

REQUEST FOR QUOTATION (RFQ)

RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER(S) TO SUPPLY AND DELIVER HOSPITALITY FURNITURE AT THE IRBA OFFICES
RFQ NUMBER	IRBA/RFQ/HOSPITALITYFURN/02/2025
CLOSING DATE AND TIME	12 MARCH 2025 at 12h00PM
RFQ VALIDITY PERIOD	60 WORKING DAYS (FROM THE RFQ CLOSING DATE)

1. Suppliers are invited to submit their quotations for the supply of the abovementioned services, according to the Terms of Reference and conditions, as outlined in this documentation.
2. This quotation is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the quotations should be submitted as follows:
 - Via an electronic submission and be emailed to pmualusi@irba.co.za before or on the closing date and time of this RFQ. Email sizes have been restricted to 15MB per email.
 - Responses must be submitted in an electronic format only and be emailed to the dedicated email address, as provided herein. Responses sent to any other email address, other than the one specified herein, will be disqualified and not be considered for an evaluation. Therefore, it is the bidder's responsibility to ensure that the proposal is sent to the correct and dedicated RFQ email address and received by the IRBA before the closing date and time.
 - All questions must be emailed to pmualusi@irba.co.za on or before **06 March 2025**.
4. Suppliers must not have any links to an audit firm (or network firm) nor an individual registered with the IRBA.
5. Late quotations will not be accepted.

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER HOSPITALITY FURNITURE AT THE IRBA OFFICES

The IRBA invites suitably qualified service providers to submit proposals with pricing quotations for the supply and delivery of hospitality furniture for the IRBA offices as a once off purchase, the pricing of which should be in accordance with the minimum required scope of work below.

1. BACKGROUND OF THE IRBA

The IRBA was established in terms of Section 3 of the Auditing Profession Act No. 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006. The objectives of the Act, as set out in Section 2, are as follows:

- 1.1. To protect the public in the Republic by regulating audits performed by registered auditors.
- 1.2. To provide for the establishment of an Independent Regulatory Board for Auditors.
- 1.3. To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic.
- 1.4. To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession.
- 1.5. To provide for procedures for disciplinary action in respect of improper conduct.

2. INTRODUCTION

The IRBA has undergone a rebranding exercise, with a new corporate identity. The rebranding exercise included the building refurbishment and the redesign of the interior of the building. The intent of this RFQ is to procure hospitality furniture for staff workspaces and public areas to create a modern, well-constructed hybrid office that will be a place for our employees to work, meet and integrate.

3. OBJECTIVES OF THE CONTRACT

The objectives of the contract are as follows:

- 3.1. Provide a comfortable workspace and pause areas that gives and builds a sense of belonging for employees, while also encouraging them to maintain relationships and create stronger bonds among themselves and with the organisation;

- 3.2. Create a pleasant environment to draw people back to the office;
- 3.3. Be a welcoming space for visitors and stakeholders, whether they are attending meetings, events or in the building for disciplinary negotiations and hearings;
- 3.4. Create a workspace that is less stark and more homely and comfortable; and
- 3.5. Convey a brand identity that is consistent with the IRBA brand values.

4. SCOPE OF THE WORK

4.1. The IRBA is looking to appoint one or more suitably qualified service providers who specialise in the supply and delivery of hospitality furniture that includes, but is not limited to, interior designers, furniture retailers and furniture manufacturers.

4.2. The appointed service provider(s) will be required to supply and deliver the following categories of furniture items for the reception, lobby/lounges and collaboration areas:

Bidders may quote for one or more of the following categories of hospitality furniture and must indicate by a tick (✓) on the table below for which category of hospitality furniture they are bidding for. Bidders will be evaluated in Stage Three: Specific Goals and Pricing Evaluations for each category of hospitality furniture and the highest ranked quotation in each category will be appointed to supply the quoted items. Bidders who fail to quote prices for all items within a category of hospitality furniture bid for will not be evaluated in Stage Three.

Categories of Hospitality Furniture	Bidding for Indicate by a tick (✓)
Category A: Leather Couches and Accent Chairs	
Category B: Serving stations/Sideboards, coffee tables and side tables.	
Category C: Dining tables and chairs	
Category D: Café tables and chairs	
Category E: Portable laptop desks	

- 4.3. The proposed furniture should be modern and comfortable in design and align with the interior design style of the IRBA.
- 4.4. The materials used in the proposed furniture should be of high quality, durable, and easy to maintain.
- 4.5. The proposed furniture should be comfortable and ergonomic to accommodate diverse guest needs.
- 4.6. The proposed furniture must be free standing or movable and not be permanently fixed to floors and/or walls.

- 4.7. As the areas to be furnished are already painted and wallpapered, this has been taken into account in providing the look and feel the IRBA requires.
- 4.8. The proposed furniture must comply with the minimum specifications as noted in this Terms of Reference.

5. SPECIFICATION OF THE ITEMS OF HOSPITALITY FURNITURE REQUIRED

No	Location	Description	Specifications	Colour	Qty	Category
1.	Reception (Guest waiting area)	Three-seater Leather Couch Galeria Londres 3-seater or similart 	Three-Seater comprising of two extra-large backrest cushions and seats Genuine Leather material High density foam Tufted stitching on the two backrest cushions Approximate size: 237(L) x 107(W) x 87(H) in cm	Tan	1	A. Leather Couches & Accent Chairs
2.		Accent Chair Joy Designer Leisure chair or similar. 	High-Quality Tufted Fabric High Density Rebound Sponge Approximate size: 85(W) x 85(D) x 75(H) in cm	White	2	A. Leather Couches & Accent Chairs
3.	Jackalberry Lounge (outside Jackalberry courtroom)	Two-seater Leather Couch Galeria Londres 2-seater or similar 	Two-Seater comprising of two large backrest cushions and seats Genuine Leather material High density foam Tufted stitching on the two backrest cushions Approximate size: 207(L) x 107(W) x 87(H) in cm	Tan	1	A. Leather Couches & Accent Chairs
4		Accent Chair Joy Wingback Leisure Chair or similar 	High-Quality Leather and solid wood Carbon steel legs High Density Foam. Approximate size: 75(W) x 75(D) x 110(H) in cm	Soft grey and orange	2	A. Leather Couches & Accent Chairs
5	Wild Olive Library CEO Office (informal soft seating)	Egg Chair	Upholstered in leather. High Density Foam Swivel and tilt mechanism. Metal legs in polished stainless steel Approximate size: 85(L) x 78(W) x 114(H) in cm	Green	4	A. Leather Couches & Accent Chairs

No	Location	Description	Specifications	Colour	Qty	Category
						
6	Paperbark Lounge (Collaboration area) Buffalo Thorn Dining Room area Jackalberry/Waterberry/Tasselberry	Cabinet: coffee serving station Reed Cabinet or similar 	Solid wood Ash and veneer doors Mild steel structure in Satin black Approximate size: 180(L) x 45(W) x 65(H) in cm	Ash timber Satin black structure	4	B: Serving Stations, Sideboard, Coffee Tables and Side Tables
7	Wild Olive Library	Sideboard Monza sideboard or similar 	Oak for structure Three drawers and one door in white Melamine and Lacquer Materials Metal handles and legs in black structure. Approximate size: 39.6(D) x 118.2(W) x 76.6(H) in cm	Oak and White	1	B: Serving Stations, Sideboard, Coffee Tables and Side Tables
8	Reception (Guest waiting area)	Round Coffee Table KC FURN-Tandy Round Table or  similar	Round shape with Polished stainless steel legs in gold. Artificial marble top Coated with a highly resistant anti-scratch and anti-yellowing UV lacquer and varnish. Approximate Size: 1.0(D) x 0.43(H) in m	White top and gold legs	1	B: Serving Stations, Sideboard, Coffee Tables and Side Tables
9	Jackalberry Lounge (outside Jackalberry courtroom) CEO Office (informal soft seating)	Side Table RS Luxury Gold Metal Side Table with Smoke Grey Glass Top or Similar 	Gold Metal structure with Smoke Grey Glass Top Approximate size: 55(H) x 50(D) in cm	Gold & grey	2	B: Serving Stations, Sideboard, Coffee Tables and Side Tables
10	Tasselberry Lounge	Dining Table 10-Seater Edenia Local Hardwood Live Edge Table or similar	Top in silver oak wood pieces, joined (2-3 joins in the table) and 45mm thick. Metal frame and legs in black, powder coated structure.	Oak and Black	1	C: Dining Tables and Chairs.

No	Location	Description	Specifications	Colour	Qty	Category
			Approximate size: 90(D) x 300(W) x 76(H) in cm			
11		Dining Chairs Hull Dining chairs or similar 	100% Polyester Velvet with Matt Black powder coated legs. High Density Foam Approximate size: 51(D) x 60(W) x 71(H) in cm	Sage	10	C: Dining Tables and Chairs.
12	Buffalo Thorn Dining Room area	Square Café Tables for 4 	Square shape (café style) to seat four A-frame steel legs. 32mm melamine top Approximate size: 100(L) x 100(W) x 75(H) cm	White top and gold powder -coated finish legs	11	D: Café Tables and Chairs.
13		Upholstered café chairs 	Micro Fibre material High density foam Gold stainless steel legs Approximate size: 50(W) x 54(D) x 75(H) in cm	Soft beige with gold legs	36	D: Café Tables and Chairs.
14	Fevertree Café (staff lunch area)	Café table BAM table or similar 	Top in oak or ash Metal legs in black, powder coated structure. Approximate size: 90(D) x 90(W) x 76(H) in cm	Oak/As h and black	5	D: Café Tables and Chairs.
15		Café chairs Avera Café Chairs or similar 	Polypropylene material for frame Leg in wood material Approximate size: 54(L) x 46(W) x 85(H) in cm	Soft green	20	D: Café Tables and Chairs.
16	Paperbark Lounge (Collaboration area) Wild Olive Library Tasselberry Lounge	Versatile Wooden Laptop Desk 	Portable and adjustable for office use/lounges Dual table or wider desktop surface to accommodate laptop, phone, mouse and coffee mug/water bottle. Desktop in oak timber. Metal frame a black, powder coated structure. Approximate size:	Oak and Black	6	E: Portable laptop desks

No	Location	Description	Specifications	Colour	Qty	Category
			60cm in length for total desktop surface or divided into 40cm and 20 cm respectively if it is a dual table 40 cm in width Adjustable height of 59-89 cm			

6. AWARD STRATEGY

- 6.1. The IRBA intends is to award the bid to the highest scoring bidder for each category of hospitality furniture they are bidding for, based on the price and specific goals achieved.
- 6.2. Only bidders who have achieved the minimum evaluation threshold of 70 points and a minimum qualifying score per criteria in Stage Two: Functionality Evaluation will be evaluated further in Stage Three: Price & Specific Goal Evaluations. The highest scoring bid in Stage Three: Price & Specific Goal Evaluations in each category of hospitality furniture will be awarded the contract.
- 6.3. The bidder must therefore clearly specify in their proposal which category of hospitality furniture they are bidding for.
- 6.4. Bidders who fail to quote prices for all items within a category of hospitality furniture bid for will not be evaluated in Stage Three.

The IRBA reserves the right to conduct site visit to inspect samples of the proposed hospitality furniture to test style, quality and cohesiveness with overall interior design plan of the IRBA prior to the award. The IRBA further reserves the right not to make an award should the quality of the samples not meet the IRBA requirements.

7. PROPOSAL SUBMISSION REQUIREMENTS

- 7.1. The bidder must submit an overview and history of their company, including an organisational chart that indicates the ownership structure.
- 7.2. The bidder must submit at least three reference letters from their past clients in the corporate business and/or public sector where hospitality furniture of a hotel quality level of style and cohesiveness (excluding office furniture i.e. desks chairs etc.) has been supplied in the last five years.
- 7.3. The bidder must submit a portfolio of evidence of the proposed hospitality furniture which demonstrates style, quality and cohesiveness with overall interior design plan of the IRBA that expresses the brand of integrity, quality and professionalism. The portfolio of evidence should

be in a PDF or brochure form and include images of the proposed hospitality furniture together with a brief description of each item.

- 7.4. The bidder must provide the delivery lead time for each of the hospitality furniture items bid for. The overall delivery lead time of the proposed hospitality furniture should not exceed three months from date of order.

8. EVALUATION CRITERIA

Stage One: Eligibility Criteria/Mandatory Requirements

The first stage of the evaluation will be to assess compliance with the submission of the mandatory documents/information. Only proposals that are 100% compliant with the first stage evaluation process will be evaluated further on the second stage evaluation.

Service providers must comply with the minimum conditions below, if they would like their proposals to be considered:

- **National Treasury – Central Supplier Database (CSD):** Service providers must submit confirmation of their company registration on the CSD. The IRBA will not award any bid to a service provider that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The CSD registration requirement applies to all companies.
- **Pricing Schedule:** Service providers must submit price quotations that are inclusive of VAT (if applicable) with their proposals. The Pricing Schedule as per Annexure A is compulsory, and bidders must ensure that it is completed without changing the structure of the pricing. Furthermore, bidders must ensure that any alterations to the quoted prices on the Pricing Schedule are signed by the authorised signatory as proof of authentication. Failure to complete the Pricing Schedule in the prescribed manner and with unauthenticated alterations to prices will result in disqualification of the bid.
- **Submission of completed Standard Bidding Documents:**
 - a) SBD 4: Declaration of Interests Form.
 - b) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

Stage Two: Functionality Evaluation

Proposals will be evaluated against the indicated criteria and points for functionality, as depicted in the tables below. The total points are 100.

The functionality evaluation will be based on a threshold, where bids that fail to achieve an overall minimum of 70 points on the functionality stage will not be considered further. Also, it should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved.

Only bidders per category of hospitality furniture that have achieved the minimum evaluation threshold of 70 points and a minimum qualifying score per criteria will be evaluated further in Stage Three: Price and Specific Goals Evaluations.

No.	Element	Minimum Points	Maximum Points
1.	Company Overview: demonstrates experience in the provision of hospitality furniture linked to the category/categories for which the bidder is bidding	5	10
2.	Client References for previous similar work/projects performed in the past five years for the categories of hospitality furniture for which the bidder is bidding	20	30
3.	Portfolio of Evidence demonstrates compliance with the IRBA specifications, as per the scope of work and category of hospitality furniture bid for.	30	40
4.	Implementation Plan: The bidder must provide the delivery lead time for each of the hospitality furniture items bid for.	15	20
	Total Points	70	100

No.	Evaluation Criteria	Scoring Points
1	Company Overview	Maximum = 10 Minimum = 5
	The bidder must have been in existence for a minimum of Five (5) years and have experience in the supply and delivery of hospitality furniture or similar. The bidder should provide the below documents as proof: <ul style="list-style-type: none"> Company profile demonstrating history and years of experience. 	Company profile indicates more than five years, from the closing date of this RFQ, in the provision of hospitality furniture or similar = 10 Company profile indicates five years, from the closing date of this RFQ, in the provision of hospitality furniture or similar = 5 Company profile has not been provided; or does not comply with the requirements of the criteria = 0

No.	Evaluation Criteria	Scoring Points
2.	<p>References</p> <p>The bidder must provide a minimum of Three (3) contactable reference letters from their corporate business and/or public sector client where hospitality furniture or similar has been supplied i.</p> <p>The reference letters must be on their client(s) official letterhead, must contain the contact persons and details (phone numbers/email addresses), and specify the services rendered and date when hospitality furniture or similar was supplied.</p> <p>The IRBA reserves the right to verify the information provided.</p>	<p>Maximum = 30</p> <p>Minimum = 20</p> <p>Submission of five or more contactable client reference letters that meet the criteria requirements = 30</p> <p>Submission of three contactable client reference letters that meet the criteria requirements = 20</p> <p>Submission of two contactable client reference letters that meet the criteria requirements = 10</p> <p>Less than two contactable client reference letters submitted; or no contactable client reference letters provided; or reference letters do not meet criteria requirements = 0.</p>
3	<p>Portfolio of evidence</p> <p>Portfolio of Evidence</p> <p>The bidder must submit a portfolio of evidence of at least two projects where similar hospitality furniture which the bidder is bidding for was supplied to their clients. The portfolio of evidence should showcase the style, quality and cohesiveness of the items with the overall brand of the client.</p> <p>The portfolio of evidence must be a visual showcase in the form of a Presentation or PDF document or Brochure which must include images of hospitality furniture and a brief description of the project</p> <p>The portfolio of evidence will be evaluated on the following criteria:</p> <p>i. Style and Cohesiveness</p> <ul style="list-style-type: none"> • Compatibility and cohesiveness with the hospitality theme or environment of the client and its brand which express integrity, 	<p>Maximum = 40</p> <p>Minimum = 30</p> <p>Style and Cohesiveness</p> <p>Style and cohesiveness of the portfolio of evidence exceeds expectations, and the creative elements convey the client's brand in an attractive and appealing manner with unique designs or features that enhances usability and visual differentiation = 40</p> <p>Style and cohesiveness of the portfolio of evidence is aligned to the client's brand, is visually appealing and meets the criteria requirements = 30</p> <p>Style and cohesiveness of the portfolio of evidence is outdated and does not align with the criteria requirements = 15</p> <p>Portfolio of evidence has not been submitted = 0</p>

No.	Evaluation Criteria	Scoring Points
	<p>quality and professionalism.</p> <ul style="list-style-type: none"> • Customisable to the client preferences for color, texture, and design as listed in section 5 of this document. • Visual appeal: Finish, polish, and overall attractiveness of the furniture. • Unique designs or features that enhance usability and visual differentiation will be a value add. 	
4.	<p>Implementation Plan</p> <p>The bidder must submit a work schedule/ implementation plan with clear deliverables and delivery lead times for each of the hospitality furniture items proposed in this RFQ.</p> <p>The overall delivery lead time for supply and delivery of the proposed hospitality furniture must not exceed three months from date of order.</p>	<p>Maximum = 20</p> <p>Minimum = 15</p> <p>Overall delivery lead time for supply and delivery of the proposed hospitality furniture is within two months from date of order = 20</p> <p>Overall delivery lead time for supply and delivery of the proposed hospitality furniture is three months from date of order = 15</p> <p>Overall delivery lead time for supply and delivery of the proposed hospitality furniture exceeds three months from date of order = 10</p> <p>Work schedule/implementation plan with clear deliverables and delivery lead times has not been provided; or does not comply with the requirements of the criteria = 0</p>

Stage Three: Pricing & Specific Goals Evaluation

The three top scoring bidders, per category of hospitality furniture, that achieve the minimum qualifying scores for functionality (acceptable bids) will be evaluated further in terms of the 80/20-point system basis as follows:

A Maximum of 80 Points is allocated for price on the following basis:

$$PS = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

Where

Ps = Points Scored for comparative price of bid under consideration

Pt = Comparative Price of bid under consideration

Pmin = Comparative Price of lowest acceptable bid

Pricing Schedule requirements:

- The Pricing Schedule (Annexure A) shall form the basis of the quotation for the category of hospitality furniture bided for. Bidders are required to submit Pricing Schedule as per Annexure A on a company letterhead/official document.
- Bidders must ensure that the price quotations are inclusive of all applicable taxes (Including VAT). Costing must comprise of all the relevant items bided for in the bidder’s submission.
- ***Bidders who fail to quote prices for all items within a category of hospitality furniture bid for will not be evaluated in Stage Three.***
- The submission of the Pricing Schedule is compulsory, and service providers must ensure that it is completed without changing the structure. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- The quoted rates in the Pricing Schedule must be fixed and firm for the duration of the contract.

Points awarded for Special Goals Requirement

In terms of Regulation 3.(1) an organ of state must, in the tender documents, stipulate - (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below:

Specified Goals for Preferential Point System	Points Allocation Specified Goals
Enterprise with ownership of 51% or more by person/s who are black	10
Enterprise with ownership of 51% or more by person/s who are women	5
Enterprise with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 51% or more by person/s with disability	2
Total Points	20

In order to qualify for preference points the bidder must submit the following documents together with their proposal. Failure to submit supporting documents will not disqualify the bidder, however it will result in the allocation of zero (0) points.

Procurement Requirement	Proof Documents
Black people /Ownership	CSD Report / BEE Certificates / Affidavit
Women	CSD Report / BEE Certificates
Disabled (living with disability)	CSD Report and Medical Certificate / Report
Youth	CSD Report
Joint Venture	Joint Venture Agreement and CSD Reports
CSD Report will be used for verification of ownership percentage	

The IRBA further aims to process payments for Exempted Micro Enterprises and Qualifying Small Enterprises with ownership of 51% or more by person/s who are black within seven working days of receiving a valid invoice. To facilitate this, qualifying enterprises will need to enter into an early payment agreement with the IRBA.

9. CONTRACT PERIOD

This is a once off purchase and it is expected that delivery of all items should not exceed three months from date of order.

10. WARRANTIES AND GUARANTEES

- 10.1. The hospitality furniture must have a minimum of 12 months warranty.
- 10.2. The bidder warrants that all products and items delivered are new, unused and shall have no defects.
- 10.3. Bidders must be able to collect and replace defective items, or parts thereof, within seven working days of delivery without any cost to IRBA.
- 10.4. The items manufactured, supplied and delivered must adhere to relevant South African Bureau of Standards (SABS) set standards, where applicable.

11. CANCELLATION OF CONTRACT

- 11.1. Notwithstanding anything to the contrary, the IRBA shall be entitled to summarily terminate the service provider's appointment in the event of a material breach of their obligations under the SLA or any terms of appointment contained in an appointment letter, including but not limited to –
 - i. Failure to deliver services to the satisfaction of the IRBA.
 - ii. Failure to render services and/or regular updates timeously to the IRBA.

- iii. Involvement in a corrupt activity including but limited to offering a gift or remuneration to any officer or employee of the IRBA in connection with securing an appointment or executing a contract.
 - iv. Acting in bad faith or otherwise fraudulently in securing appointment or in the execution of the contract.
 - v. Wrongfully and/or unlawfully influencing or attempted to influence the awarding of the IRBA's RFQ process.
 - vi. Engaging in any anti-competitive behaviour, including entering into any agreement or arrangement, with any other person to refrain from quoting for this contract, or relating to the RFQ price to be submitted by either party.
 - vii. Disclosure to any other person any information relating to this RFQ, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the RFQ.
- 11.2. Any obligations imposed by the terms of the service providers appointment, including the service level agreement, shall be applicable to any person with which service provider is associated in rendering services to the IRBA.
- 11.3. The IRBA reserves the right to unilaterally terminate the contract with the successful Service Provider on one month's notice, in the event of circumstances beyond its control and that render continuation with the contract undesirable or unnecessary, without compensation to the Service Provider.

12. CONTRACTUAL ASPECTS

- 12.1. The contents of this document shall be deemed to constitute the Special Conditions of Contract applicable to this bid and shall be read together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations.
- 12.2. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.
- 12.3. The bid document, together with the specifications contained in this document, shall constitute part of the Contract.
- 12.4. Bidders shall not perform any work or render any services in terms of the Contract, unless they are in receipt of a written instruction to that effect from the IRBA.
- 12.5. The successful bidder may not assign his/her own obligations.
- 12.6. The successful bidder must advise the IRBA immediately when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished to the IRBA, including project team changes that may affect the quality of the service.

13. DISCLAIMER

- 13.1. Service providers must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the quotation. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying quotation documents.
- 13.2. The IRBA reserves the right to not appoint any particular service providers that does not comply with the conditions of this terms of reference, or if information that could put the IRBA at risk is obtained by the IRBA about a service provider.
- 13.3. The IRBA reserves the right to cancel these terms of reference should the budget to cover the full quote of this terms of reference not be available at the time of awarding the quotation or if the need does not exist anymore or the specifications have changed.

14. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between service provider and the IRBA, unless and until the formal appointment documentation has been signed. The IRBA is not obliged to proceed with any service provider's proposals. The IRBA reserves the right to request changes to any proposed consortia.

15. QUOTATION SUBMISSION REQUIREMENTS

- 15.1. The IRBA requires only one (1) submission of the complete quotation documentation supporting the criteria as stated above to be emailed to pmualusi@irba.co.za.
- 15.2. All the documentation submitted in response to this Request for Quotation (RFQ) must be in English.
- 15.3. RFQ validity 60 Working days from closing date.
- 15.4. The service provider is responsible for all the costs that it shall incur related to the preparation and submission of the quotation document.
- 15.5. The service provider should check the numbering of the pages of its quotation to satisfy itself that none are missing or duplicated. No liability will be accepted by the IRBA in regard to anything arising from the fact that pages of a quotation are missing or duplicated.
- 15.6. The IRBA will not award any bid to a service provider that is not registered as a prospective supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4 of 2016/2017. The CSD registration requirement applies to all companies/individuals, including joint ventures and sub-contracted companies.
- 15.7. The IRBA may elect to engage in detailed discussions with any one or more service provider, with a view to maximising the benefits of this RFQ as measured against the evaluation criteria and in fully understanding a service provider's offer.
- 15.8. In its absolute discretion, the IRBA may invite some or all service providers to give a presentation to the IRBA in relation to their submissions, that may include a demonstration of software, programs or unique methodologies proposed, if applicable.
- 15.9. In addition to presentations and discussions, the IRBA may request some or all service providers to:
 - a) Conduct a site visit, if applicable;
 - b) provide references or additional information; and/or
 - c) make themselves available for panel interviews.

16. OTHER

Enquiries may be directed as follows:

SCM Enquiries

Phyllis Mualusi

Tel: +27 10 496 0602

E-mail address: pmualusi@irba.co.zaa

Technical Enquiries

Lorraine van Schalkwyk

Tel: +27 10 496 0580

E-mail address: lschalkwyk@irba.co.za

COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS

The Protection of Personal Information Act, 4 of 2013, (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and comply with the provisions of POPIA.

The IRBA will have to process certain personal information, which is owned or held by Bidders and thus, in order to comply with POPIA, IRBA must provide Bidders, whose personal information is processed with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice, found on the IRBA website: <https://www.irba.co.za/library/popii-act>. You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing is required for lawful purposes and as a result, your consent to process will not be required. Where we do however, require your consent, which is indicated in the Notice, the handing over of such personal information to IRBA will be viewed as consent to the IRBA's processing of such personal information. Where IRBA's personal information is provided for processing, IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with POPIA, and subject further that, where IRBA's personal information is not processed in accordance with POPIA, then the person handing such information indemnifies and holds the IRBA and/or any third parties who may be or will be affected by such non-compliance, harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary, and/or aggravated damages, which IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVE MENTIONED DAMAGES.

Where IRBA provides personal information to you in terms of this document and you are tasked with processing it on behalf of the IRBA in your capacity as an "Operator" as defined under POPIA, then in such case, the provisions set out under the IRBA standard "**Operator Agreement/Addendum**" found on the IRBA website will apply to such processing, which terms will be incorporated into, and read together with this document.

Date

PRICING SCHEDULE

- The Pricing Schedules (tables listed below) shall form the basis of the quotation. Bidders must complete and submit the Pricing Schedule table(s) for each category of hospitality furniture bided for.
- ***Bidders who fail to quote prices for all items within a category of hospitality furniture bid for will not be evaluated in Stage Three.***
- Bidders are required to complete and submit the Pricing Schedule table(s) on a company letterhead/official document.
- Bidders must ensure that the price quotations are inclusive of all applicable taxes (Including VAT). Costing must comprise of all the relevant items bided for in the bidder's submission.
- The submission of the Pricing Schedule is compulsory, and service providers must ensure that it is completed without changing the structure. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- The quoted rates in the Pricing Schedule must be fixed and firm for the duration of the contract.

Pricing Schedule Table

Category A. Leather Couches & Accent Chairs					
No	Location	Description	Unit cost (excl. VAT)	Quantity	Total cost (excl. VAT)
1.	Reception (Guest waiting area)	Three-seater Leather Couch		1	
2.		Fabric Accent Chair (Leisure chair or equivalent).		2	
3.	Jackalberry Lounge (outside Jackalberry courtroom)	Two-seater Leather Couch		1	
4.		Leather Accent Chair (Wingback Leisure Chair or equivalent)		2	
5.	Wild Olive Library CEO Office (informal soft seating)	Leather Egg Chair		4	
SUB-TOTAL					
ADD: DELIVERY AND ASSEMBLY COST					
ADD: OTHER COST (PLEASE SPECIFY)					
SUB-TOTAL					
ADD: CONTINGENCIES @ 5%					
TOTAL AMOUNT (EXCL. VAT)					
ADD: VAT (15%)					
TOTAL AMOUNT (INCL. VAT)					

Category B: Serving Stations, Sideboard, Coffee Tables and Side Tables					
No	Location	Description	Unit cost (excl. VAT)	Quantity	Total cost (excl. VAT)
1.	Paperbark Lounge (Collaboration area) Buffalo Thorn Dining Room area Jackalberry/Waterberry/Tasselberry	Cabinet: coffee serving station		4	
2.	Wild Olive Library	Sideboard		1	
3.	Reception (Guest waiting area)	Round Coffee Table		1	
4.	Jackalberry Lounge (outside Jackalberry courtroom) CEO Office (informal soft seating)	Round Side Table		2	
TOTAL AMOUNT (EXCL. VAT)					
SUB-TOTAL					
ADD: DELIVERY AND ASSEMBLY COST					
ADD: OTHER COST (PLEASE SPECIFY)					
SUB-TOTAL					
ADD: CONTINGENCIES @ 5%					
TOTAL AMOUNT (EXCL. VAT)					
VAT (15%)					
TOTAL AMOUNT (INCL. VAT)					

Category C: Dining Tables and Chairs.					
No	Location	Description	Unit cost (excl. VAT)	Quantity	Total cost (excl. VAT)
1.	Tasselberry Lounge	Hardwood Dining Table 10-Seater		1	
2.		Dining Chairs		10	
TOTAL AMOUNT (EXCL. VAT)					
SUB-TOTAL					
ADD: DELIVERY AND ASSEMBLY COST					
ADD: OTHER COST (PLEASE SPECIFY)					
SUB-TOTAL					
ADD: CONTINGENCIES @ 5%					
TOTAL AMOUNT (EXCL. VAT)					
VAT (15%)					
TOTAL AMOUNT (INCL. VAT)					

Category D: Café Tables and Chairs.					
No	Location	Description	Unit cost (excl. VAT)	Quantity	Total cost (excl. VAT)
1.	Buffalo Thorn Dining Room area	Square Café Tables for 4		11	
2.		Upholstered café chairs		36	
3.	Fevertree Café (staff lunch area)	Square Café Tables for 4		5	
4.		Café chairs		20	
TOTAL AMOUNT (EXCL. VAT)					
SUB-TOTAL					
ADD: DELIVERY AND ASSEMBLY COST					
ADD: OTHER COST (PLEASE SPECIFY)					
SUB-TOTAL					
ADD: CONTINGENCIES @ 5%					
TOTAL AMOUNT (EXCL. VAT)					
VAT (15%)					
TOTAL AMOUNT (INCL. VAT)					

Category E: Portable laptop desks					
No	Location	Description	Unit cost (excl. VAT)	Quantity	Total cost (excl. VAT)
1.	Paperbark Lounge (Collaboration area) Wild Olive Library Tasselberry Lounge	Versatile Wooden Laptop Desk		6	
TOTAL AMOUNT (EXCL. VAT)					
SUB-TOTAL					
ADD: DELIVERY AND ASSEMBLY COST					
ADD: OTHER COST (PLEASE SPECIFY)					
SUB-TOTAL					
ADD: CONTINGENCIES @ 5%					
TOTAL AMOUNT (EXCL. VAT)					
VAT (15%)					
TOTAL AMOUNT (INCL. VAT)					