chair, Black mesh fabric, with armrest.
<b>4.</b>	<b>Various Sections (Admin Clerks)</b>	<b>4.1</b>	<b>32</b>	Office desk in oak veneer with three lockable drawers on one side. 150mm (l) x 75mm (w) x 71 mm (h).
<b>5.</b>	<b>Cash Hall</b>	<b>5.1</b>	<b>3</b>	Draughtsman's chair, (interpreter) High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five-star base and gas height adjustment.
		<b>5.1</b>	<b>1</b>	6-Seater cluster desk 1600mm (l) x 1200mm (w) x 800mm (h) with pencil tray, two standard drawers and one deep filer on each side of the desk.
<b>6.</b>	<b>Various Sections (Admin Clerks)</b>	<b>6.1</b>	<b>14</b>	High back ergonomic chair with adjustable lumbar support, Black mesh fabric, Adjustable seat and armrest, Five star base and gas height adjustment.



7.	Various Sections (Admin Clerks)	7.1	8	Four drawer lockable steel cabinets, 465(W) x 600(D) x 1300 (H).
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### 2.1.2 Management Component

Roles	Experience
Project Manager	<b>Minimum:</b> The Project Manager must have at least 3 years project management experience in managing projects related to the design, manufacture and installation of furniture. CV must be attached as proof.

## 2.2. DELIVERY ADDRESS: NORTH WEST PROVINCE

NUMBER	OFFICES FOR NORTH WEST PROVINCIAL OFFICE	PHYSICAL ADDRESS
1.	North West Provincial Office	22 Ayob Gardens Molopo Road Mahikeng 2745
2.	Magistrate Court Bloemhof	38 Kerkstraat Bloemhof 2660
3.	Magistrate Court Schweizer Reneke	1 Botha Street Schweizer Reneke 2780
4.	Magistrate Court Stilfontein	6 Centlivers Street Stilfontein 2550
5.	Magistrate Court Orkney	Pat More Circle Orkney 2620
6.	Magistrate Court Ditsobotla	4338 Ramaboa Street Zone 3 Itsoseng 2744

<b>7.</b>	<b>Magistrate Court Coligny</b>	75 Voortrekker Street Coligny 2725
<b>8.</b>	<b>Magistrate Court Groot Marico</b>	Voortrekker Street 86 Groot Marico 2850
<b>9.</b>	<b>Magistrate Court Lehurutshe</b>	2520 DP Moloto Street Lerato 2880
<b>10.</b>	<b>Magistrate Court Delareyville</b>	32 Gen Delarey Street Delareyville
<b>11.</b>	<b>Magistrate Court Koster</b>	46 Malan Street Koster 0348
<b>12.</b>	<b>Magistrate Court Atamelang</b>	1026 Seodi Avenue Atamelang 2732
<b>13.</b>	<b>Magistrate Court Ganyesa</b>	Ganyesa Main Road Next to the Post Office 8613
<b>14.</b>	<b>Magistrate Court Swaruggens</b>	13 Jan Van Riebeck Street Swaruggens 2835
<b>15.</b>	<b>Magistrate Court Vryburg</b>	Corner De Kock and Market Street Vryburg 8600
<b>16.</b>	<b>Magistrate Court Madikwe</b>	1 Mogakari Street Madikwe
<b>17.</b>	<b>Magistrate Court Taung</b>	Hospital Main Road, Next to Post Office Taung 8485
<b>18.</b>	<b>Magistrate Court Bafokeng</b>	Tlhabane Square 3582 Motsatsi Str Tlhabane B Rustenburg 0299

<b>19.</b>	<b>Magistrate Court Kgomotso</b>	Kgomotso SAPS Building Kgomotso 8589
<b>20.</b>	<b>Magistrate Court Wolmaranstaad</b>	28 Piet Retief Wolmaransstad
<b>21.</b>	<b>Leeudorinstaad Periodical Court</b>	31 Hester Str Leeudoringstad 2640
<b>22.</b>	<b>Makwassie Periodical</b>	15 Rissik Str, Next to the Post Office Makwassie
<b>23.</b>	<b>Magistrate Court Christiana</b>	17 Pretorius Street Christiana 2680
<b>24.</b>	<b>Magistrate Court Klerksdorp</b>	PC Pelsers Building Voortrekker Street Pienaarsdorp Klerksdorp 2571
<b>25.</b>	<b>Magistrate Court Mankwe</b>	934 Station Road Unit 3 Mogwase
<b>26.</b>	<b>Magistrate Court Potchefstroom</b>	126 Corner Peter Mokaba Street Potchefstroom 2520

### **2.3. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT REQUIREMENTS**

Prospective Bidders are referred to stipulated measurements and may visit the delivery addresses highlighted under paragraph 2.2 above.

### 3. REQUIREMENTS

#### 3.1. PRODUCT/ SERVICE / SOLUTION REQUIREMENTS

The required furniture must be made of high-quality standard and be durable.

### 4. BID EVALUATION STAGES

- i. The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.
- ii. **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

Stage	Description	Applicable for this bid YES/NO
Stage 1	Administrative pre-qualification verification	Yes
Stage 2	Technical Mandatory requirement evaluation	Yes
Stage 3	Technical Functionality requirement evaluation	Yes
Stage 4	Special Conditions of Contract verification	Yes
Stage 5	Price / Specific Goals Evaluation	Yes

## **ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION**

### **5. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

#### **5.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION**

- (1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if the DOJ&CD is unable to verify whether the pre-qualification requirements are met, then DOJ&CD reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

#### **5.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

- (2) **Submission of bid response:** The bidder has submitted a bid response documentation pack –
- (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
  - (b) in the correct format as one original document and one copy on memory stick / USB.
- (3) **Attendance of non-compulsory virtual briefing session**
- (4) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

<b>RETURNABLE DOCUMENT THAT MUST BE SUBMITTED</b>			
<b>Invitation to Bid - SBD 1</b>	<b>YES</b>	• Complete and sign the supplied document (SBD 1).	
<b>DECLARATION OF INTEREST – SBD 4</b>	<b>YES</b>	• Complete and sign the supplied document (SBD 4).	
<b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT</b>	<b>YES</b>	• Complete and sign the supplied document (SBD 6.1).	

**RETURABLE DOCUMENT THAT MUST BE SUBMITTED**

<b>REGULATIONS 2022 – SBD 6.1</b>		
<b>GOOD STANDING ON TAX AFFAIRS</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>The bidders must be in good standing with SARS in respect of any relevant legislative tax commitments and must provide together with the bid response a SARS pin number for verification purposes.</li> </ul>
<b>REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)</b>	<b>YES</b>	<p>Bidders must be registered on the Central Supplier Database (CSD).</p> <ul style="list-style-type: none"> <li>If you are not registered proceed to complete the registration of your company prior to submitting your Bid. Visit <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a> to obtain your vendor number.</li> <li>Must submit CSD MAAA number</li> </ul>

## ANNEX A.2: TECHNICAL MANDATORY REQUIREMENTS

### 6. TECHNICAL MANDATORY

#### 6.1. INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder **must comply with ALL the requirements by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as "NOT COMPLY".
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, DOJ&CD reserves the right to treat substantiation evidence that cannot be located in the bid response as "NOT COMPLY".
- (3) The bidder **must complete the declaration of compliance** as per section 6.2 below by marking with an "X" either "COMPLY", or "NOT COMPLY" with ALL of the technical mandatory requirements, failing which it will be regarded as "NOT COMPLY".
- (4) The bidder **must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS** in order for the bid to proceed to the next stage of the evaluation.
- (5) **No URL references or links will be accepted as evidence.**

#### 6.2. TECHNICAL MANDATORY REQUIREMENTS

<b>TECHNICAL MANDATORY REQUIREMENTS</b>	<b>Substantiating evidence of compliance</b> <i>(used to evaluate bid)</i>	<b>Evidence reference</b> <i>(to be completed by bidder)</i>
<b>1. The Bidder must provide proof of physical address of where the furniture will be manufactured. Failure to submit the physical address will result in disqualification.</b>	<p>The bidder must provide verifiable proof of the physical address where the furniture will be manufactured. Acceptable proof includes:</p> <ul style="list-style-type: none"><li>• A municipal utility account (water, electricity, or rates) not older than three (3) months from the date of advertisement; or</li><li>• A valid lease agreement or permission-to-occupy letter issued by the property owner or relevant authority.</li><li>• The document must clearly reflect the name of the bidder</li></ul>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>

<b>TECHNICAL MANDATORY REQUIREMENTS</b>	<b>Substantiating evidence of compliance</b> <i>(used to evaluate bid)</i>	<b>Evidence reference</b> <i>(to be completed by bidder)</i>
	<p>and the address of the manufacturing site.</p> <p>Failure to submit the required information and substantiating evidence will result in disqualification.</p>	
<b>2. Warranty Letter for workmanship guarantee</b>	At least for a minimum of twelve (12) months.	Provide unique reference to locate substantiating evidence in the bid response.
<b>3. Two Envelope System</b>	<p>Bidders must submit their offers in two separate sealed envelopes.</p> <ul style="list-style-type: none"> <li>The first envelope must contain (to be clearly marked) <b>TECHNICAL PROPOSAL.</b></li> <li>The second envelope must contain pricing schedule including SBD 3.1.(to be clearly marked) <b>FINANCIAL PROPOSAL.</b></li> </ul>	Provide unique reference to locate substantiating evidence in the bid response



### 6.3. DECLARATION OF COMPLIANCE

	Comply	Not Comply
<p>The bidder declares by <b>indicating with an “X”</b> in either the “COMPLY” or “NOT COMPLY” column that –</p> <p>(a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 6.2 above; AND</p> <p>(b) Each and every requirement specification is substantiated by evidence as proof of compliance.</p>		

## ANNEX A.3: TECHNICAL FUNCTIONAL MANDATORY REQUIREMENTS

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### 7. TECHNICAL FUNCTIONALITY MANDATORY REQUIREMENTS

#### 7.1. INSTRUCTION AND EVALUATION CRITERIA

1. The bidder **must complete in full all of the TECHNICAL FUNCTIONALITY requirements**.
2. Where necessary, the bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, DOJ&CD reserves the right to treat substantiating evidence that cannot be located in the bid response as "NOT COMPLY".
3. **Evaluation per requirement.** The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence. Each TECHNICAL FUNCTIONALITY MANDATORY requirement will be evaluated using a rating as indicated per functionality requirement.
4. A panel representing the DOJ&CD will evaluate the proposals received according to a set of evaluation criteria. In respect to the evaluation matrix, the prospective service bidders will be rated from 0 to 3 in that:

#### 7.2 SCORING GUIDE

Score	Meaning	Explanation
0	Non-responsive	No evidence / no relevant information / does not meet the requirement.
1	Poor response	Partially meets minimum requirements; insufficient evidence provided.
2	Good response	Fully meets and complies with specification; adequate supporting evidence.
3	Excellent Response	Exceeds specification requirements; strong evidence of added value, innovation, or best practice.

5. **Weighting of requirements:** The full scope of requirements will be determined by the following weights:

No.	Technical Functionality requirements	Weighting
1.	Approach and Methodology	30
2.	Project Manager Experience	20
3.	Demonstrable Company Experience	20
4.	Financial Stability	30
TOTAL		100 %

6. **Minimum threshold.** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **60%**.

### 7.3 TECHNICAL FUNCTIONALITY MANDATORY REQUIREMENTS

No.	Technical Functionality mandatory requirements	Scoring	Weighting
1.	<p>Approach and Methodology in the manufacture, supply, delivery and installation of office furniture;</p> <p>i. Project plan detailing:</p> <p>a. The time frames, capacity during the project to manufacture office furniture so that the delivery and installation of the furniture must take place within 90 days from date of award.</p> <p>b. Supervisory support that will execute the installations supervision.</p> <p>c. Quality control mechanism.</p> <p>d. Drawing configuration and 100% colour images of the required furniture solution as per the requirements of the specification.</p>	<p><b>Rating Scale</b></p> <p>a) <i>Project Plan submitted address all the requirements for a, b, c, d and e, and over and above provide strong evidence of added value, innovation, or best practice Exceeds the requirements =3</i></p> <p>b) <i>Project Plan submitted address all the requirements for a, b, c, d and e, adequate supporting evidence: Fully meets requirements =2</i></p> <p>c) <i>Project Plan submitted partially address all the requirements for a, b, c, d and e: Partially meets minimum requirements =1</i></p>	30

	e. Standards – Include information regarding your entity's usage of widely known Industry Standards and guidelines, as they apply to your entity.	d) <i>No evidence / no relevant information: Does not meet the requirement</i> <b>=0</b>	
<b>2.</b>	<b>Project Manager Experience</b> The Project Manager must have at least 3 years project management experience in managing projects related to the design, manufacture and installation of furniture as per paragraph 2.1.2. <b>The Project Managers CV with contactable reference/s must be attached as proof.</b>	<b>Rating Scale</b> a) <i>The bidder provided Project Manager's CV demonstrating more than four (4) years' relevant experience: Exceeds the requirement = 3</i> b) <i>The bidder provided Project Manager's CV demonstrating three (3) to four (04) years relevant experience: Fully complies with the minimum requirement =2</i> c) <i>The bidder provided Project Manager's CV demonstrating relevant experience of less than three (03) years: Partially meets requirement =1</i> d) <i>No evidence / no relevant evidence submitted: Does not meet the requirement =0</i>	<b>20</b>
<b>3.</b>	<b>Demonstrable Company's Experience</b> Submit contactable three (3) reference letters for similar work indicating the following: <ul style="list-style-type: none"> <li>i. Relevant contact details,</li> <li>ii. Value of contracts previously held,</li> <li>iii. Name of the organization, the project type,</li> </ul>	<b>Rating Scale</b> a) <i>The bidder submitted more than three (03) reference letters: Exceeds the requirement =3</i> b) <i>The bidder submitted three (03) required reference letters: Fully meets the minimum requirement =2</i> c) <i>The bidder submitted less than three (03) required reference</i>	<b>20</b>

	<p>Organization contact person, and year project was implemented and completed.</p>	<p><i>letters: Partially meets requirements =1</i></p> <p><i>d) No evidence / no relevant information: Does not meet the requirement =0</i></p>	
<b>4.</b>	<p><b>Financial Stability</b> Financial capability and capacity whether the tenderer have access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims).</p> <p>The bidder must submit latest bank statements bearing a bank stamp (Bank Stamp not older than one Month as at closing date) or provide proof of financial resources confirming access to one or more of the following: cash flow support, a bridging finance facility, or an overdraft facility.</p>	<p><b>Rating Scale</b></p> <p>a) The bidder has access to financial resources of above R 4.5 million rating score or more: <i>Exceeds the minimum requirements =3</i></p> <p>b) The bidder has access to financial resources of R 2 million up to R 4.5 million rating score: Fully meets and complies with the minimum requirement =2</p> <p>c) The bidder has access to financial resources of less than R2 million: Partially meets the requirement = 1</p> <p>d) No proof of access to financial resources submitted: Does not meet the requirement = 0</p>	<b>30</b>
<b>TOTAL</b>			<b>100 %</b>

## **ANNEX A.4: SPECIAL CONDITIONS OF CONTRACT (SCC)**

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### **8. SPECIAL CONDITIONS OF CONTRACT**

#### **8.1. INSTRUCTION**

- (1) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, DOJ&CD reserves the right to include or waive the condition in the signed contract.
- (2) DOJ&CD reserves the right to –
  - (a) Negotiate the conditions, or
  - (b) Automatically disqualify a bidder for not accepting these conditions.
- (3) In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, DOJ&CD will invoke the rights reserved in accordance with subsection 8.1(2) above.
- (4) The bidder must **complete the declaration of acceptance** as per section 11.6 below by marking with an “X” either “ACCEPTS ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

#### **8.2. CONTRACTING CONDITIONS**

- (1) **Contracting condition will be as follows:**
  - (a) **Manufacturing Site:** The DOJ&CD reserves the right to conduct site visits to the supplier’s manufacturing site prior to awarding and during the existence of the contract.
  - (b) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with DOJ&CD.
  - (c) **Right of Award.** DOJ&CD reserves the right to award the contract for required goods or services to multiple Suppliers.
  - (d) **Right to Audit.** DOJ&CD reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.
  - (e) All information, documents, and reports regarding this bid must be regarded as confidential and may not be made available to any unauthorized person or institutions without the written consent of the Accounting Officer of the DOJ&CD of his/her delegate.
  - (f) The DOJ&CD reserves the right to cancel the award in the case of any misrepresentation by the bidder and report the matter to National Treasury.
  - (g) The DOJ&CD reserves the right to contact all references provided for verification purposes.

- (h) The contract to be concluded with the successful bidders(s) will be valid as from the date of commencement and, the service level agreement and/or execution plan must be signed by the delegated authority and service provider within 90 days from the date of acceptance of the letter of award or at a date agreed upon.
- (i) **Contract Duration.** The Department will enter into a once off contract duration with the successful bidder(s) for the Manufacture, supply, Delivery and Installation of office furniture required at Master of High Court Pretoria, in Gauteng Province. Delivery and installation of the furniture must take place within **60 days** from date of award or at a date agreed upon.

(2) **DELIVERY ADDRESS**

The supplier must deliver the required products or services at the physical locations as specified in section 2.2 above.

(3) **REPORTING FRAMEWORK**

The bidders must provide a progress report in writing for each delivery phase and the report should include the following:

- (a) Details of progress achieved towards meeting all deliverables, against the scope of work;
- (b) Challenges encountered and proposed remedial actions and
- (c) Project review.

(4) **COMMUNICATION**

Prior to commencement of the project, a project management team comprising of the service provider and departmental members will be established. The DoJ&CD will advise and lead in all communication processes that would ensure that the deliverables indicated in the scope of work are met within the stipulated timeframe.

(5) **MATERIALS AND WORKMANSHIP.**

- (a) All materials utilized for purposes of this contract shall be new and both workmanship and materials shall be of the highest standards and quality of the several trades employed.
- (b) All work shall be executed in strict compliance with dimensional design requirements of the manufacturer's drawings and specifications and under direct supervision of competent representatives of the bidders;
- (c) Methods of fabrication, assembly, and erection, unless otherwise specifically stated, shall be to the specification of the manufacturer and it shall be the bidder's responsibility to guarantee to the satisfactory performance as herein specified;

- (d) Metal and wood furniture shall be fabricated and rigidly assembled by skilled work persons of the highest grade known to the trade and to the complete satisfaction of the manufacturer/designer;
- (e) Reinforcing as required to ensure a rigid and secure assembly shall be provided where necessary, even if not detailed on the drawings. Exposed surfaces shall be free from dents, tool marks, warp-age, buckle, glue and open joints. All joints, corners, and miters shall be accurately fitted and rigidly secured with hairline contacts. Fastenings shall be concealed. Threaded connections shall be made up tightly so that threads are entirely concealed;
- (f) Metal work shall be fabricated and fastened so that work will not be distorted nor the fasteners overstressed from the expansion and contraction of the metal;
- (g) All soldering shall be in accordance with the specifications of the manufacturers of the parent metals involved. Soldering shall be employed only for filling or sealing of joints, and shall not be relied upon for mechanical strength. Immediately after soldering, all fluxes shall be removed by washing with a strong neutralizing solution, followed by clean water rinse and drying;
- (h) All work shall be fitted and assembled in the shop insofar as practicable. Units which are too large for shipment to project site shall be marked and disassembled, retaining units in sizes as large as possible for shipment and erection. All dimensions for recessed file unit(s) and systems furniture panel runs shall be verified in the field. All exposed work shall be carefully matched to produced continuity of and design. All finishes shall match samples as approved by Designer in all respects. Gluing of plastic laminate surfacing materials and of face veneers shall, where possible, be by the hotplate method and glued surfaces shall be in close contact throughout. Glue stains will not be permitted.
- (i) The successful bidder/s shall provide samples of the fabrics specified in the bid document for the Department to choose which fabric colours are to be used in the manufacturing of chairs.

**(6) DELIVERY AND INSTALLATION**

- (a) Manufactured materials shall be delivered in the original packages, containers or bundles bearing the name of the manufacture and the brand. Temporary coverings, provided at the bidder's option to protect the work during shipment, storage and installation, shall be carefully selected to avoid development of deleterious effects in the work;
- (b) All manufactured articles, materials and equipment shall be applied, installed, connected, erected, stored, used, cleaned and conditioned in accordance with the manufacturer's written specifications or instructions unless hereinafter specified to the contrary;



- (c) Any furniture which does not conform to the specification requirements or standards shall be disapproved and condemned by DoJ&CD and in which case it shall be removed and replaced by the bidders before any payments are processed;
- (d) In the event of the bidders requiring any additional workforces to ensure completion of work within the agreed time, this would be for the account of the bidders;
- (e) Installations must be done under constant supervision of the bidder's qualified technicians and or authorized representatives;
- (f) All work must be done to the acceptable standard level of the trade and to the satisfaction of the manufacturer/designer as well as DoJ&CD
- (g) Where applicable, all file, storage or wall units /cabinets shall be bolted together side to side and all over file storage cabinets and all counter tops securely fastened
- (h) Special care shall be taken in the handling of the furniture to avoid it either being scratched or defaced during the course of installation. No materials showing evidence of such mishandling shall be accepted and shall be replaced by the bidders at his/her expense;
- (i) All units which have been warped, bowed, deformed or otherwise damaged or defaced shall not be installed. The bidders shall remove and replace such item as required;
- (j) Any carpeting, glass panels, wall surfaces, etc. affected (dirtied or broken) during the installation, need to be cleaned or replaced as part of final installation of such area where the furniture is delivered;
- (k) The corporate connections must be installed within the desks and form part of the desk installation; and
- (l) Delivery will be required in phases based on the project plan as agreed by the project team. This plan will be communicated with the successful bidders.

**(7) PACKAGING**

All furniture supplied must be delivered in protective packaging. The DOJ&CD will not accept any damaged furniture.

**(8) TRAVEL**

Travel from the prospective contractor's workplace to the designated sites, including all identified offices within the North West Province, will be at the contractor's own expense.

**(9) PAYMENT**

- (a) Advance payment will not be made and payments shall be processed on the satisfactory delivery and installation per phase completed on site and to the satisfaction of the DOJ&CD representative certifying that such furniture was delivered and installed satisfactorily.
- (b) Invoices shall be paid in terms of the Public Finance Management Act (PMFA) and shall therefore be paid within (30) days.
- (c) Disputed invoices will be dealt with in line with National Treasury Instruction Note 01 of 2019/2020.

**(10) POLICIES & PROCEDURES**

The successful bidders must at all times comply with the DOJ&CD's Supply Chain Management (SCM) policies and procedures.

**(11) SCOPE OF WORK AND DELIVERY SCHEDULE**

The Supplier is responsible to perform the work as outlined in the following Work Breakdown Structure (WBS):

WBS	Statement of Work for Product Required	Delivery Timeframe From commencement of the contract
1.	60% of Furniture supplied, delivered and installed	30 days
2.	40% of Furniture supplied, delivered and installed	30 days

**(12) SUPPLIER PERFORMANCE REPORTING**

- (a) The service provider will be required to provide reports, including presentations on status of the project on a weekly basis / as required.
- (b) All reporting will be aligned to DOJ&CD approved templates to be issued to the successful bidder.

**(13) DELAYS IN THE SUPPLIER'S PERFORMANCE**

- (a) If at any time during performance of the contract, the supplier or its subcontractor (s) should encounter conditions impeding timely delivery of the goods and performance of service, the supplier shall promptly notify the Department (purchaser) in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the Department (purchaser) shall evaluate the situation and may at its discretion extend the supplier's time for performance, with or without the imposition of

penalties, in which case the extension shall be ratified by the parties by amendment of contract

- (b) Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

**(14) PENALTIES**

- (a) The manufacturing, supply, delivery and installation of all the office furniture shall be completed by the contractor within 90 calendar days from date of award. Supply, delivery and installation to take place according to the Work Breakdown structure in paragraph 11 above. Failure to adhere to these timeframes will result in a monetary penalty of 10% of the value of the furniture that was not delivered by the due date.
- (b)
- (c) The enforcement of a penalty does not exempt the bidder from resolving a problem. The penalty will be enforced on payment of the goods once delivered.

**(15) MANUFACTURING**

During the manufacturing stage, the contractor will on request from DOJ&CD, be required to arrange and accompany DOJ&CD officials on further visits to the factories where the furniture is manufactured, during the manufacturing process and prior to delivering such to inspect and verify progress of products being manufactured for DOJ&CD. The purpose of the inspection is to ensure faithful adherence to specifications, quality standards, and completion of manufacturing and shipment within the specified time.

**(16) CLEANING UP**

The contractor shall ensure that the area within the premises (within DOJ&CD offices) where the work is performed is maintained in a neat and orderly condition. All crates, waste, wrapping materials, etc. need to be removed at the end of each day. Offices should be operational immediately, or otherwise within (2) days after the said installation of the specific furniture delivered.

**(17) GUARANTEE**

- (a) The supplier shall replace any furniture that is defective/broken within the first 12 months from date of delivery.
- (b) The successful bidders will be required to provide furniture parts, spares, consumables and appurtenances that become defective during the warranty period and fix without any charge.

- (c) The DOJ&CD requires a minimum of 5 years guarantee from the prospective bidders against factory faults.

**(18) CERTIFICATION, EXPERTISE AND QUALIFICATION**

- (a) **The Supplier represents that,**
  - (i) it has the necessary expertise, skills, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition and;
  - (ii) it is committed to provide the Services; and
  - (iii) perform all obligations detailed herein without any interruption to DOJ&CD.
- (b) The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services;
- (c) The Supplier must perform the services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition.

**(19) LOGISTICAL CONDITIONS**

- (a) The service provider will be expected to deliver the service/product requirements as per scope of work.
- (b) In the event that DOJ&CD grants the Supplier permission to access DOJ&CD's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to DOJ&CD's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.
- (c) All items to be clearly marked by means of a removable tag or sticker being displayed on the item reflecting the room number/office location to which each item must be delivered/ installed. The specification item list must be utilized by the supplier for this purpose prior to the items being delivered on site.
- (d) All deliveries on site must take place in the presence of a member of the supplier who is at the level of supervisor and who will have the ability to oversee the correct distribution of the items on site in co-operation with DOJ&CD.
- (e) Any damages that may be caused to the building in the cause of delivery or installation on site must be restored by the supplier to its original standard.
- (f) **Tools of Trade.** The Supplier must bring own tools of trade.
- (g) **On-site and Remote Support.** The Supplier must be available on-site.

**(20) COVER QUOTING**

Bidders submitting two or more offers on the same bid under same or different names without declaring interest will be disqualified.

**(21) DELETION AND AMENDMENTS**

Bidders are prohibited from utilizing Tipex in their bid responses and such will invalidate their bid. Bidders are requested to neatly delete and initial next to any corrections effected within the bid proposal.

**(22) REGULATORY, QUALITY AND STANDARDS**

The Supplier must for the duration of the contract ensure compliance with Protection of Personal Information Act, 2013 (POPIA).

**(23) PERSONNEL SECURITY CLEARANCE**

- (a) The Supplier personnel who are required to work with GOVERNMENT CLASSIFIED information or access government RESTRICTED areas must be a South African Citizen and at the expense of the Supplier be security vetted (pre-employment screening, criminal record screening and credit screening).
- (b) The Supplier must ensure that the security clearances of all personnel involved in the Contract remains valid for the period of the contract.
- (c) The Supplier must provide proof of security vetting.

**(24) CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
  - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
  - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
  - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
  - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to

- prejudice the right of the non-disclosing Party;
- (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
  - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
  - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
  - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
  - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
- (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

## **(2) INTELLECTUAL PROPERTY RIGHTS**

- (a) DOJ&CD retains all Intellectual Property Rights in and to DOJ&CD's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of DOJ&CD's Intellectual Property for the sole purpose of providing the Products or Services to DOJ&CD pursuant to this Contract; provided that the Supplier must not be permitted to use DOJ&CD's Intellectual Property for the benefit of any entities other than DOJ&CD without the written consent of DOJ&CD, which consent may be withheld in DOJ&CD's sole and absolute discretion. Except as otherwise requested or approved by DOJ&CD, which approval is in DOJ&CD's sole and absolute discretion, the Supplier must cease all use of DOJ&CD's Intellectual Property, at of the earliest of:
  - (i) termination or expiration date of this Contract;
  - (ii) the date of completion of the Services; and
  - (iii) the date of rendering of the last of the Deliverables.
- (b) If so required by DOJ&CD, the Supplier must certify in writing to DOJ&CD that it has either returned all DOJ&CD Intellectual Property to DOJ&CD or destroyed or deleted all other DOJ&CD Intellectual Property in its possession or under its control.
- (c) DOJ&CD, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.

## **(3) SUPPLIER DUE DILIGENCE**

DOJ&CD reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

### 8.3. DECLARATION OF COMPLIANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 8.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR		
(2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 8.2 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the conditions that is not accepted.		
<b>Comments by bidder:</b> Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		



## **ANNEX A.5: COSTING AND PRICING**

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### **9. COSTING AND PRICING**

#### **9.1. COSTING AND PRICING EVALUATION**

- (1) In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:
  - (a) the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
  - (b) the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- (2) This bid will be evaluated using the preferential point system of **80/20**, subject to the following conditions –
  - (a) If the lowest acceptable bid price is up to and including R50 000 000 (all applicable taxes included) then the 80/20 preferential point system will apply to all acceptable bids; or
  - (b) If the lowest acceptable bid price is above R50 000 000 (all applicable taxes included) then the 90/10 preferential point system will apply to all acceptable bids;
- (3) The bidder must **complete the declaration of acceptance** as per section 9.4 below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.
- (4) Bidder will be bound by the following general costing and pricing conditions and DOJ&CD reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between DOJ&CD and the bidder. However, DOJ&CD reserves the right to include or waive the condition in the Contract.

#### **9.2. COSTING AND PRICING CONDITIONS**

- (1) **SOUTH AFRICAN PRICING.** The total price must be VAT inclusive and be quoted in South African Rand (ZAR).
- (2) **TOTAL PRICE**
  - (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
  - (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
  - (c) All additional costs must be clearly specified.
- (3) **BID EXCHANGE RATE CONDITIONS.** In the event the proposed bid price includes imported content, the bidders must use the exchange rate provided below to enable DOJ&CD to compare the prices provided by using the same exchange rate:

Foreign currency	South African Rand (ZAR) exchange rate
1 US Dollar	R16.931
1 Euro	R19.835
1 Pound	R22.665

### 9.3. BID PRICING SCHEDULE

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of the hard copy submission documents and on the memory stick/USB to be submitted Refer to section 9.

**DOJ&CD reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.**

### 9.4. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 9.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
(2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 9.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
<b>Comments by bidder:</b>		
Provide the condition reference, the reasons for not accepting the condition.		

## **ANNEX A.6: TERMS AND DEFINITIONS**

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### **10. ABBREVIATIONS**

<b>CSD</b>	<i>Supplier on National Treasury Central Supplier Database</i>
<b>DOJ&amp;CD</b>	<i>Department of Justice and Constitutional Development</i>
<b>GCC</b>	<i>General Conditions of Contract</i>
<b>POPIA</b>	<i>Protection of Personal Information Act, 2013</i>
<b>PPPFA</b>	<i>Preferential Procurement Policy Framework Act</i>
<b>R</b>	<i>South African Rand</i>
<b>SARS</b>	<i>South African Revenue Services</i>
<b>SBD</b>	<i>Standard Bidding Document</i>
<b>SCC</b>	<i>Special Conditions of Contract</i>
<b>SCM</b>	<i>Supply Chain Management</i>
<b>WBS</b>	<i>Work Breakdown Structure</i>
<b>VAT</b>	<i>Value added Tax</i>
<b>ZAR</b>	<i>South African Rand</i>

## **ANNEX B: BIDDER SUBSTANTIATING EVIDENCE**

### **11. TECHNICAL FUNCTIONAL MANDATORY REQUIREMENT EVIDENCE**

#### **11.1 BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS**

Complete table below, noting that:

- a) Bidder must provide contactable reference letters from customers to whom the supply, delivery and installation of furniture service/project was rendered;
- b) Project end-date must be current or not older than 6 years from date this bid is advertised,
- c) Scope of work must be related to supply, delivery and installation of furniture.

Table 1: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1				
2				
3				
4				
5				

#### **11.2 PRODUCT / SERVICE FUNCTIONAL REQUIREMENT**

(The bidder must submit the relevant evidence supporting the above requirement)

#### **11.3 BIDDER DECLARATION**

I, the bidder (Full names).....representing (company name)..... Hereby confirm that I comply with the above Technical Mandatory Requirements and understand that it will form part of the contract and is legally binding.

Thus done and signed at ..... On this.....day of.....20....

.....

Signature

Designation: