

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT TIKZN TRADE & INVESTMENT KWAZULU-NATAL.**

<b>RFQ No.</b>	<b>RFQ202425/02</b>
<b>RFQ ISSUE DATE</b>	<b>22 JANUARY 2025</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>RFQ DESCRIPTION</b>	<b>SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT TRADE &amp; INVESTMENT KWAZULU-NATAL</b>
<b>CLOSING DATE &amp; TIME</b>	<b>29 JANUARY 2025 @ 12h00</b>
<b>LOCATION FOR SUBMISSIONS</b>	<b><a href="mailto:quotations@tikzn.co.za">quotations@tikzn.co.za</a></b>

**Bidders must submit responses via e-mail at: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO) \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

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**DIRECTORS:** K S Shandu (Interim Chairperson) U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (CEO), T V Mhlongo (CFO)



## **DETAILED SPECIFICATION**

### **SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT TRADE & INVESTMENT KWAZULU-NATAL**

#### **1. INTRODUCTION**

- 1.1. Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- Identify, develop, market and promote investment opportunities in the province to international and domestic investors;
  - Develop the export capacity of the province;
  - Develop the export market of the province;
  - Foster trade and investment within the province;
  - Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
  - Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

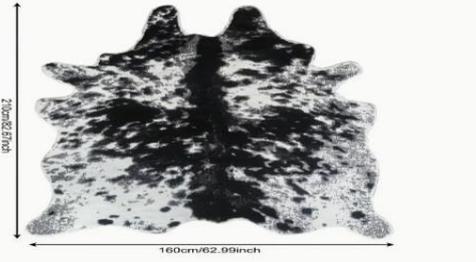
#### **2. BACKGROUND**

- 2.1. The procurement of Office Furniture by Trade & Investment KwaZulu-Natal (TIKZN) is strategically aligned with its objectives to enhance operational capabilities and promote the province as a premier business destination. This initiative is part of TIKZN's broader mission to improve productivity and effectiveness among its employees, thereby facilitating better service delivery and stakeholder engagement.

#### **3. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to request suitable service providers to supply, deliver and install office furniture at Trade & Investment KwaZulu-Natal.

**4. SCOPE OF WORK**

Description		Quantity
<p><b>1. 2-seater fabric couch</b></p> <ul style="list-style-type: none"> <li>Fabric Seat Material</li> <li>Seat color-Tan</li> <li>Leg Material Saligna Wood</li> <li>Leg color-Dark Brown</li> </ul>		01
<p><b>2. Velvet Chair Fabric Living Room Chair</b></p> <ul style="list-style-type: none"> <li>Deep Button Design Elegantly comfortable modern wooden legs strong wood frame</li> <li>Velvet Material Quality Stitching</li> <li>(Approx)Back Height 630mm                      Arm: 780mm                      Seating size:550mm                      Legs: 300mm,                      Total Height of the chair: 930mm</li> </ul>		02
<p><b>3. Coffee Table</b></p> <ul style="list-style-type: none"> <li>Tabletop material: MDF with walnut wood effect finish</li> <li>Frame material: Metal steel large table size:80cm x 80cmx49cm Small table size: 60cm x 60cm x 39cm</li> </ul>		01
<p><b>4. Rug</b></p> <ul style="list-style-type: none"> <li>230 cm X 160 cm</li> <li>Animal Print rug, non-slip</li> </ul>		01

Pictures are provided for illustration purposes

## 5. EVALUATION PROCESS

### 5.1 Phase 1 – SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- The bidder must submit SBD 6.1 preference points claim form.

*Failure to provide the above information may lead to bidder's proposal not being considered further.*

### 5.2 Phase 2: Compliance with RFQ specifications

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

### 5.3 Phase 3 – Price and Specific Goals Scoring

#### Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.
- Bidders total price weighs 80 points.

#### Specific Goals

- The bidder must submit SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	
1. <b>Black Ownership:</b> 100% black owned = 10	20
2. <b>Women Ownership</b> 51% or more = 5	
3. <b>Promotion of enterprises located in KZN</b> Points = 5	
<b>Total Points</b>	<b>20</b>

*RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1 Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.*

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## 5. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za)

## 7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

## 8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal 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.

### **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Completed and signed Invitation to bid (SBD1 -Part A & B)
- Completed and signed POPIA consent form.
- Completed and signed preference points claim form (SBD6.1).
- Copy of CSD Report or MAAA Number (National Treasury).
- Information requested as per the mandatory requirements.
- Preference points claim form. (SBD 6.1)