



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**BID TO SUPPLY, DELIVER AND FULLY ASSEMBLED
OFFICE FURNITURE FOR THE DEPARTMENT OF
EMPLOYMENT AND LABOUR**

SUPPLY, DELIVERY AND FULLY ASSEMBLED OFFICE FURNITURE FOR THE ENTIRE DEL

TABLE OF CONTENTS

SECTION A	4
1 LEGISLATIVE AND REGULATORY FRAMEWORK	4
2 EVALUATION CRITERIA	4
3 RESPONSE FIELDS	4
4 AUTHORISATION DECLARATION	4
5 TAX CLEARANCE CERTIFICATE	5
6 VALUE ADDED TAX	5
7 SUBMISSION OF BIDS	5
8 LATE BIDS	5
9 COUNTER CONDITIONS	5
10 FRONTING	6
11 SUPPLIER DUE DILIGENCE	6
12 COMMUNICATION	6
13 CONTACT DETAILS	7
SECTION B	8
14 CONTRACT PERIOD	9
15 PARTICIPATING GOVERNMENT DEPARTMENTS / INSTITUTIONS	9
16 LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID	9
17 PRICING STRUCTURE	9
18 CONTRACT PRICE ADJUSTMENTS	9
19 PRE-AWARD PRODUCT COMPLIANCE PROCEDURES	9
20 DELIVERY AND QUANTITIES	10
21 LOCAL PRODUCTIONS AND CONTENT	10
22 BIDS TO BE COMPLETED AND EVALUATED PER CLUSTER	10
23 AWARD CONDITIONS	10
SECTION C	11
24 ROLES AND RESPONSIBILITIES	11
25 POST AWARD REPORTING	12
SECTION D	
26 EVALUATION AND SELECTION CRITERIA	13

ABBREVIATIONS

B-BBEE:	Broad-Based Black Economic Empowerment
CPA:	Contract Price Adjustment
CPI:	Consumer Price Index
DEL:	Department of Employment and Labour
ISO:	International Organisation for Standardisation
PPI:	Producer Price Index
ROE:	Rates of Exchange
SABS:	South African Bureau of Standards
SANAS:	South African National Accreditation System
SBD:	Standard Bidding Document
STATS SA:	Statistics South Africa
VAT:	Value- Added Tax Special Conditions of Contract

SECTION A

GENERAL BID CONDITIONS

1 LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. STATUS OF THE BID

This is an invitation to prospective suppliers to submit a Bid for the supply, delivery and fully assembled office furniture as set out in the Terms of Reference (ToR) and specification contained herein. A binding contract for the mentioned goods and services will exist between the department and the successful bidder(s)

3 RESPONSE FIELDS

- 3.1 Bidders are required to submit responsive bids by completing all the prices and mandatory response fields on the provided pricing schedule for the individual items.
- 3.2 Non-compliance with this condition will invalidate the bid.

4 THIRD PARTY AGREEMENTS

- 4.1 The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party/sub-contractors will be binding on the Department.

5 TAX COMPLIANCE

- 5.1. It is a condition of this bid that the tax matters of the successful bidder(s) are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 5.2 Bidders are required to be registered on the CSD and the DEL shall verify the bidder's tax compliance status through the CSD or through SARS.

- 5.3 Where Consortia / Joint Ventures are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD or through SARS.

6 VALUE ADDED TAX

- 6.1 All bid prices must be inclusive of applicable Taxes.
- 6.2 Failure to comply with this condition will invalidate the bid.

7 SUBMISSION OF BIDS

- 7.1 Bid documents must be placed in the tender box at 310 Paul Kruger Street in Pretoria on or before the **02 February 2023 at 11H00**.
- 7.2 Bid documents will only be considered if received by Department of Employment and Labour before the closing date and time.
- 7.3 The bidder(s) are required to submit two (2) copies of each file. (One (1) original and two (2) duplicate) with content of the entire proposal by the **02 February 2023 at 11H00**. Each file must be marked correctly and sealed separately for ease of reference during the evaluation process.

8 LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practical, be returned unopened to the bidder.

9 COUNTER CONDITIONS

- 9.1 DEL reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time.
- 9.2 The DEL and its Accounting Officer, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 9.3 If the DEL exercises its right to change or supplement information in terms of the above clause, it may seek approval to amend the bid documents from all bidders.

10 FRONTING

- 10.1 The DEL supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the DEL condemn any form of fronting.
- 10.2 The DEL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
- 10.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.
- 10.4 Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the DEL may have against the bidder / contractor concerned.

11 SUPPLIER DUE DILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

12 COMMUNICATION

- 12.1 Supply Chain Management (SCM) may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 12.2 Any communication to any government official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.
- 12.3 All communication between the bidder and the SCM Office must be done in writing.
- 12.4 Whilst all due care has been taken in connection with the preparation of this Bid, the DEL makes no representations or warranties that the content in this document or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The DEL, and its Accounting Officer,

employees and advisors will not be liable with respect to any information communicated, which is not accurate, current or complete.

- 12.5 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this Bid or any other information provided by the DEL (other than minor clerical matters), the bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 12.6 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the DEL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 12.7 All persons (including all bidders) obtaining or receiving this bid and any other information in connection with this bid or the tendering process must keep the contents of the bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

13 CONTACT DETAILS

13.2 Bid Enquiries

All enquiries should be in writing to HQtenders@labour.gov.za by no later than five (05) days prior to the closing date. The closing date for receipt of all enquiries will be 26 January 2023 at 16H00. All enquiries beyond 26 January 2023, 16H00 will not be considered.

SECTION B

TERMS OF REFERENCE

14 BACKGROUND

The DEL is a National department with a Head Office that is based in Pretoria and one hundred and sixty (162) two smaller offices throughout the country that are known as the nine (9) Provincial offices with their Labour Centres and Satellite offices.

15 CONTRACT PERIOD

The contract period shall be for a period of 36 months, commencing on the *commencement date* indicated on the Service Level Agreement.

Upon award Department of Employment and Labour and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by Department of Employment and Labour, more or less in the format of the draft Service Level Indicators included in this tender pack.

16 LEGISLATIVE AND REGULATORY REQUIREMENTS SPECIFIC TO THIS BID

16.1 Bidder/s should comply with all DEL legislation including:

- Labour Relations Act, 1995 (as amended),
- Basic Conditions of Employment Act, 1997,
- Employment Equity Act, 1998 (as amended),
- Unemployment Insurance Act, 2001 (as amended),
- Occupational Health and Safety Act, 1993,
- National Minimum Wage Act, 2018
- Compensation for Occupational Injuries and Diseases Act, 1993 (as amended),
- National Economic Development and Labour Council Act, 1994
- Employment Service Act no 4, 2014.

16.2 Bidders must supply the office furniture compliant with departmental specifications. The required furniture must be approved by the SABS or any testing agent

accredited or recognised by the South African National Accreditation Standards (SANAS).

No deviations in the above mentioned specifications will be accepted.

17 PRICING STRUCTURE

- 17.1 Prices quoted in accordance with Annexure A must be furnished on the basis of fully assembled and delivered at the attached locations as per Annexure B
- 17.2 Prices submitted for this bid must be filled in on the field provided on the pricing schedules supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid. Bidders are still required to complete the SBD 1 form, including the total bid price.
- 17.3 Failure to comply with the above will result in the invalidation of the bid.
- 17.4 **ALL** bid prices accepted from the successful bidder will remain **fixed and firm from date of acceptance of the bid**.

18. PRE-AWARD PRODUCT COMPLIANCE PROCEDURES

18.1 Standards / Specifications

Items must comply with standards / specifications as stated in the bid document.

18.2 South African Bureau of Standards:

SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards/specifications will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of eStandards, please contact Standards Sales at:

Postal Address: Private Bag X191, Pretoria, 0001
Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria
Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za
Website: www.sabs.co.za and follow the "Search/Buy Standards" link

18.3 South African National Accreditation System (SANAS):

The contact details of SANAS are as follows:

Postal Address: Private Bag x 23, Sunnyside, Pretoria, 0132
Physical Address: The DTI Campus, 77 Meintjies Street, Sunnyside, Pretoria, 0002,
Tel: 012-394 3760, Fax: 012-3940526
A list of institutions is available on the SANAS website <http://www.sanas.co.za/> or <http://www.sanas.co.za/contact.php>

- 18.4 To give effect to the above requirement, the DEL reserves the right to refer components for testing to ensure that all specifications have been met.

- 18.5 At the discretion of the DEL, short listed bidders may be required to provide the Department with mock-up samples for inspection.

19. DELIVERY AND QUANTITIES

19.1 *Delivery Basis*

19.1.1 Firm lead times for delivery must be quoted for the duration of the contract period.

19.1.2 All deliveries must be made in terms of the delivery schedules or purchase orders Provided by each Provincial Office/ Head Office.

19.2 *Quantities*

19.2.1 The quantities will be determined based on the Department's needs.

19.2.2 The purchase orders against the contract will be placed on an "as and when basis" by individual offices.

20 BIDS TO BE COMPLETED AND EVALUATED PER ITEM

20.1 Bids must be offered per item,

20.2 Bids will be evaluated per item and Bidders are required to quote per item on each page per Annexure A.

20.3 Bidders must take note that the allocation of points will be per item.

20.4 The DEL reserves the right to conduct a site inspection to assess the bidders' ability to supply the product. The site visit will be carried out with the short-listed bidders only and will be conducted without notice.

20.5 The DEL reserves the right to award contracts to more than one contractor for the same item.

21. INTELLECTUAL PROPERTY RIGHTS

21.1 All information, documents, designs and sketches must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the DEL.

21.2 The successful bidder is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the DEL.

22 AWARD CONDITIONS

22.1 The DEL will not be held liable for any expenses incurred by bidders during this bid process.

22.2 Bids containing misrepresentation of any facts will upon discovery be immediately disqualified. DEL reserves the right to cancel the contract of the winning bidder/s if this misrepresentation is discovered.

22.3 The DEL reserves the right to terminate this contract at any stage. Only completed orders will be paid for. Successful bidders will be allowed to complete all orders within the stipulated timeframe.

SECTION C

23 ORDERS AND DELIVERY

23.1 *Orders*

23.1.1 Contractors should note that each individual purchasing office is responsible for generating the order(s) as well as the payment(s) thereof.

23.1.2 Contractors should note that the order(s) will be placed as and when required during the contract period and delivery points will be specified by the relevant purchasing institution(s).

23.1.3 The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and under no circumstances should the contractor deviate from the orders issued by the purchasing office.

23.1.4 Specific orders will be placed as the need arises. The extent of the orders will only be determined at a later stage.

23.1.5 The Department is under no obligation to accept any quantity, which is in excess of the ordered quantity.

23.2 *Delivery Adherence*

23.2.1 Delivery of goods must be made in accordance with the instructions appearing on the delivery schedules issued by purchasing institutions.

23.2.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been affected.

23.2.3 Successful bidders must adhere strictly to the delivery lead times of **not more than eight weeks** after receiving the purchase order.

23.2.4 Supplied and fully assembled goods not complying with the order forms will be returned to the contractor at the contractor's expense.

23.2.5 The DEL will take ownership once the furniture is fully delivered and assembled/installed.

24. PRODUCT ADHERENCE / SPECIFICATION CHANGE

- 24.1 In the event where a bidder offers a specific item and that item is subsequently awarded to the bidder, it is required of the successful bidder to continue to supply the specific item awarded throughout the contract period.
- 24.2 In the event that the specific item is discontinued, DEL must be notified of such occurrence.
- 24.3 Successful Bidders are not allowed to deliver a different item other than the specific item awarded to them prior to an approval of specification change from DEL.

25 POST-AWARD PRODUCT COMPLIANCE PROCEDURES

The following post-award product compliance procedures may apply:

25.1 Consignment / batch testing

- 25.1.1 Consignments (products) are inspected on a batch to batch or lot for lot basis to ensure that the product comply with predetermined standards (these standards could be SABS/SANS or private standards).
- 25.1.2 The contract and official orders to the successful bidder will reflect that the relevant testing institution is required to carry out consignment/batch inspections. The purchasing institution will send a copy of the official order to the South African Bureau of Standards and notify the testing institution in writing (preferably by means of an official order) that consignment /batch tests must be carried out.
- 25.1.3 The Department will inspect the consignment as and when it deems is fit to do so at any given time during the contract period. Inspections will be carried out at the contractor's premises as any faults are then indisputably the responsibility of the contractor and the correction thereof could be done promptly. Non mark bearing fabric may be tested with every batch; mark bearing fabric may also be tested on request by the department.
- 25.1.4 If the inspections do not comply with the standards, the cost for these inspections will be payable directly by the contractor

SECTION D

27 EVALUATION AND SELECTION CRITERIA

Department of Employment and Labour has set minimum standards (Phases) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Stage	Description	Applicable for this bid
Phase 1	Administrative Pre-qualification requirements	YES
Phase 2	Mandatory requirements	YES
Phase 3	Evaluation on functionality	YES
Phase 4	Evaluation on Price and Specific goals	YES

The bidder must qualify for each phase to be eligible to proceed to the next stage of the evaluation.

Submission of bid response: The bidder has submitted a bid response documentation pack –

- (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
- (b) in the correct format as one original document, two copies and an electronic copy in PDF format (non-erasable media to be used). *Any variance between artefacts will result in disqualification.*

PHASE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if Department of Employment and Labour is unable to verify whether the pre-qualification requirements are met, then Department of Employment and Labour reserves the right to –

- Reject the bid and not evaluate it, or
 - Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.
- (a) The Service providers must be registered with the Central Supplier Database. Service providers are required to provide the Department with the MAAA... number
- (b) **Attendance at compulsory briefing session:** All bidders are required to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder's response document.
- (c) The total Bidding price must be written correctly and in full on all required SBD forms as well as the proposal/quotation.
- (d) Completed and Signed Standard Bidding Documents (SBD forms)
- (e) Certified ID copies of Company Members and Shareholders, at the point of submission.
- (f) A resolution of the Board of Directors for authority of signatory with the ID number of the appointee must be submitted with the bid.
- (g) No late bids shall be accepted.
- (h) Please note that any enquiries must be directed via e-mail or telephone and will only be responded to at the compulsory briefing session. After the briefing session, queries will only be submitted via e-mail and responses will also be via email and copied to all other bidders. The department will not take queries 5 days before the closing date.
- (i) Any proposals received in response to this bid remain the property of the Department of Employment and Labour.
- (j) Bids should be held valid for a period of 90 days.

PHASE 2: MANDATORY REQUIREMENTS

INSTRUCTION

- (1) The bidder **must comply with ALL the requirements by providing substantiating evidence** in the form of documentation or information, failing which will be regarded as "NOT COMPLY".
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, the Department reserves the right to treat substantiation evidence that cannot be located in the bid response as "NOT COMPLY".
- (3) The bidder **must complete the declaration of compliance** as per the section below by marking with an "X" either "COMPLY", or "NOT COMPLY" with ALL of the technical mandatory requirements, failing which will be regarded as "NOT COMPLY".

The bidder must comply with ALL the MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation. Failure to provide any of the mandatory documents/requirements will lead to automatic disqualification of the supplier's bid.

The bidder declares by indicating with an "X" in either the "COMPLY" or "NOT COMPLY" column that –

- (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in the below SECTION; AND
- (b) Each and every requirement specification is substantiated by evidence as proof of compliance.

MANDATORY REQUIREMENT	COMPLY	
	Yes	No
Provide track record in the supply, delivery & installation of office furniture: <ol style="list-style-type: none"> a. References may include one or multiple customers and letters must be on a departmental or company letterhead. b. Project end-date must be current or not older than five (5) years from the date this bid is advertised 		
All furniture items must be guaranteed for a period of two years. A guarantee certificate must be provided as proof.		

PHASE 3: EVALUATION ON FUNCTIONALITY

- All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist.
- Only Bidders that have met the Pre-Qualification Criteria in (Phase 1) and Mandatory requirements (Phase 2) will be evaluated for Functionality (Phase 3) as follows:

Phase 3: Evaluation Criteria/Functionality Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.

	Functionality Evaluation Criteria	Maximum Points
1.	<p>A detailed work plan indicating a demonstration of an ability to be able to successfully deliver and install the estimated quantities requested within the stated manufacturing and delivery period.</p> <ol style="list-style-type: none"> 1. Delivery plan= 20 2. Contingency plan = 20 3. Manufacturing plan = 10 4. Installation plan = 10 5. Risk assessment for delivery of furniture = 10 6. Action plan for implementing control measures identified in the risk assessment = 10 	80
2.	<p>Provide proof of your official premises as per your <i>domicilium citandi et executandi</i> i.e. official work premises/address by providing your municipal account or lease agreement</p>	10
3	<p>Proof of financial capacity:</p> <ol style="list-style-type: none"> 1. Provide at least the latest two financial years' unqualified audited company financial statements (under letterhead of the auditing firm endorsed). = 5 2. Provide proof of a clean credit record. No current or pending judgement, adverse listing, business rescue or principal sequestration listing = 5 	10
TOTAL POINTS		100

Joint Ventures, Consortiums and Trusts

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **The Department of Labour** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

PHASE 4 - PRICE AND SPECIFIC GOALS=90 points

The points for Price and Specific goals will be consolidated:

1.Price (90 points)

2. Specific goals (10 Points)

Specific Goals	10 points
<u>Creation of new jobs or the intensification of Labour absorption:</u> 5 points will be equal to creation of 30 or more jobs in the last 5 years 4 points will be equal to creation of 20 or more jobs in the last 5 years 2 points will be equal to creation of 10 or more jobs in the last 5 years 0 points will be equal to creation less than 10.	5
<u>Percentage owned by Black Women</u> 3 points be equal to 100% ownership (Points Will be calculated and allocated based on the % of ownership to the company)	3
<u>South African Company</u> 2 points will be allocated to a company that is 100% owned by South African citizens and not a subsidiary of a foreign owned company	2

COMPULSORY BRIEFING SESSION

- (a) **The compulsory briefing session will be held as follows:**

Date: 19 January 2024 at 10H00

Place: Microsoft team

A Compulsory briefing and clarification session will be held through Microsoft team where the Department of Employment and Labour Head Office to clarify to bidder(s) the scope and extent of work to be executed.

It is highly recommended that bidders must attend the briefing session as proposals of bidders who did not attend the briefing session will not be considered.

Proposals must be submitted in a sealed envelope into the Bid Box situated at:

**The DEL,
Laboria House
310 Paul Kruger Street
c/o Francis Baard and Paul Kruger Streets,
Pretoria CBD**

Annexure A

PROCUREMENT AND INSTALLATION OF OFFICE FURNITURE TO DEPARTMENT OF EMPLOYMENT AND LABOUR FOR A PERIOD OF FIVE YEARS						
SKU	Description	Unit Price	Quantity	Year 1	Year 2	Year 3
	TYPE A - SR 1 - 12					
1	Hinged door system cupboard with 4 shelves Size: 1800(H)x920(W)X470(D) Melamine – Harvard Cherry					
2	Sliding door credenza Size: (900x500) including shelves and with central locking Melamine – Harvard Cherry					
D3R	Desk – cluster top with Central locking mobile pedestal – 3 standard drawers – RHS Melamine – Harvard Cherry Round edging *Range size					
	0.9m x 0.9m					
	1m x 1m					
	1.1m x 1.1m					
	1.2m x 1.2m					
	1.5m x 1.5m					
D3L	Desk – cluster top with Central locking mobile pedestal 3 Standard drawers – LHS Melamine – Harvard Cherry					

	Round edging *Range size								
	0.9m x0.9m								
	1m x 1m								
	1.1m x 1.1m								
	1.2m x 1.2m								
	1.5m x 1.5m								
4	Round Conference Table - 4 seater Size : 1200 Diameter X - Base Melamine – Harvard Cherry								
5	Kitchen Chairs Fast line II Plastic canteen Side chairs Lime Green								
6	Kitchen Table – Aluminium Canteen Square Table Size: 800 x800 4 spoke base Rust resistant								
7	Floor standing Brochure Holding with 5 tilting shelves Size: 1980(H) x 410(D)x410(W) Silver/Grey								
	Boardroom furniture								
BT8	Boardroom table 12 seater 4200x1200 Box Pedestal legs								

	Must be able to break up into 2 – 3 pieces Melamine – Harvard Cherry Round edging								
BS8	Boardroom side table – Server unit Size: 900(H) x 1550 (W) x600(D) Including 2 Hinge doors 5 x drawers Melamine – Harvard Cherry								
	TYPE B – Senior Managers								
ED9L	Executive L Shape Desk Size: 2250 x 200 – LHS With executive dingle pedestal with central locking Melamine – Harvard Cherry Round edging								
ED9R	Executive L Shape Desk Size: 2250 x 200 – RHS With executive dingle pedestal with central locking Melamine – Harvard Cherry Round edging								
10	Wall unit Size: 1800(H) x 900(W)x360(D) – Half glass Melamine – Harvard Cherry Round edging								

11	Executive D-end Conference table – 8 seater Size: 2400 x 1200 Plain top Titan leg Melamine – Harvard Cherry Round edging									
12	Executive D-end Conference table – 10 seater Size: 2800 x 1200 Plain top Titan leg Melamine – Harvard Cherry Round edging									
13	TYPE A SR 1 - 12									
	4 Way cluster unit top Central locking mobile pedestal with 3 standard drawers Desk – base screen – Budget straight in Black. Melamine – Harvard Cherry Round edging Range in table size:									
	0.9m x 0.9m									
	1m x 1m									
	1.1m x 1.1m									
	1.2mx 1.2m									
	1.5mx1.5m									

14	Office Chairs High back Chair with headrest and arms Black Netted Back Synchron Mechanism Height Adjustable Backrest Black Nylon base					
15	Visitors chairs Black High back Chair without arms Black Netted Back Synchron Mechanism Height Adjustable Backrest Black Nylon base					
16	Boardroom chairs					
	TOTALS			Year 1	Year 2	Year 3
			G-TOTAL			

GUIDELINES TO PROSPECTIVE BIDDERS TO ASSIST WITH CONTRACT PRICE ADJUSTMENTS

***NB!! This only serves as a guide to prospective bidders to prepare their fixed prices for Year 1 and 2.**

1 Formula

- 1.1 The following formula can be used to assist with the projections of Year 2 to Year 5
- 1.2 Adjustment claim for Year 2 to Year 5 price must be accompanied by documentary evidence in support of any.
- 1.3 The following price adjustment formula will be applicable for calculating contract price adjustments (CPA):

$$Pa = (1-V) Pt \left(\frac{D1}{R10} + \frac{R1t}{D2} + \frac{R2t}{R20} + \frac{D3}{R3t} + \frac{D4}{R30} + \frac{R4t}{R40} \right) + V Pt$$

where:

- Period* = The time period between price adjustments.
- Pa* = The adjusted price or tariff for each period.
- V* = The fixed portion of the price or tariff which must not be smaller than 0,15.
- Pt* = The price or tariff at tender date, which will be applicable to the first period.
- D1,... to D4* = The portion (as a fraction) of the price or tariff to be coupled to indices R1 to R4 respectively. The sum of D1 to D4 must equal one.
- R1,... to R4* = The index series for example :
 - R1 = salaries/wages, Consumer Price Index PO 141.1 table 4.
 - R2 = transport, PO 141.1 table 3.
 - R3 = chemicals and cleaning materials, PO 141.1 table 3.

R4 = overheads, PO 141.1 table 5.

- O = The suffix which indicate the index figure applicable at the date of tendering. In practice the index figure applicable three months prior to the date of tender may be used.
- T = The suffix that indicates the index number to be used for the adjustment of the price or tariff for the next period. Once again the index figure applicable three months prior to the start of the next period may be used. Prices or tariffs are fixed at the quoted level for the first period and thereafter remain fixed as adjusted for each period.