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## **1. INTRODUCTION**

City Power recognizes the importance of providing a conducive work environment for its employees. The selection and procurement of office furniture plays a crucial role in ensuring comfort, functionality, and aesthetics within our workspace. As such, City Power has made the strategic choice to establish and develop a furniture specification as part of its efforts to enhance consistency and control over furniture management within the organization. This initiative aims to bolster the company's overall image and is aligned to the allocated Operating CAPEX budget.

## **2. SCOPE**

This specification covers the procurement and installation of office furniture for City Power across all departments and facilities. The scope includes but is not limited to desks, chairs, storage units, and collaborative furniture. The furniture must meet the ergonomic needs of employees while adhering to City Power's aesthetic and sustainability standards.

## **3. BACKGROUND**

The efficient and comfortable arrangement of office spaces is crucial to the productivity, well-being, and overall success of any organization. Office furniture plays a pivotal role in shaping the work environment, and therefore, the process of purchasing office furniture demands careful consideration and strategic planning. Recognizing this, City Power seeks to procure office furniture that meets ergonomic standards, enhances collaboration, and reflects our commitment to sustainability.

## **4. DISCUSSION**

In recent years, our organization has experienced significant growth, both in terms of staff size and office expansion. This growth has necessitated a re-evaluation of our existing office furniture infrastructure. The current furniture selection has become increasingly inadequate for our evolving needs, leading to challenges related to employee comfort, workspace utilization, and overall productivity.

To address these challenges, City Power will embark on an initiative to procure office furniture in line with the available Operating CAPEX.

## **5. OFFICE FURNITURE REQUIREMENTS**

The list below details the various office furniture requirements to be used in the different work areas within City Power. The list also details the specifications for the required office furniture.

## **6. SPECIFICATIONS**

## 6.1 Office furniture for CEO and Executives

The furniture should embody professionalism, comfort, and functionality while reflecting the ethos and identity of City Power.

### 6.1.1 Desk and Wall-Unit

- Cordia Range: Desk 2000mm(W) x 1000mm(D) x 32mm Thick Top double pedestal **desk** with wooden modesty panel - Desk in **Mahogany Veneer**
- Cordia Range: Wall Unit comprising of 4 Door Base unit 750mm(H) x 1800mm(W) x 600mm(D) - TOP UNIT: 2 x 1200mm(H) x 900mm(W) x 350mm(D) Glass door bookcase with shelves - Wall unit in **Mahogany Veneer**
- Material: High-quality wood or metal construction for durability and aesthetic appeal.
- Size: Spacious enough to accommodate a computer, phone, and workspace essentials.
- Design: Clean and modern design with ample storage options such as drawers and filing cabinets.
- Ergonomics: Ergonomic design with adjustable height, if possible, to promote comfort during long working hours.
- Cable Management: Integrated cable management system to keep wires organized and out of sight.
- Branding: Option for discreet branding with the City Power logo.

### 6.1.2 Drawer Filing Cabinet

- Cordia Range: 4 Drawer Filing cabinet in **Mahogany Veneer**

### 6.1.3 Credenza

- Cordia Range: 1200mm (W) x 600mm (D) x 750mm (H) Wooden Sliding doors Credenza include 1 x wooden shelf - Credenza in **Mahogany Veneer**.

### 6.1.4 Stationary Cupboard

- Cordia Range: 1500mm (H) x 900mm (W) x 450mm (D) Solid Hinge door stationary cupboard with 3 adjustable shelves - Cabinet in **Mahogany Veneer**

### 6.1.5 Bookcase

### 6.1.6 Filing Cabinet – 4 drawer

- Cordia Range: 4 Drawer Filing cabinet in **Mahogany Veneer**



#### 6.1.7 Meeting Table

- Size: 4-Seater table to accommodate meetings with multiple attendees
- Material: High-quality wood or metal construction for durability and aesthetic appeal.
- Design: Modern and sleek design with clean lines.
- Technology Integration: Option for built-in power outlets and cable management for seamless technology integration during meetings.
- Branding: Optional inclusion of the City Power logo on the table.

#### 6.1.8 Conference Table

- Cordia Range: 4-Seater Convex Conference Table with square wooden base - in **Mahogany Veneer**
- Durability and longevity
- Resistant to scratches, water and coloring
- Veneer 50 \* 35 Solid Chamfered Top with 50mm curved legs Oak hardwood
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32mm thick so that they do not bent with the weight
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it must be a pvc finishing.
- All drawers to have drawer locks and credenzas to have push locks
- Drawer runners must be ball bearing runners.
- Material: High-quality wood or metal construction for durability and aesthetic appeal.
- Design: Modern and sleek design with clean lines.
- Technology Integration: Option for built-in power outlets and cable management for seamless technology integration during meetings.
- Branding: Optional inclusion of the City Power logo on the table.

#### 6.1.9 Executive Chairs

- Material: High-quality leather or fabric upholstery with a sturdy metal or wood frame.
- Ergonomics: Ergonomic design with adjustable seat height, armrests, and lumbar support for optimal comfort and posture.
- Mobility: Swivel base with smooth-rolling casters for easy movement around the office.
- Style: Professional and elegant design to complement the executive desk.
- Branding: Optional inclusion of the City Power logo on the headrest or armrests.
- Hamilton High Back Leather Chairs (option)
- High back chair in Genuine Leather (Dark Brown colour) with wheels
- Durability and longevity
- Oak hardwood
- Resistant to scratches, water and colouring
- It must be a pvc finishing

#### 6.1.10 Guest seating

- Chairs: Comfortable and stylish guest chairs upholstered in high-quality fabric or leather.
- Quantity: Matching guest chairs for the executive office to accommodate visitors.
- Design: Coordinated design to complement the executive chair and desk.
- Durability: Sturdy construction to withstand frequent use.
- Branding: Optional inclusion of the City Power logo on the chairs.
- Visitors Chairs for Executives Hamilton High Back Leather Chairs and Hamilton
- High back chair in Genuine Leather (Dark Brown colour)
- Durability and longevity
- Oak hardwood
- Resistant to scratches, water and colouring
- It must be a pvc finishing

#### 6.1.11 Coffee table

- Cube Coffee Table
- 600 \* 600 / 1200mm (W) \* 600mm (D)
- Durability and longevity
- Mahogany veneer
- Resistant to scratches, water and colouring
- Finishing of all wooden desks must be sanding sealer and varnish or it must be a pvc finishing

#### 6.1.12 Accessories

- Desk Accessories: Coordinated desk accessories such as pen holders, desk organizers, and document trays.
- Document trays:
  - Durability and longevity
  - Resistant to scratches, water and colouring
  - Mahogany veneer
- Artwork: Professional artwork or framed photographs that reflect the values and mission of City Power.
- Plants: Indoor plants to add a touch of greenery and promote a healthy work environment.
- Branding: Optional inclusion of the City Power logo on selects accessories.

#### 6.1.13

#### 6.1.14 Executive Hat and Coat Stand

- Wooden Range: hat and coat
- Manufactured in wood Mahogany colour



- External Dimensions: 485\*485\*1680 mm

#### 6.1.15 Cocktail Cabinet

- Cocktail Cabinet with Bottle Rack & Fridge Compartment
- 950H \* 1000W \* 600D
- (1 \* 1800mm \* 450mm cabinet)
- Durability and longevity
- Resistant to scratches, water and colouring
- Veneer 50 \* 35 Solid Chamfered Top with 50mm curved legs Mahogany veneer.
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32mm thick so that they do not bent with the weight
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it must be a pvc finishing.
- All drawers to have drawer locks and credenzas to have push locks
- Drawer runners must be ball bearing runners

#### 6.1.16 The Chesterfield Double seaters leather sofa

- Dimensions: 185cm W x 92cm D x 78cm H
- Material: Wood, full grain Leather with nail head trim
- Variation in the natural product colour
- Finish options waxy finish
- High grade foam used for cushioning and all sides including backrest and armrest

#### 6.1.17 Chesterfield single seater leather chair

- Dimensions: 90cm L x 83cm W x 77cm H
- Material: Wood, full grain Leather with nail head trim
- Variation in the natural product colour
- Finish options waxy finish
- High grade foam used for cushioning and all sides including backrest and armrest

#### 6.1.18 Wellington Leather chair

- Dimensions: 40 inches D x 35 inches W x 40 inches H and arm 26 inches H, seat 20 inches H
- Material: Wood, full grain Leather with nail head trim
- Variation in the natural product colour
- Finish options waxy finish
- High grade foam used for cushioning and all sides including backrest and armrest

#### 6.1.19 Wellington Wingback Chair

- Standard with Meranti wood-stained mahogany legs.
- Fabric and Leather colour options
- Dimension: W760 x D850 x H970
- Seat Width: 560 mm
- Seat Depth: 600 mm

### 6.2 Office furniture for General Managers / Senior Managers

#### 6.2.1 Wall Unit and Exec Double Pedestal Desk with Conference End, Mobile Pedestal and server 4 drawers and 4 doors

- Veneer desking range cordia wall unit comprising of base unit
- Combination Credenza
- (750H \* 1200W \* 600D 4 Door Unit)
- Top Unit (wall unit)
- (2 \* 1200H \* 900W \* 350D Glass Door Bookcase)
- 1 \* 950mm \* 300mm Wall Unit
- 1 \* 1800mm \* 450mm cabinet
- 1 \* desk with 3- 4 drawers' pedestal (2000 \* 1000 /1800 \*1000)
- Durability and longevity
- Resistant to scratches, water and colouring
- **Veneer Oak 32 \* 25 Solid Edge Top**
- Oak hardwood
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32mm thick so that they do not bent with the weight of files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it must be a pvc finishing.
- All drawers to have drawer locks and credenzas to have push locks
- Drawer runners must be ball bearing runners

#### 6.2.2 Cocktail Cabinet

- Cocktail Cabinet with Bottle Rack & Fridge Compartment
- 950H \* 1000W \* 600D
- (1 \* 1800mm \* 450mm cabinet)
- Durability and longevity
- Resistant to scratches, water and colouring
- Veneer 50 \* 35 Solid Chamfered Top with 50mm curved legs Oak hardwood
- Drawers must be wood not plastic

- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32mm thick so that they do not bent with the weight
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it must be a pvc finishing.
- All drawers to have drawer locks and credenzas to have push locks
- Drawer runners must be ball bearing runners

### 6.2.3 Couches for General Managers

Cooper couch, 3 division couch Taupe

- Dimensions: 92cm L x 226cm W x 91cm H, weight 55-57kg
- Material: Wood, Leather
- Variation in the natural product colour
- High grade foam used for cushioning and all sides including backrest and armrest
- Curved arm

## 6.3 Office furniture for Managers and Chief Engineers

### 6.3.1 L-Shape Desks

- Desk range spaceline
- 1600 \* 1200 / 1800 \* 1200mm
- CORE DESK
- 600 \* 500 Pedestal Top
- 4 Drawer Desk Height Pedestal
- **Veneer Oak**

### 6.3.2 Filing Cabinet and Server Range Spaceline Manager

- Server 2 hinge Doors
- 4 drawers (to fit bar fridge)
- 1050H \* 1600W \* 600D
- Filing Cabinet 4 Drawer
- Durability and longevity
- Oak hardwood, resistant to scratches, water and colouring
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32mm thick so that they do not bent with the weight of files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it must be a pvc finishing.

- All drawers to have drawer locks and credenzas to have push locks
- Drawer runners must be ball bearing runners

#### 6.4 Office furniture for Team Leaders and Engineers

##### 6.4.1 L-Shape Desks with build-in drawers and credenzas

- 1800 \* 1200 \* 800
- Build-in 3 Drawer Desk Height Pedestal with Pen and pencil Tray and Central Locking
- Credenza with solid sliding doors and push lock
- Off the floor with leveling foot
- Natural Oak Melamine (for Team Leaders)
- Natural Oak Veneer (for other staff)
- Durability and longevity
- Resistant to scratches, water and colouring
- Drawers must be the same material as the desk
- Drawer runners must be self-closing and ball-bearing runners
- Drawer handles must be round D handles
- Finishing of all wooden desks must be sanding sealer and varnish or it must be a PVC finishing
- Durability and longevity
- Resistant to scratches, water and colouring
- Drawer runners must be ball bearing runners
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32 mm so that they do not bent with the weight of the files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
- All drawers to have drawer locks and credenzas to have push locks

#### 6.5 Reception Desks

##### 6.5.1 Reception Desks for Administrators (Group Executive Suites)

- Reception Counter (Veneer) with 3Drawer Pedestal & CPU Cupboard
- 1800\*1800 2400\*1800
- Durability and longevity
- Resistant to scratches, water and colouring
- Drawer runners must be ball bearing runners
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges

- Shelves in cupboards to be 32 mm so that they do not bent with the weight of the files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
- All drawers to have drawer locks and credenzas to have push locks
- **Veneer Oak**

#### 6.5.2 Reception Desks for Departments

- Durability and longevity
- Resistant to scratches, water and coloring
- Drawer runners must be ball bearing runners
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32 mm so that they do not bent with the weight of the files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
- All drawers to have drawer locks and credenzas to have push locks
- **Veneer Oak**

### 6.6 Office furniture for Administrators

#### 6.6.1 L-Shape desks with build in drawers

- Ergonomics: Desks must have adjustable height options to accommodate users of different heights and preferences.
- Desktop surfaces should be spacious enough to accommodate computer equipment, documents, and other work essentials comfortably.
- Functionality: Desks should provide ample workspace for various tasks while allowing for easy access to equipment and storage solutions.
- Integrated cable management solutions must be included to keep wires and cables organized and out of sight.
- Durability: Desk frames should be sturdy and stable to support heavy loads and resist tipping or wobbling.
- Desktop surfaces should be scratch-resistant and easy to clean for maintenance purposes.
- Aesthetics: Desk designs should complement City Power's interior design scheme and corporate aesthetic.
- Neutral color options and modern finishes are preferred to create a cohesive and professional workspace environment.

- Accessibility: Desks should be accessible for employees with disabilities, with options for adjustable height to accommodate wheelchair users.
- Consideration should be given to designs that provide knee clearance and legroom for comfortable seated work.
- Measurements:
  - 1600 \* 1200 \* 800
  - Build-in 3 Drawer Desk Height Pedestal with Pen and pencil Tray and Central Locking
  - Off the floor with levelling foot
  - Natural Oak Melamine (for Team Leaders)
  - Natural Oak Veneer (for other staff)
  - Durability and longevity
  - Resistant to scratches, water and colouring
  - Drawers must be the same material as the desk
  - Drawer runners must be self-closing and ball-bearing runners
  - Drawer handles must be round D handles
  - Finishing of all wooden desks must be sanding sealer and varnish or it has to be a PVC finishing
  - 1600 \* 1200 \* 1800 \* 1200
  - CORE DESK
  - 600 \* 600
  - PEDESTAL TOP
  - 4 Drawer Desk Height Pedestal
  - Durability and longevity
  - Resistant to scratches, water and colouring
  - Drawer runners must be ball bearing runners
  - Drawers must be wood not plastic
  - Double chipboard doors to be mounted with pot hinges
  - Shelves in cupboards to be 32 mm so that they do not bent with the weight of the files
  - Cupboards must have a solid chipboard back
  - Cupboard lock to be a cam lock 19mm
  - Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
  - All drawers to have drawer locks and credenzas to have push locks

## 6.7 Office furniture for Open Plan Spaces

- 4/6 Way Cluster
- DESKTOP SIZE
- 1200 \* 800 / 1400 \* 800 / 1600 \* 800
- With Slimline Desk Height Pedestal
- 750H \* 1600 \* 350D
- Compartment Bookcase
- Durability and longevity
- Resistant to scratches, water and colouring
- Drawer runners must be ball bearing runners



- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32 mm so that they do not bent with the weight of the files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
- Desk divider must be solid or glass
- **Veneer Oak**

#### 6.7.1 Height Adjustable Desking

- Electrically operated height adjustable desk completes with 32mm thick Mela wood top in various colours and finishes
- Top sizes from 1600\*700mm up to 1800\*800mm
- Lowest height 680mm highest height 640mm
- Frame silver epoxy

### 6.8 Office furniture for Reception Areas

#### 6.8.1 Executives

- Type: Executive or managerial workstation
- Configuration: Standalone L-shape, U-shape, or modular desk with storage
- Usage: Suitable for corporate management offices
- Design: Ergonomic, durable, and professional appearance
- Color Options:

#### 6.8.2 Chelsea double

Dimensions (Approximate):

- Length: 140 – 160 cm (55" – 63")
- Depth: 75 – 90 cm (29.5" – 35.5")
- Height: 75 – 85 cm (29.5" – 33.5")
- Seat Height: 42 – 45 cm (16.5" – 17.7")

#### 6.8.3 Chelsea single

3. Dimensions (Approximate):

- Width: 90 cm (35.4 inches)
- Depth: 80 cm (31.5 inches)
- Height: 75 cm (29.5 inches)

- Seat Height: 45 cm (17.7 inches)

#### 6.8.4 Chelsea Ottoman

##### 2. Dimensions (Approximate):

###### Sofa:

- Width: 65–80 inches (165–203 cm)
- Depth: 32–36 inches (81–91 cm)
- Height: 30–34 inches (76–86 cm)
- Seat Height: 17–19 inches (43–48 cm)

###### Ottoman:

- Width: 22–30 inches (56–76 cm)
- Depth: 22–30 inches (56–76 cm)
- Height: Matches seat height (17–19 inches)

#### 6.8.5 The Snake and Circle Ottomans

##### Dimensions (Typical for Each Segment):

- Length: 48–60 inches (122–152 cm)
- Depth: 20–24 inches (51–61 cm)
- Height: 17–18 inches (43–46 cm)

#### 6.8.6 The Cuba Set: Double Cuba

##### 6.8.7 Dimensions (Approximate):

- Width: 140–160 cm (55–63 in)
- Depth: 75–85 cm (30–33 in)
- Height (Backrest): 75–85 cm (30–33 in)
- Seat Height: 42–46 cm (16.5–18 in)
- Armrest Height: 60–65 cm (23.6–25.6 in)

#### 6.8.8 The Cuba Set: Single Cuba

##### Dimensions (Approximate):

- Width: 80–90 cm (31.5–35.4 in)
- Depth: 75–85 cm (29.5–33.5 in)
- Height (Backrest): 75–85 cm (29.5–33.5 in)
- Seat Height: 42–46 cm (16.5–18 in)
- Armrest Height: 60–65 cm (23.6–25.6)

#### 6.8.9 Cube Coffee and Side Tables

- 600 \* 600 / 1200 \* 600
- Durability and longevity
- Resistant to scratches, water and colouring
- Tables must be wood not plastic
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing

#### 6.9 General Credenzas

- 750H \* 1800W \* 450D
- COMBINATION CREDENZA
- 2 Solid & 2 Glass Doors
- Durability and longevity
- Resistant to scratches, water and colouring
- Drawer runners must be ball bearing runners
- Drawers must be wood not plastic
- Double chipboard doors to be mounted with pot hinges
- Shelves in cupboards to be 32 mm so that they do not bend with the weight of the files
- Cupboards must have a solid chipboard back
- Cupboard lock to be a cam lock 19mm
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing
- All drawers to have drawer locks and credenzas to have push locks
- **Veneer Oak**

#### 6.10 Furniture for Training Centre

##### 6.10.1 Trapezoid foldable Tables

- 1400 \* 700 Rectangular tables
- 1400 \* 700 \* 700

##### 6.10.2 Rectangular Folding Table

- 1400 \* 700
- Configuration Variations
- Suitable for training center
- Melamine 16mm tops 25mm\*25mm
- Square tube frame

##### 6.10.3 Canteen Unit Galvanised / Painted Top

- 1500 \* 570 \* 280 / 1800 \* 570 \* 280

## 6.11 Furniture for Canteen / Blue Square / Dining Hall

**\*\*All tables and chairs must have rubber leg stopper see BOQ\*\***

### 6.11.1 All purpose tops

#### 6.11.2 Table – Wood Round Folded with steel finish on the edges

- 12 Seater

Diameter: 72" (183 cm) to 84" (213 cm) – typical for 12-seat round

#### 6.11.3 Table – Plastic Round Folded with steel finish on the edges

- 12 Seater

Diameter: 72" (183 cm) to 84" (213 cm) – typical for 12-seat round

#### 6.11.4 Caucus Room – Table and Chairs (Blue Square)

- Glass tables with stainless steel legs
- 8 seater dining chairs same finish as the table

#### 6.11.5 Serving Station for Blue Square Boardroom

- Dimensions: L342cm W214cm H104cm
- Panel finishes: High Density Bamboo\* / Grey Slate BHP / Nero Marquina Marble BHP / and Bengali Mango Wood BHP

#### 6.11.6 Serving Station for Blue Square

- Dimensions: L519.5cm W249cm H254cm
- Panel finishes: High Density Bamboo\* / Grey Slate BHP / Nero Marquina Marble BHP / and Bengali Mango Wood BHP

#### 6.11.7 Extra long sideboard for Caucus Room at Blue Square

- Sideboard is a rustic marvel, embracing the raw beauty of natural wood. With 6 drawers and 4 doors
- Size H x W x D 1000 x 2200 x 500mm, 1000 x 2400 x 500mm, 1000 x 2000 x 500mm, 1000 x 2600 x 500mm

## 6.12 Furniture for Security

### 6.12.1 Perforated Steel Desk

- 2500 x 1660

### 6.12.2 Security Desk/Booth Chair

The Security Desk is an all metal security desk; the chair is made with heavy duty vinyl seat and back cushions. Desk surface adjustable for easy accessibility. It is recommended that wrist and leg restraints (maximum length 15") be used in conjunction with this product.

- Dimensions: 34-1/8"H x 47- 3/4"D x 30-3/4"W.

## 6.13 Furniture for Boardrooms

### 6.13.1 Barrel shape Boardroom Table 32 \* 25MM top

- Durability and longevity
- Resistant to scratches, water and colouring
- Veneer/ Oak 32 \* 25 Solid Edge Top
- Oak hardwood
- Finishing of all wooden desks and cupboards must be sanding sealer and varnish or it has to be a pvc finishing.
- 2700 \* 1200 \* - 8-SEATER
- 3600 \* 1400 – 12-SEATER
- 6000 \* 1600 – 18-SEATER
- 6700 \* 1600 – 20-SEATER      7400 \* 1600 – 22-SEATER

### 6.13.2 Barrel Shape Boardroom Table 32 \* 2MM top with 16MM anthrosite backer & sandblasted glass inlay

- 3600 \* 1400 -12-SEATER
- 4200 \* 1400 – 14-SEATER
- 5600 \* 1400 – 16-SEATER

## 6.14 Chairs

### 6.14.1 Ergonomic chairs – 8 hours (Switchboard, Reception, Customer Care)

- Operators & Executive Technical Specifications
- Scope: Standardization in the field of ergonomics, in particular, general ergonomics principles, anthropometry and biomechanics, ergonomics of human system interaction and ergonomics of the physical environment, addressing human characteristics and performance, and methods for specifying, designing and evaluating products, systems, services, environments and facilities.
- Design Ergonomically assessed and certified by approved Ergonomists
- Warranty 5 to 7 years (Five years /8/ day to seven years/ 8 hrs/day)
- CERTIFICATION / STANDARISATION Approved and meets the valid standard of Ergonomics. Quality Office-certification as per ISO 9001:2000 standards Environment certification of the company as per ISO 14001.
- MECHANISM Seat and backrest follow the movements of the user synchronously thus ensuring the correct seated posture. Infinite adjustment of the backrest counter

- pressure by means of side tension control, for body weight of approximately 125kg. The synchronise movement can be locked in five positions. Seat depth adjustment (5.0cm) by means of sliding seat (can be locked in five positions) Seat tilt adjustment (-1 or -4 degrees)
- **ARMRESTS (155)** T-Armrests, height adjustable (10cm) and width adjustable (2.5cm) without the use of tools armrest pads made of soft polyurethane (PU). Optional: (175) T-Armrests, 4F Multifunctional, height adjustable (10cm) width adjustable (7cm) without the use of tools by means of an eccentric closure. Depth adjustable (6cm) 30°radially adjustable to both sides. Armrest pads made of soft polyurethane (PU).
  - **ECOLOGY** All materials should be environmentally sound, easily separable and recyclable. Over 50% of all the materials used should be recycled. It should contain no hazardous substances (no PVC, chrome VI, lead or mercury). All expendable parts must be replaceable so as to greatly increase the life cycle of the product. The powder coatings used should be free from volatile (explosion), organic compounds and heavy metals. Changeable upholstery and cushions to increase the product life cycle. All components should be replaceable and some of them can be retrofitted.
  - **SEAT** Ergonomically moulded upholstery, foam thickness: 4.0cm with range of 10cm thickness. Breathable polyurethane (PU) moulded foam, CFC and CHC free foamed. Foam thickness 55 kgs/m<sup>3</sup> Premium seat with straight, upholstery outline, changeable.
  - **BACKREST** High backrest, breathable, dampness regulative mesh material made of 100% Polyester. Web A, black (0465) or white (0466)/Grey optional Ergonomically formed, flexible plastic backrest frame Optionally against surcharge: Lumbar support cushion to provide additional support and protection to the back vertebrae
  - **UPHOLSTERY COVERS** Seat cover not glued, mesh backrest.
  - **PLASTIC COMPONENTS** Standard: black (RAL 9011) All plastic components are genuine PVC free and recyclable.
  - **BASE** Standard: type F aluminum die cast 70cm black (RAL 9011) or optionally against surcharge, Type F, polished aluminum die cast 70cm.
  - **SAFETY GAS UNIT** Standard: seat height 40-52cm (tube: black) Optional: seat height 40-52cm with mechanical bounce spring (chromed tube)
  - **CASTORS** (small wheels under the chair): Load dependent blocked twin wheel castors (6.5cm) Standard: hard castors for soft floors, example carpeted, floors. Optionally: soft castors for hard floors, example parquet or stone floors. Glides for soft floors, e.g. carpeted floors.
  - **DIMENSIONS \*(cm)**, All dimensions are approximate values Total Seat Backrest Height 102-114 40-52 58 Width 70 49 46 Depth 70 38-43 **WEIGHT** Approximately 16.5kg without armrests **DESCRIPTION OF MATERIALS** The following details are approximate values and may vary depending on the specification of the model in question. Metal: Aluminum 8.65kg 44.1% Steel 3.68kg 18.7% Plastic: Polished Aluminum 4.00kg 20.4% Polyurethane 1.40kg 7.1% Polypropylene 1.50kg 7.6% ABS 0.10kg 0.5%



#### 6.14.2 Ergonomic chairs – 24 hours (Shift Environment)

- Ergonomics: Chairs must provide adequate lumbar support and adjustable height to accommodate various user preferences.
  - Adjustable armrests should be provided to support different arm positions and reduce strain on shoulders.
  - Seat depth and tilt mechanisms should be adjustable to promote proper posture and comfort during prolonged sitting.
  - Functionality: Chairs should be suitable for both task-oriented work and extended periods of sitting.
  - Swivel and tilt features should facilitate ease of movement and flexibility while working at desks.
  - Chairs with breathable mesh or cushioned upholstery options should be available to suit individual preferences.
  - Durability: Chair frames should be constructed from durable materials such as steel or aluminum to withstand regular use.
  - Upholstery fabrics should be wear-resistant and easy to clean for maintenance purposes.
  - Casters must be sturdy and smooth rolling to ensure stability and mobility on various flooring surfaces.
  - Aesthetics: Chair designs should complement City Power's interior design scheme and corporate identity.
  - Neutral color options are preferred to create a cohesive and professional appearance throughout the office.
  - Accessibility: Consideration should be given to chairs that are accessible for employees with disabilities, including options with adjustable height and armrests.
  - Chairs with a weight capacity suitable for a diverse range of users should be available.
- 
- Durability and longevity
  - Resistant to scratches, water and colouring
  - Certified ergonomic
  - 24/7 with minimum 10 years warrantee
  - Black material – scotch guarded.
  - Extra wide seat that will carry a maximum user weight of up to 300kg.
  - Lumbar and Thoracic section connected by a link and function independently of each other.
  - LTC (Lumbar Thoracic Cervical)
  - 3D armrest (height width, depth, and pivot)
  - Adjustable
    - Headrest and pivot
    - Seat height
    - Back height
    - Seat depth
    - Variable back stops/tilt limiter
      - Tilt tension
      - Lumbar tension

- 5 Star base on castor
- Seat impact absorber
- 360-degree swivel

#### 6.14.3 Lumber back support cushion for Office chairs

- Adjustable, posture-improving lumbar support for any chair and enjoy sustained relief from chronic back pain and sciatica
- Material Pure Memory Foam
- Weight 500 grams
- Length 33cm
- Width 32cm
- Height 10cm

#### 6.14.4 Ergonomic Footrest

#### 6.14.5 General high-back office chairs (Black)

- Durability and longevity
- Resistant to scratches, water and coloring
- Paula High Back
- Paula Side
- Paula Arm
- Paula Mid Back

#### 6.14.6 Chairs for Training Centre

- 650H \* 550W \* 450D / 750H \* 550W \* 450D
- 750H \* 750W \* 450D / 575H \* 1000W \* 450D
- 650H \* 1000W \* 450D / 750H \* 1200W \* 450D

#### 6.14.7 Chairs for Blue Square and SDC's

#### 6.14.8 Aracna Arm Chair

#### 6.14.9 Aracna High Chair

#### 6.14.10 Integra Chair

- White (for Blue Square)

#### 6.14.11 Pastoe Chair

- White (for Blue Square)

#### 6.14.12 Wimbledon Chairs

- White Padded (for Blue Square)

#### 6.14.13 Stainless steel single chairs for Security

### 6.15 Filing Cabinets

#### 6.15.1 4 drawers

- (102 cm) to 60" (152 cm)

#### 6.15.2 Steel Stationary Cupboard

- 1800H \* 900W

#### 6.15.3 High Density Mobile Filing System for large scale storage of documents

#### 6.15.4 Plain File Cabinet

- 4/6/8 Drawers
- Optional Floor Stand

#### 6.15.5 25 / 50 / 100 Keys Cabinet

### 6.16 Lockers

#### 6.16.1 Hostel Lockers

- 1800H \* 410W \* 520D

### 6.17 Desk Dividers

#### 6.17.1 Desk Divider (Various – Glass, sound absorbing, material)

- Height:36" (91 cm) to 48" (122 cm).
- Width:24" (61 cm) to 60" (152 cm)).

### 6.18 Rugs

#### 6.18.1 Area rugs – natural fibres and fabric (2MX3M)

- Dimensions: 2 meters x 3 meters (approximately 6.5 feet x 9.8 feet)

# SPECIFICATIONS FOR OFFICE EQUIPMENTS

## 1. Fridges

### 1.1 154L – 157L Fridges

- Integrated door handle for easy opening
- Door seal to help prevent bacteria build up - Improving hygiene and protecting fridge and freezer from outside germs
- Adjustable shelves make moving things around a lot easier
- Open freezer space provides a spacious freezer option
- Satin metallic finish
- Static
- Auto defrost
- 154-157 litre net volume
- Interior light
- Variable thermostat
- Dimension: (H \* W \*D) 1450 \* 500 \* 525mm
- Available in solar hybrid
- Fridge section ±110 litre net volume
- Freezer section ±47 litre net volume
- Resistant to scratches
- Durability and longevity

### 1.2 Bar Fridges

- Metallic
- Model: DM0381
- Wattage: 700 Watts
- Capacity: 92 Litre (Gross), 90 Litre (Net)
- Refrigerant Gas: R600a
- Energy Efficiency: A
- Consumption: 146 KWH / YEAR
- Dimensions: Height: 850mm, Width: 480mm, Depth: 520mm
- Warranty Period: 2 Years
- Auto Defrost
- Reversible Doors
- Variable thermostat
- Adjustable, Removable Shelves
- Sealed Crisper
- Icebox
- Interior Light
- Flush back design
- Work Surface Top Cap
- Adjustable Levelling Feet

- New Sleek Design
- Antibacterial Seal

## Microwave Ovens

### 25L – 30L Microwave Ovens

- Metallic
- Model: DM0381/Stainless Steel
- Wattage: 700 Watts
- Capacity: 25-30 Litres
- Dimensions: Height: 243mm, Width: 446mm, Depth: 332mm
- Warranty Period: 2 Years
- 6 Power Levels
- Mirror Glass Door
- Cooking End Signal
- Manual Control

## Water Dispensers in Assorted colours

- Hot and Cold purifier and mineraliser
- Free standing unit with 16lt fridge
- Complete with purifier and mineraliser (Bottle + Carbon Combo Filter Set)
- No need to remove bottle, just fill up
- Hot & Cold-water outlets 88°- 92°
- Cold water 4°- 11°
- Dispenses 30 cups of cold water per hour
- Dispenses 20 cups of hot water per hour

## Coffee Machine

### Coffee Machine for Blue Square Boardroom)ot

- Warranty – 1 Year
- Material – Stainless Steel
- Voltage – 240V
- Weight – 20 kg
- Frequency – 50 Hz
- Dispensing Rate - cups per minute

## Salad and Food Cooler for Blue Square Boardroom

- Model: VDR-BNVRX15/335
- Dimension: 1500 X 335 X 435 MM
- Voltage: 220-240V/50HZ

- Refrigerant: R134a
- Temperature Range: +2°C to +8°C
- Ambient: 38°C & 40% RH
- Compressor: Zanussi
- Controller: Dixell
- GN pan: 6 X 1/3 GN pans
- Power Input: 115W
- Static cooling system
- Ebm-papst evaporator and condenser fans
- Stainless steel interior and exterior with rounded corners for easy cleaning
- 6 Pans included with the cabinet

## Shafing Dishes

### Electric Chafing Dish Buffet Set – 3 Pan

- Quart Food Warmer Buffet Servers and Warmers with Covers Warmer for Parties
- Buffets Adjustable Temperature Stainless Steel Warming Tray Warmer Set

### Chafing dishes 9lt roll-top with glass window

- 9lt shaving dishes
- Chafing dishes with roll-top glass window

## Shredders

### Shredders

- Time-Saving Power: Effortlessly shred stacks up to 600 sheets at once.
- Maximum Data Protection: Micro-cut (2x15mm) meets the P-5 standard for unreadable fragments.
- Streamline Your Office Shredding
- Massive Capacity, Less Downtime: Huge 140L bin for longer shredding sessions.
- Frustration-Free Workflow: Anti-jam technology ensures smooth operation.
- Convenient & Secure: Bag dispenser simplifies cleanup, PIN lock for added protection.
- Productivity You Can Trust
- Handles Demanding Projects: 240-minute continuous runtime keeps you shredding.
- Quiet & Reliable: Focus on work, not noise. Backed by a 2-year warranty.
- Experience the Ultimate in Office Shredding
- Optimum Auto Feed + 600M and tackle high-volume shredding with ease and total security.



## Concealed mounting

### Whiteboards Magnetic 1200mm\*1200mm

- Concealed mounting
- Slide-in aluminium pentray
- Can be used with the Easy Rail System
- Anodised aluminium frame
- Can be mounted horizontal and vertical
- Include mounting instructions
- Standard frame 20mm

### Bulletin Boards – Aluminium Frame / Carpet 1200mm\*1200mm

- Concealed mounting
- Slide-in aluminium pentray
- Can be used with the Easy Rail System
- Anodised aluminium frame
- Can be mounted horizontal and vertical
- Include mounting instructions
- Standard frame 20mm

## Screens

Pulldown Screens sizes Available in 16:10 aspect ratio: 150-inch Thickened Projector Curtain, Projection Screen 16:9 HD Hanging Film Screen Folding Wrinkle-free, Indoor, Outdoor, Camping, Conference Room White Projector Curtain

### Mobile / Revolving Boards (Various Sizes)

850 × 850

Flipcharts (Various Sizes)

Mobile Flip chart with 5 Star Base

1200 x 1200

## Bins

### Litter Bins

Wide steel litter bin- Funnel Top Lid and Bin Liner

400x600 (H) mm – Stainless steel

### Three Division Square Recycling Bins

Three division square recycle bin

Size: 900 x 345 x 800

## Trolleys

### 3 Tier Tea Trolleys / Document Trolleys

- 950H x 910W x 570D

### Trolleys (Document Movement)

- 600 X 600

### Table Trolleys for Storing and Moving

- 1000X1000

### Foldable Moving Trolleys

- 200KG Capacity
- 800X600

## Kettles

- 2200w
- 1.8l capacity
- 360 degree cordless kettle
- #202 stainless steel
- Water gauge
- Pop up lid #430 stainless steel lid bottom
- Safety hinged lid
- Illumination while boiling
- Automatic switch-off
- Boil dry protection
- Glass body
- Cord storage

## Electric Water Urns

### Standard and Anti-Boil

- 276 x 276 for 12L
- 263 x 336 for 30L
- 2.7 kw Element controlled by a Simmerstat energy regulator
- The all welded stainless steel body is impervious to rust, and tough enough to withstand day to day knocks
- Modern and fashionable, its clean lines compliment the aesthetics of your business.
- Anti-Boil Features
- Special feature protects against urn boiling dry- prevent costly repairs and down time by insisting on Anvil antiboil Dry Urns.
- Controlled by a Simmerstat energy regulator, with additional safety thermostat
- Boil dry 2.7kw element eliminates the need to replace a costly element
- When the water level runs dry the element switches off

## Airance Automatic Room Freshner Dispenser Machine

- Fully automatic air freshening machine with light sensor which can spray automatically at pre-defined time intervals.
- Effective area up to 6000 cubic feet. Aesthetic design and features make this air freshener machine dispenser ideal for homes, offices, and hotels.

## Kitchen & Bathroom Workbench Table

- 600mm (W) X 900mm (L) X 900mm (H)
- Pine Workbench (Flat Packed)

## PA SYSTEM

- 4 X JBL EON715 1300-Watt 15-inch Powered PA speakers.
- 2 x JBL 15-inch Powered Subwoofers.
- 2 x Hercules Speakers Stand Pair with Bag.
- Pioneer 24 Channel Mixer.
- Lane LR\_638 – 8PC Wireless
- Microphone System \*4
- Mobile Bluetooth Speaker
- JBL Portable Bluetooth Speaker with 2 Microphones

## INDUSTRIAL WAREHOUSE LOGISTIC MOVING PLASTIC STORAGE

- Dimension: 600mm (23.6 inch) x 400mm (15.7 inch) x 365mm (14.4 inch) Trademark **POWERKING**

- Origin: China
- HS Code: 39231000
- Production Capacity: 1000/Day

### Packaging & Delivery

- Package Size: 61.00cm \* 41.00cm \* 32.00cm
- Package Gross Weight: 4.000kg

## MOBILE AIR CONDITONERS

### Features:

- Portable Air Conditioner — Heats And Cools Any Space
- Cooling Capacity 3100 W approx. 11260 Btu/h
- Heating Capacity 2640W approx. 8359 Btu/h
- Independent Dehumidifier Function
- Easy To Move From Room To Room — Suitable For An Area Of Up To 24m<sup>2</sup>
- User-Friendly Control Led Display And Touch Button Electronic Control Panel
- Self-Evaporative Movement System.
- Automatic Swing Louver.
- LCD Remote Control For Easy And Convenient Operation
- Restart Function and Real Clock Timer.
- Equipped With A Flexible Exhaust Hose To Vent Via A Window

### Specifications:

- Stock Code AP-12HW4RNXS00
- Description 12000BTU Portable Air Conditioner Unit White
- Power 12000BTU
- 3 x Cooling Speed Selections High/Medium/Low
- Noise pressure level: 52 dB(A)
- Refrigerant: R410a

- Total refrigerant amount: 480g
- Cooling capacity: 11260 Btu/h or 3300W
- Heating capacity: 8359 Btu/h or 2450W
- Voltage: 220-240V
- Net Dimensions – WxHxD (mm): 430x695x325
- Packing Dimensions (WxDxH) 480x880x380
- Net Weight: 27 kg

## MARQUEE FOR EVENTS

Pole marquees, also known as Traditional marquees, are common type and they use poles to support the structure and are secured with ropes and pegs, giving the event an elegant and classic look.

- Ideal for large, grassy and outdoor spaces.

Number of guests	Suggested Area	Suitable models
100	50msq	5x10m, 4x14m or 6x10m

### Marquee Size for 100 Guests

When planning an event for 100 guests, you'll need a marquee with a minimum size of 50 square metres. This will ensure ample space for seating, a dance floor, and a buffet or bar area.

Seating Arrangement	Marquee Size
Rows of chairs (audience style)	~70 m <sup>2</sup>
Long tables and benches	~80 m <sup>2</sup>
Round tables	~120 m <sup>2</sup>

### Marquee Size for 200 Guests

For a larger event with 200 guests, you'll need a more spacious marquee to accommodate seating, entertainment, and catering. A minimum size of 100 square metres is recommended.

Seating Arrangement	Marquee Size
---------------------	--------------

Rows of chairs (audience style)	~140 m <sup>2</sup>
Long tables and benches	~160 m <sup>2</sup>
Round tables	~240 m <sup>2</sup>

Suitable marquees for 200 guests include:

12x18m or 15x15m marquee

## MARQUEE SIZE FOR 500 GUESTS

If your guest count approaches 500, a tent measuring approximately 60x100 feet (6000 square feet) is recommended. This size offers ample room for seating, entertainment, and additional stations like bars or buffets.

## STRETCH TENTS

### PROS:

Offers a modern and stylish look.

Highly flexible in configuration and can adapt to uneven ground.

### CONS:

Requires careful handling to prevent tearing.

Might be more expensive than other options.

## 10. ADDITIONAL INFORMATION

### A) QUALITY MANAGEMENT

A quality management plan shall be set up in order to assure the quality of during design, development, production and servicing. Guidance on the requirements for the services quality management TPVS may be found in the following standards: ISO 9001:2015. The details shall be subject to agreement between the purchaser and supplier.

### B) HEALTH AND SAFETY

A health and safety plan shall be set up in order to ensure proper management and compliance of the microwave. Guidance on the requirements of a health and safety plan maybe found in



OHSAS 18001:2007 standards. This is to ensure that the services provided conforms to standard operating procedures and City Power SHERQ Policy. The details shall be subject to agreement between City Power and the Supplier.

## c) ENVIRONMENTAL MANAGEMENT

An environmental management plan shall be set up in order to ensure the proper environmental management and compliance for the microwave for the entire life cycle (i.e. during design, development). Guidance on the requirements for an environmental management TPVS maybe found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the Supplier. This is to ensure that the asset created conforms to environmental standards and City Power SHERQ Policy.

## FINANCIAL IMPLICATIONS

Procurement of office equipment will be in line with the available Operating CAPEX budget.

## RECOMMENDATIONS

It is recommended that the CEO notes and approves the specification for the procurement of office equipment in line with the available Operating CAPEX budget.

This specification was prepared with input from:

<b>Name(s)</b>	<b>Department</b>
P Ledwaba	Canteen & Office Hygiene, Corporate Services
R Karsten	Social & Ethics Management, Corporate Identity, OCEO
S Hill	Office Space and Parking, Corporate Identity, OCEO
A Van Tonder	Corporate Identity, OCEO