



competition commission
south africa

ANNEXURE A

BID NUMBER: BID02602/2024

**BID - SUPPLY, DELIVERY AND ASSEMBLING AND INSTALLATION OF
OFFICE FURNITURE TO THE COMPETITION COMMISSION OFFICES.**



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1. BACKGROUND




- 1.1** The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2** CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.

2. OBJECTIVE

- 2.1** The objective of this bid is to appoint service provider for the Supply, Delivery and Assembling and Installation of Office Furniture to the Competition Commission Offices 77 Meintjies Street, DTIC Campus, Sunnyside, Pretoria – Block G
- 2.2** Details of the required goods and services are contained below in the scope of work.
- 2.3** The price template has been created separately as an *Annexure to Standard Bid Document 3.3*
- 2.4** Please make sure that the pricing template is fully completed for all the items listed on the template.







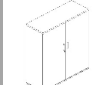



3. SCOPE OF WORK

- 3.1** The below specification unpacks the area, quantities required aligned to the space plan and layout of the Block G under construction, the specification of the Furniture as well as the illustrative guide.




GROUND FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
RECEPTION	Reception Desk & Cupboards	J05	1	1600Wx750Dx750H mm Reception Counter Desk and Cupboard units.	
	MEETING ROOM TASK CHAIR	CH1	2	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
	NESTED COFFEE TABLE	TB1	1	UNIT: NESTED COFFEE TABLE NAME MAI (MAI 06 & MAI 24) Features a 22mm reversed chamfered edge in stain Duco finish with angled tubular legs in a powder-coated finish. SIZE : 451mm(w)x607mm(d)x350mm(h) & 571mm (w) x 925mm (d) x 450mm (h)	
	2 SEATER SOFA	SF4	1	UNIT: 2 SEATER SOFA NAME : CALM 16 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	



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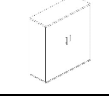



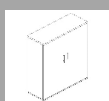
	1 SEATER SOFA	SF5	2	UNIT: 1 SEATER SOFA NAME : CALM 9 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	
	SIDE TABLE	TB2	2	UNIT: SIDE TABLE NAME GLASS TEA BASE: CHROME TOP GLASS SIZE : 510mm (w) x 540mm (d) x 650mm (h)	
BREAKAWAY AREA	600 DIAMETER CAFE TABLE	TB3	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP : ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	3	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
	PAUSE AREA BREAK OUT CHAIR	CH13	4	UNIT: WAITING AREA SEATING NAME MAXI BASE: CHROME COLOUR: BLACK	
CONFERENCE ROOM	32 SEATER MEETING ROOM TABLE	MT03	1	DESK: CONFERENCE ROOM TABLE NAME : CUSTOM SIZE : 32 SEATER MEETING TABLE OTHER: NOTES : Top – 16mm or 22mm double-sided melamine	
	TRAINING CHAIR	CH5	32	UNIT: TRAINING ROOM CHAIR NAME : SKIN – ON CASTER SPEC : Black mesh back, Black seat, 4-legged chrome frame, Polyurethane arms integrate into frame, Castors	
	STORAGE UNIT	ST1	4	UNIT: STORAGE UNIT NAME : HINGE DOOR CABINET SIZE : 900mm (w) x 450mm (d) x 1440mm (h)	
	SERVER UNIT	ST2	1	UNIT: SERVER UNIT NAME : SIMPLY SIDE SERVER UNIT SIZE : 2000mm (w) x 450mm (d) x 720mm (h)	
	NESTED COFFEE TABLE	TB1	1	UNIT: NESTED COFFEE TABLE NAME MAI (MAI 06 & MAI 24) Features a 22mm revered chamfered edge in stain Duco finish with angled tubular legs in a powder-coated finish. SIZE : 451mm(w)x607mm(d)x350mm(h) & 571mm (w) x 925mm (d) x 450mm (h)	
	2 SEATER SOFA	SF2	1	UNIT: 2 SEATER SOFA NAME : HUNTER - DOUBLE SEATER SPEC : 2030mm (w) x 900mm (d) x 750mm (h), Fabric requirements: 10m	

GROUND FLOOR

ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
DISCUSSION AREA	SINGLE SEATER COUCH	SF1	2	UNIT: 1 SEATER SOFA NAME : HUNTER - SINGLE SEATER SPEC : 800mm (w) x 900mm (d) x 750mm (h), Fabric requirements: 5.5m	
	DRAUGHTSMAN CHAIR STOOL	CH7	4	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polylshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
	Table Unit	J02	1	Touch down Table 7175x1050mm High Timber JOINERY	
	Server Unit	J01	1	Server / Cupboard - 450x2365mm JOINERY	
	SIDE TABLE	TB2	3	UNIT: SIDE TABLE NAME GLASS TEA BASE: CHROME TOP GLASS SIZE : 510mm (w) x 540mm (d) x 650mm (h)	




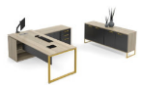













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MEETING ROOM 1	8 seater Rectangular Conference Table	MT02	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 3200mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	8	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
	STORAGE UNIT	ST1	1	UNIT: STORAGE UNIT NAME : HINGE DOOR CABINET SIZE : 900mm (w) x 450mm (d) x 1440mm (h)	
	SERVER UNIT	ST2	1	UNIT: SERVER UNIT NAME : SIMPLY SIDE SERVER UNIT SIZE : 2000mm (w) x 450mm (d) x 720mm (h)	
MEETING ROOM 2	8 seater Rectangular Conference Table	MT02	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 3200mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	8	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
	STORAGE UNIT	ST1	1	UNIT: STORAGE UNIT NAME : HINGE DOOR CABINET SIZE : 900mm (w) x 450mm (d) x 1440mm (h)	
	SERVER UNIT	ST2	1	UNIT: SERVER UNIT NAME : SIMPLY SIDE SERVER UNIT SIZE : 2000mm (w) x 450mm (d) x 720mm (h)	
MEETING ROOM 3	8 seater Rectangular Conference Table	MT02	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 3200mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	8	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
	STORAGE UNIT	ST1	1	UNIT: STORAGE UNIT NAME : HINGE DOOR CABINET SIZE : 900mm (w) x 450mm (d) x 1440mm (h)	





















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GROUND FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
	SERVER UNIT	ST2	1	UNIT: SERVER UNIT NAME : SIMPLY SIDE SERVER UNIT SIZE : 2000mm (w) x 450mm (d) x 720mm (h)	
PAUSE AREA	600 DIAMETER CAFE TABLE	TB3	2	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP : ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	7	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
2nd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 1 - MC	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 2 - MC	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 3 - MC	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	



















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OFFICE 4 - MC	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
	4-WAY WORKSTATION	TB16	1	DESK: 4 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	2 WAY WORKSTATION	TB17	2	DESK: 2 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OPEN PLAN - MC	6-WAY WORKSTATION	TB13	2	DESK: 6 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	DRAUGHTSMAN CHAIR	CH4	20	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	3	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
	SEATING WITH FIXED TABLE	SF8	1	DESK: WORK SOFA POD NAME : MEDIA POD SIZE : 2000mm (w) x 1600mm (d) x 1360mm (h)	
OFFICE 1 - MI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 2 - MI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	




















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OFFICE 3 - MI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME: SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME: ROLLER DOOR CABINET SIZE: 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 4 - MI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME: SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME: ROLLER DOOR CABINET SIZE: 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 4 - ADV	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME: SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME: ROLLER DOOR CABINET SIZE: 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 5 - ADV	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME: SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	












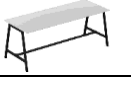



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	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
COLLAB 2 - ADV	SEATING WITH FIXED TABLE	SF8	1	DESK: WORK SOFA POD NAME : MEDIA POD SIZE : 2000mm (w) x 1600mm (d) x 1360mm (h)	
	OCCASIONAL TABLE	TB11	2	UNIT: COFFEE TABLE NAME MOON BASE: BLACK TOP COLOUR: BLACK SIZE : 1000mm (w) x 1000mm (d) x 460mm (h)	
	OCASIONAL CHAIR	SF7	4	UNIT: 1 SEATER SOFA NAME : CALM 9 - DSINGLE SEATER SPEC : 900mm (w) x 800mm (L) x 750mm (h), Fabric requirements: ZIPPY 39	
OPEN PLAN - ADV	6-WAY WORKSTATION	TB13	4	DESK: 6 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	SINGLE WAY WORKSTATION	TB15	6	DESK: SINGLE WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm OTHER: WITH CREDENZA	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	4	UNIT: STORAGE UNIT WITH PLANTER BOX NAME :DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
	STORAGE UNIT WITH PLANTER ABOVE	ST5	2	UNIT: STORAGE UNIT WITH PLANTER BOX NAME :DOOR HINGE CABINET WITH PLANTER BOXE SIZE : 1000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 1000mm (w) x 450mm (d) x 300mm (h)	
	DRAUGHTSMAN CHAIR	CH4	30	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	OCASIONAL CHAIR	SF7	10	UNIT: 1 SEATER SOFA NAME : CALM 9 - DSINGLE SEATER SPEC : 900mm (w) x 800mm (L) x 750mm (h), Fabric requirements: ZIPPY 39	
ROOM	ITEM	CODE	QUANTIT Y	SPECIFICATION	ILLUSTRATIVE IMAGE
MEETING ROOM / WAITING AREA	OCCASIONAL TABLE	TB11	5	UNIT: COFFEE TABLE NAME MOON BASE: BLACK TOP COLOUR: BLACK SIZE : 1000mm (w) x 1000mm (d) x 460mm (h)	
	Printer Station	J08	1	Printer Station 3	
	PAUSE AREA BREAK OUT CHAIR	CH13	6	UNIT: WAITING AREA SEATING NAME MAXI BASE: CHROME COLOUR: BLACK	
	WAITING AREA TABLE	TB12	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP: ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	2 SEATER SOFA	SF6	5	UNIT: 2 SEATER SOFA NAME : CALM 16 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	2	UNIT: STORAGE UNIT WITH PLANTER BOX NAME :DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
	WAITING AREA BARSTOOL	CH14	6	UNIT: BARSTOOL NAME URBAN BARSTOOL BASE: CHROME COLOUR: BLACK	
	Library High Table	J09	1		
	TRAINING ROOM TABLE 1800mm X 750mm	MT01	12	DESK: TRAINING ROOM TABLE NAME : SNAP MOBILE FOLD & NEST DESK SIZE : 600mm X 1800mm OTHER: NOTES : Top – 16mm or 22mm double-sided melamine 2 Lockable, 2 standard rubberized caster wheels give the desk easy mobility when needed.Easy, centered flip-top mechanism Steel modesty panel	



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	TASK CHAIR	CH1	24	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
MEETING ROOM 1	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
MEETING ROOM 2	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
MEETING ROOM 3	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
MEETING ROOM 4	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
STORE ROOM 1	Shelving				Steel shelving
STORE ROOM 2	Shelving				Steel shelving
STORE ROOM 3	Shelving				Steel shelving
FOCUS ROOM 1	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycarbonate, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
FOCUS ROOM 2	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	2	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycarbonate, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
FOCUS ROOM 3	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycarbonate, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	12	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	


















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PAUSE AREA 1	600 DIAMETER CAFÉ TABLE	TB3	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP: ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	PAUSE AREA BARSTOOL	CH12	10	UNIT: BARSTOOL NAME: URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
PAUSE AREA 2	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	
	PAUSE AREA BARSTOOL	CH12	6	UNIT: BARSTOOL NAME: URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
	600 DIAMETER CAFÉ TABLE	TB3	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP: ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	CAFÉ SIDE CHAIR	CH6	4	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
	PAUSE AREA BENCH SEATING	SF9	1	DESK: SEATING BENCH NAME : AGILE – BANQUET SEATS SIZE : 1600(w) x 730(d) x 1100(h)	
3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 1-CS	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfilter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
FOCUS ROOM 1	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polyshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
STORE ROOM 1					
OPEN PLAN-CS	4-WAY WORKSTATION	TB16	2	DESK: 4 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	2 WAY WORKSTATION	TB17	3	DESK: 2 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	SINGLEWAY WORKSTATION	TB15	2	DESK: SINGLE WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm OTHER: WITH CREDENZA	
	DRAUGHTSMAN CHAIR	CH4	16	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	6	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	





















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	STORAGE UNIT WITH PLANTER ABOVE	ST5	2	UNIT: STORAGE UNIT WITH PLANTER BOX NAME :DOOR HINGE CABINET WITH PLANTER BOXE SIZE : 1000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 1000mm (w) x 450mm (d) x 300mm (h)	
WAITING AREA	OCCASIONAL TABLE	TB11	1	UNIT: COFFEE TABLE NAME:MOON BASE: BLACK TOP COLOUR: BLACK SIZE : 1000mm (w) x 1000mm (d) x 460mm (h)	
	2 SEATER SOFA	SF6	1	UNIT: 2 SEATER SOFA NAME : CALM 16 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	
	OCCASIONAL CHAIR	SF7	2	UNIT: 1 SEATER SOFA NAME : CALM 9 - DSINGLE SEATER SPEC : 900mm (w) x 800mm (L) x 750mm (h), Fabric requirements: ZIPPY 39	
	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	
	PAUSE AREA BARSTOOL	CH12	12	UNIT: BARSTOOL NAME : URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
	Cupboards	J06	1		
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
MEETING ROOM 4	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height,Chrome base	
STORE ROOM 1	Shelving				Steel shelving
STORE ROOM 2	Shelving				Steel shelving
STORE ROOM 3	Shelving				Steel shelving
FOCUS ROOM 1	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
FOCUS ROOM 2	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	2	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
FOCUS ROOM 3	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polycshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
PAUSE AREA 1	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	12	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
	600 DIAMETER CAFÉ TABLE	TB3	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP: ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	PAUSE AREA BARSTOOL	CH12	10	UNIT: BARSTOOL NAME : URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	



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PAUSE AREA 2	PAUSE AREA BARSTOOL	CH12	6	UNIT: BARSTOOL NAME : URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
	600 DIAMETER CAFÉ TABLE	TB3	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP: ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	4	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
	PAUSE AREA BENCH SEATING	SF9	1	DESK: SEATING BENCH NAME : AGILE – BANQUET SEATS SIZE : 1600(w) x 730(d) x 1100(h)	
3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 1-CS	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiler, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
FOCUS ROOM 1	DESK	?	1	1400 Focus Desk	
	PHONE BOOTH CHAIRS	CH11	1	UNIT: TASK CHAIR NAME : PARK-OFF – 4-PRONG SPEC : Black/white polyshell, Swivel and tilt mechanism, Gas height, Black epoxy prong base on castors	
STORE ROOM 1					
OPEN PLAN-CS	4-WAY WORKSTATION	TB16	2	DESK: 4 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	2 WAY WORKSTAION	TB17	3	DESK: 2 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	
	SINGLEWAY WORKSTATION	TB15	2	DESK: SINGLE WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm OTHER: WITH CREDENZA	
	DRAUGHTSMAN CHAIR	CH4	16	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	6	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
	STORAGE UNIT WITH PLANTER ABOVE	ST5	2	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 1000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 1000mm (w) x 450mm (d) x 300mm (h)	
WAITING AREA	OCCASIONAL TABLE	TB11	1	UNIT: COFFEE TABLE NAME MOON BASE: BLACK TOP COLOUR: BLACK SIZE : 1000mm (w) x 1000mm (d) x 460mm (h)	
	2 SEATER SOFA	SF6	1	UNIT: 2 SEATER SOFA NAME : CALM 16 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	
	OCCASIONAL CHAIR	SF7	2	UNIT: 1 SEATER SOFA NAME : CALM 9 - DSINGLE SEATER SPEC : 900mm (w) x 800mm (L) x 750mm (h), Fabric requirements: ZIPPY 39	



3rd FLOOR






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ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 2-IT	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
STORE ROOM 3					
SUPPLY CHAIN & FINANCE STORE					
MEETING ROOM 1	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
OFFICE 4-FI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 2-CS	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 4-CS	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	



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	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 2-FI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 1-FI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 3-FI	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	


















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3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
COLLAB 1	SEATING WITH FIXED TABLE	SF8	1	DESK: WORK SOFA POD NAME : MEDIA POD SIZE : 2000mm (w) x 1600mm (d) x 1360mm (h)	
	4-WAY WORKSTATION	TB16	1	DESK: 4 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZ	
	2 WAY WORKSTATION	TB17	1	DESK: 2 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZ	
	6-WAY WORKSTATION	TB13	1	DESK: 6 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZ	
	SINGLE WAY WORKSTATION	TB15	1	DESK: SINGLE WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm OTHER: WITH CREDENZ	
	DRAUGHTSMAN CHAIR	CH4	13	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
MEETING ROOM WAITING AREA	STORAGE UNIT WITH PLANTER ABOVE	ST4	4	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
	Seating	J09	1	Banquette Seating	
	OCCASIONAL CHAIR	SF7	2	UNIT: 1 SEATER SOFA NAME : CALM 9 - DSINGLE SEATER SPEC : 900mm (w) x 800mm (L) x 750mm (h), Fabric requirements: ZIPPY 39	
	OCCASIONAL TABLE	TB11	1	UNIT: COFFEE TABLE NAME MOON BASE: BLACK TOP COLOUR: BLACK SIZE : 1000mm (w) x 1000mm (d) x 460mm (h)	
	WAITING AREA TABLE	TB12	3	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP : ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	PAUSE AREA BREAK OUT CHAIR	CH13	6	UNIT: WAITING AREA SEATING NAME MAXI BASE: CHROME COLOUR: BLACK	
	2 SEATER SOFA	SF6	1	UNIT: 2 SEATER SOFA NAME : CALM 16 - DOUBLE SEATER SPEC : 800mm (w) x 1600mm (L) x 750mm (h), Fabric requirements: ZIPPY 21	
	WAITING AREA BARSTOOL	CH14	6	UNIT: BARSTOOL NAME URBAN BARSTOOL BASE: CHROME COLOUR: BLACK	
	STORAGE UNIT WITH PLANTER ABOVE	ST4	4	UNIT: STORAGE UNIT WITH PLANTER BOX NAME : DOOR HINGE CABINET WITH PLANTER BOX SIZE : 2000mm (w) x 450mm (d) x 1050mm (h) (CABINET) & 2000mm (w) x 450mm (d) x 300mm (h)	
PA OFFICE - CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZ A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepflier, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	















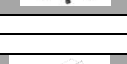


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3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
PAUSE AREA	6 SEATER HIGH CAFÉ TABLE	TB10	1	UNIT: HIGH TABLE NAME : SIMPLY (HIGH) – STRAIGHT CHASSIS SIZE : 2000mm (w) x 900mm (d) x 1072mm (h) TOP COLOUR: WHITE	
	PAUSE AREA BARSTOOL	CH12	6	UNIT: BARSTOOL NAME : URBAN BARSTOOL LEG : CHROME TOP COLOUR: BLACK	
	600 DIAMETER CAFÉ TABLE	TB3	2	UNIT: CAFÉ TABLE 600mm DIAMETER NAME TABLE TOP : ALL PURPOSE – PLAIN COLOURS NAME BASE: RONDO BAR CHROME TOP COLOUR: WHITE	
	CAFE SIDE CHAIR	CH6	5	UNIT: CAFÉ SEATING NAME : URBAN LEG : CHROME TOP COLOUR: BLACK	
OFFICE - CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
HUDDLE ROOM - CT	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME: SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC : Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
OFFICE 1-CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiter, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME : NAVIGATOR EXECUTIVE – HIGH BACK SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME : VISA – VISITORS SPEC : Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	





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3rd FLOOR					
ROOM	ITEM	CODE	QUANTITY	SPECIFICATION	ILLUSTRATIVE IMAGE
OFFICE 2-CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	1	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 3-CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	2	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
OFFICE 4-CT	MANAGER'S DESK	TB8	1	DESK: MANAGERIAL DESK NAME : SIMPLY MANAGERIAL SIZE : 1800mm X 3200mm OTHER: WITH CREDENZA A managerial pedenza, featuring exposed pen/pencil tray, 2 standard drawers, deepfiller, managerial open bookcase. Simply 5025 or Simply legs with power channel and matching modesty panel.	
	MANAGERS CHAIR	CH2	1	UNIT: EXECUTIVE CHAIR NAME: NAVIGATOR EXECUTIVE – HIGH BACK SPEC: Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms	
	VISITOR'S CHAIR	CH3	2	UNIT: TASK CHAIR NAME: VISA – VISITORS SPEC: Black mesh back, Black seat, Chrome sleigh base frame	
	OFFICE STORAGE UNIT	ST3	2	UNIT: STORAGE UNIT NAME : ROLLER DOOR CABINET SIZE : 1200mm (w) x 450mm (d) x 1440mm (h)	
INTERROGATION ROOM	6 seater Rectangular Conference Table	MT04	1	DESK: MEETING ROOM TABLE – 8 SEATER NAME : SIMPLY MEETING TABLE SIZE : 1200mm X 2400mm OTHER: NOTES : White Oak Tabletop on White metal legs. 8 seater Rectangular Conference Table with 18mm thick MFC timber top on Action 60 Series straight legs.	
	TASK CHAIR	CH1	6	UNIT: MEETING ROOM CHAIR NAME : VISA - MEETING SPEC: Black mesh back, Black seat, Swivel and tilt mechanism, Tension adjustment, Gas height, Chrome base	
EVIDENCE ROOM					
	4-WAY WORKSTATION	TB16	1	DESK: 4 WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm EACH DESK OTHER: WITH CREDENZA	



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OPEN PLAN-CT	SINGLEWAY WORKSTATION	TB15	2	DESK: SINGLE WAY CLUSTER – STRAIGHT WITH CENTER SCOOP TOP NAME : SIMPLY 50/25 SIZE : 1800mm X 800mm OTHER: WITH CREDENZA		
	DRAUGHTSMAN CHAIR	CH4	6	UNIT: TASK CHAIR NAME : OPERATORS – NAVIGATORS EXECUTIVE SPEC : Black mesh back, Black seat, Adjustable black mesh headrest, Tension adjustment, Gas height, Adjustable lumbar support, Black nylon base, Height adjustable arms		



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south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

4. DELIVERABLES

4.1 Duration

- 4.1.1. The furniture must be delivered and installed within six (6) weeks from the date the Commission confirms request for delivery.
- 4.1.2. **Bidders who attend the Compulsory Briefing Session (online) will be eligible to attend the Compulsory Site Visit – bidders will be informed of the date to view the location and layouts at least 2 days after the briefing session.**
- 4.1.3. **Space Layout, Building Construction drawings and the Design Presentation Document.**

4.2 Warranties and Guarantees

- 4.2.1. The office furniture must have a minimum of 12 months warranty and five (5) years guarantee.
- 4.2.2. The service provider warrants that all products and items delivered are new, unused and shall have no defects.

5. TIMEFRAMES

- 5.1 The duration of the contract: once off, within six (6) weeks from the date the Commission confirms request for delivery.

6 CONTRACTUAL OBLIGATION

- 6.1 Bidders to fully complete SBD 3.3 including all applicable costs (*including Annexure A, with the total bid price clearly referenced in SBD 3.3*)
- 6.2 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 6.3 Bidder will be subjected to measuring satisfactory performance.
- 6.4 The successful bidder will be required to have adequate liability insurance in place (**upon parties contracting**)
- 6.5 The bidding process is in accordance with the criteria set out in the Commission's Supply Chain Management Policy and Preferential Procurement Policy, in accordance with the provisions set out in the Preferential Policy Framework Act of 2000.
- 6.6 Bidders are also required to take all reasonable steps to protect information, in line with the provisions of the POPIA 4 of 2013.



competition commission
south africa

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77 Meintjies Street, Sunnyside, Pretoria

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0040, South Africa

7 ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 7.1** No legal or other obligation shall arise between the service provider and CCSA unless/until both parties have signed a formal contract, Purchase acceptance or Service Level Agreement in place.
- 7.2** The Contract site is at **CCSA (as and when required)**.

8 WORKMEN AND SUPERVISION ON SITE

- 8.1** The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

9 ADMINSTRATIVE CRITERIA (Phase 1)

- 9.1** Proof of registration on CSD (**Central Supplier Database**)
- 9.2** General Conditions of Contract - Please initial each page.
- 9.3** Standard Bid Document 1 – Proof of authority must be submitted e.g., company resolution including - complete and sign.
- 9.4** Standard Bid Document 3.3 – complete and sign 3.3 (bidder may provide a quotation on a letterhead and price according to Annexure A) total bid price must be clearly tabled in SBD 3.3.
- 9.5** Standard Bid Document SBD 4
- 9.6** Standard Bid Document and SBD 6.1
- 9.7** Bidders are required to submit valid B-BBEE certificate or a sworn affidavit in order to substantiate their rating claims. If bidders do not submit certificates or are non-compliant contributors to B-BBEE they do not qualify for preference points for B-BBEE but will not be disqualified from the process.
- 9.8** Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Bidders must also submit a printed TCS together with the bid.



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10 EVALUATION CRITERIA

10.1 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the Commission's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.

10.2 Functional Evaluation threshold (Phase 2)

- 10.2.1. The tender submission will be functionally evaluated out of a **minimum of 75 points** – **any bidder who scores less than 75** will not be considered for further evaluation **maximum score is 100**.
- 10.2.2. The evaluation is based on functionality, which will be evaluated using the following criteria and points:

Evaluation Area	Evaluation Criterion	Minimum Points	Maximum Points
Project/ Rollout Plan	The Bidder must provide a project plan that indicates the timelines of each step undertaken in the process from sourcing of materials, manufacturing, delivery, and installation. <i>(Bidders must provide proposed modern furniture as referenced in Annexure A)</i> 3 - 4 weeks = 40 points 5 - 6 weeks = 30 points Non-compliance with any of the above = 0 points	30	40
References	Three (3) clients (on client letterhead) who the bidder has supplied with office furniture. The purpose of references is to obtain feedback on the bidder's ability to supply, deliver, assemble, and install furniture at the required quantities and quality standard to client's own specification with performing customer service levels on time. The bidder must provide a signed reference letters from the client <i>(on a client letterhead dated and signed, with a contactable email address, the value of project completed)- Delivery of required services and reference letter must not older than 5 years.</i> <ul style="list-style-type: none">• Minimum 3 references letters with all above	20	35



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south africa

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	<p>information supplied = 20 points</p> <ul style="list-style-type: none"> 4 – 5 references letters with all above information supplied = 25 points Above 5 references letters with all above information supplied = 30 points <p>Noncompliance with any of the above = 0 points Due diligence will be conducted against reference letters submitted</p> <ul style="list-style-type: none"> No contract value indicated, or contract value less than R 15 million per year = 0 points R 15 million per year or more = 5 points 	5	
Portfolio of Evidence	<p>The service provider must submit proof of a Portfolio of Evidence against the <i>client reference letters submitted as stated above</i>.</p> <ul style="list-style-type: none"> Minimum 3 POE as per the reference letters supplier = 20 points 4 – 5 POE as per the reference letters supplier = 25 points Above 5 POE as per the reference letters supplier = 30 points <p>Noncompliance with any of the above = 0 points Due diligence will be conducted against references provided</p>	20	30
TOTAL		75	100

10.3.1 Bidders who obtained less than the minimum threshold of **75 points** will be declared non-responsive and therefore will not be eligible for **evaluation of BBEE Aligned to Specific Goals & Price Preference**.

10.4 Preference Evaluation

10.4.1 BBEE, Specific Goals and Price

As the tender **price is estimated to be between R2001 and R50 million including VAT**, the tender responses will be evaluated on the **80/20**-point system.



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south africa

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F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
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Private Bag X23, Lynnwood Ridge
0040, South Africa

11. ADJUDICATION USING A POINT SYSTEM

- 11.1 objective criteria justify the award to another bidder.
- 11.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 11.3 In the event that two or more bids have scored equal points in terms of price and preference points for B-BBEE and specific goals, the successful bid must be the one scoring the highest number of preference points for B-BBEE and specific goals - in terms of PPPFA Act 5 of 2000.
- 11.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 11.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

12. POINTS AWARDED FOR PRICE AND BBBEE & SPECIFIC GOALS PREFERENCE POINT

The **80/20** Preference Point System:

- 12.1 A maximum of **80** points is allocated for price on the following basis: **20** points allocated in terms of the Commissions specific goals (*further recognition*):

$$P_s = 80 \{1 - (P_t - P_{\min})\}$$

P min

Where:

P_s = Points scored for comparative price of bid under
Consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid



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south africa

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W: www.compcom.co.za

DTI Campus, Mulayo (Block C)
77 Meintjies Street, Sunnyside, Pretoria

Private Bag X23, Lynnwood Ridge
0040, South Africa

**13. B-BBEE & SPECIFIC GOALS PREFERENTIAL POINTS
WILL BE AWARDED AS FOLLOWS:**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE LEVEL 1	10	
B-BBEE LEVEL 2	9	
B-BBEE LEVEL 3	8	
B-BBEE LEVEL 4	6	
B-BBEE LEVEL 5	4	
B-BBEE LEVEL 6	3	
B-BBEE LEVEL 7	2	
B-BBEE LEVEL 8	1	
Non-compliant contributor	0	
Further recognition for EME/QSE and or Women and or Youth, and or Rural Enterprise to be determined by the specification adjudication authority	10	

- 13.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 13.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by SANAS.
- 13.3** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

14. CONSORTIUM

14.1 A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.

14.2 A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

14.3 In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a Bid process is such that the lead partner is identified and the following requirements are required as follows:

a) Lead Partner

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4

14.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

14.5 Of importance is that in a consortium, each individual team members retain their identities.



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south africa

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Private Bag X23, Lynnwood Ridge
0040, South Africa

15. A JOINT VENTURE

A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

15.1 Unincorporated joint venture:

15.1.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

15.2 Incorporated joint venture

15.2.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4
- b) SBD 6.1
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

15.2.2 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

15.3 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.



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south africa

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16. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of CCSA in respect of BID process, between the closing date and the date of the award of the business.

All enquiries relating to this BID should be emailed **three days before the closing date**.

17. CONDITIONS TO BE OBSERVED WHEN BIDDING

The Commission does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The Commission also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / Contract Form and letter of award or Purchase Order is prepared and executed.

The competitive shall remain open valid by the Commission for a period of **120 days** from the closing date of the BID Enquiry.

CCSA reserves the right to:

- 17.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 17.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 17.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.
- 17.4 Cancel this BID at any time.
- 17.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

18. Cost of Bidding

- 18.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the CCSA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

19. Note to Bidders:

- 19.1 Due diligence to be conducted by CCSA prior to the award of the contract.

END OF TERMS OF REFERENCE DOCUMENT



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south africa

T: +27(0) 12 394 3200 / 3320

F: +27(0) 12 394 0166

E: ccsa@compcom.co.za

W: www.compcom.co.za

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77 Meintjies Street, Sunnyside, Pretoria

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ANNEXED TO THIS DOCUMENT FOR COMPLETION AND RETURN WITH THE DOCUMENT:

- ANNEXURE SBD 1 and conditions to tender. – must be fully completed and signed.
- ANNEXURE SBD 3.1 (*pricing schedule- A*) – *must be fully completed and signed.*
- ANNEXURE SBD 4– must be fully completed and signed.
- ANNEXURE SBD 6.1 – must be fully completed and signed.
- ANNEXURE General Conditions of Contract (GCC) initialled on each page.