**EXPRESSION OF INTEREST (EOI):**

**SPACE PLANNING AND SUPPLY OF OFFICE FURNITURE**

Elangeni TVET College invites experienced and qualified service providers to submit proposals for space planning and the supply of office furniture for newly constructed office units at the College. The new office block consists of at least 9 units, including a Manager’s Office, and requires functional, ergonomic, and aesthetically appropriate furnishing solutions.

**Scope of Work**

The appointed service provider will be expected to:

* Conduct a professional space assessment and layout planning of each office unit.
* Provide design proposals that incorporate workflow optimization, comfort, and modern office aesthetics.
* Supply and deliver high-quality office furniture, including but not limited to: desks, chairs, filing cabinets, storage units, boardroom table(s), and seating for visitors.
* Coordinate the installation of all furniture and fittings as per approved layout plans.

**Minimum Requirements for Interested Service Providers**

Service providers must:

1. Have proven experience in space planning, office interior design, and furniture supply (minimum 3 years).
2. Be able to provide 3 contactable references from clients where similar services were rendered.
3. Provide a detailed company profile, including relevant qualifications and registrations.
4. Submission of company registration (CIPC)
5. Be registered on the Central Supplier Database (CSD) and be tax compliant.
6. Submit a proposed design concept, estimated costs, and delivery timelines.
7. Demonstrate capacity to complete the project within 4 to 6 weeks of appointment.

**Submission Guidelines**

* Interested service providers must submit a detailed Expression of Interest, including all requirements outlined above. Submissions must be clearly marked:  
  “EOI: SPACE PLANNING AND OFFICE FURNITURE – ELANGENI TVET COLLEGE”
* Submissions can be hand-delivered to the Supply Chain Management Office, Elangeni TVET College, Central Office,15 Portsmouth Road.
* **Closing date**: 23 April 2025 at 11h00, hand deliver to, Pinetown

**Technical Proposal & Methodology Statement**

The methodology must respond to the scope of work and outline the proposed technical solution offered. This technical method statement should articulate what the tenderer will provide in achieving the stated objectives for the project, detail the time frames and proposed method.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer’s stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them.

The document should explain the technical attributes and contain specifications of all equipment proposed, to demonstrate the compatibility and capability of the solution. The Methodology statement must also include an activity Gantt reflecting a work breakdown structure.

**Additional Information:**

* **Compulsory briefing session**: 15 April 2025 at 10H00, 15 Portsmouth Road Pinetown (Central Office)
* This is not a Request for Quotation (RFQ) or Request for Proposal (RFP) but a call for Expressions of Interest.
* Elangeni TVET College **reserves the right** not to appoint any service provider from this process.
* Shortlisted service providers may be invited to make **presentations** or participate in a formal bidding process.

**Enquiries related to the Expression of Interest:**

Any technical enquiries pertaining to the tender must be directed to Ms. B Madela, Assistant Director: Facilities and Records Management, on (031)492 4363 (Busisiwe.Madela@elangeni.edu.za) and SCM related enquiries contact Mr. T Majola, Assistant Director SCM on 031 492 4363(Thandolwenkosi.majola@elangeni.edu.za) during office hours between 08h00 and 15h00.