

Didacta Building  
211 Nana Sita Street  
Pretoria

Private Bag 1758  
Pretoria  
0001

|                                                                                                                                                                                                        |                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>                                                                                                                                                             | <b>RFQ/NRF-SAASTA 36/2026-2027 (Please use this number as reference when sending quotations and supporting documentation)</b>                                                                              |
| <b>DESCRIPTION</b>                                                                                                                                                                                     | The National Research Foundation  SAASTA (NRF-SAASTA) wishes to appoint a suitable service provider to supply and deliver Eco Solid Wood 6-Seater (Finish Colour - Brown, Pre-assembled).                  |
| <b>RFQ ISSUED DATE</b>                                                                                                                                                                                 | <b>10 June 2026</b>                                                                                                                                                                                        |
| <b>RFQ VALIDITY PERIOD</b>                                                                                                                                                                             | 60 days from the closing date.                                                                                                                                                                             |
| <b>CLOSING DATE</b>                                                                                                                                                                                    | <b>19 June 2026</b>                                                                                                                                                                                        |
| <b>CLOSING TIME</b>                                                                                                                                                                                    | <b>11:00 AM</b>                                                                                                                                                                                            |
| <b>EXPECTED DATE SERVICES IS REQUIRED</b>                                                                                                                                                              | <b>Within 7 days after issuance of the PO</b>                                                                                                                                                              |
| <b>MANDATORY REQUIREMENTS</b><br><i>NB: Bidders who do not submit all the required mandatory documents will be considered non-responsive and will not proceed to the next stage of the evaluation.</i> | The bidder must provide at least one contactable reference letter, not older than three (3) years, as proof that the bidder has previously supplied and delivered chairs, tables, and/or related services. |
| <b>COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION</b>                                                                                                                                         | <b>N/A</b>                                                                                                                                                                                                 |
| <b>DELIVERY ADDRESS OF GOODS/SERVICES</b>                                                                                                                                                              | 17 Main Street Cofimvaba 5380, Eastern Cape                                                                                                                                                                |
| <b>RFQ RESPONSES MUST BE EMAILED TO:</b>                                                                                                                                                               | All quotations should be emailed to <a href="mailto:quotes2@saasta.nrf.ac.za">quotes2@saasta.nrf.ac.za</a> . Failure to follow these instructions will result in your quote not being considered.          |
| <b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>                                                                                                                                  | Enquires can be directed at this e-mail address <a href="mailto:S.suke@saasta.nrf.ac.za">S.suke@saasta.nrf.ac.za</a> , you may contact Silence Suke on 012 392 9380                                        |

**Important Notes to this RFQ:**

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, ([quotes2@saasta.nrf.ac.za](mailto:quotes2@saasta.nrf.ac.za))
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatory Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit in order to claim for specific goals;

**Prohibition of Gifts & Hospitality:**

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

## CONTENTS

|           |                                                           |    |
|-----------|-----------------------------------------------------------|----|
| Annex A : | TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ) ..... | 4  |
| Annex B : | GENERAL CONDITIONS OF CONTRACT .....                      | 6  |
| Annex C : | RFQ SPECIFICATION .....                                   | 7  |
| Annex D : | EVALUATION CRITERIA.....                                  | 8  |
| Annex E : | COST BREAK DOWN.....                                      | 8  |
| Annex F : | STANDARD BIDDING DOCUMENTS .....                          | 10 |

## **Annex A :**      **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

**SERVICE PROVIDER/SUPPLIER:** .....  
**REGISTRATION NUMBER:** .....  
**CSD REGISTRATION NUMBER:** .....  
**ADDRESS:** .....  
**CONTACT PERSON:** .....  
**TEL:** .....

1. NRF-SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF-SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request For Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the **Government Procurement: General Conditions of contract, July 2010**. You can log on [www.saasta.ac.za/procurement/openbids](http://www.saasta.ac.za/procurement/openbids) to access this document.**

\*1 Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

\*<sup>2</sup> It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations from R2 000.00 up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME)..... certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

**1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT**

The South African Agency for Science and Technology Advancement is a business unit of the National Research Foundation (NRF) tasked with coordinating public awareness, appreciation and engagement in science, technology and innovation (STI) across South Africa to foster a scientifically literate nation.

**2. BACKGROUND OF THE PROJECT**

The National Research Foundation's South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a suitable service provider to procure and deliver Eco Solid Wood 6-Seater tables (brown finish, pre-assembled) for its office requirements. The furniture must be of good quality, durable, and delivered in accordance with the specified requirements and timelines.

**3. DETAILED SPECIFICATION**

| No. | BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED                                                                                                                                                                         | UNIT OF MEASURE      | QUANTITY OF ITEM(S) |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|
| 1.  | Eco Solid Wood 6-Seater (Finish Colour - Brown, Pre-assembled)<br><br><b>Details:</b><br><br>Shape: Rectangle<br><br><b>Dimensions</b><br>Width: 650 mm<br>Height: 600 mm<br>Depth: 400 mm<br>Weight 121 kg and or above | 6 – Seater<br>(Each) | 10                  |

**Similar to the image below:**



## **Annex D :** EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

**Stage 1:** Mandatory requirements

- The bidder must provide at least one contactable reference letter, not older than three (3) years, as proof that the bidder has previously supplied and delivered chairs, tables, and/or related services.

**Stage 2:** Price and NRF-SAASTA specific goals as per the below NRF Generic Scorecard for Bids ≤ R1 million:

| SPECIFIC GOALS AS PER BID INVITATION |                                                                  |                  |
|--------------------------------------|------------------------------------------------------------------|------------------|
| CATEGORY                             | Sub-Category                                                     | Allocated Points |
| B-BBEE Level - Maximum 8 Points      | Level 1 to Level 3                                               | 8                |
|                                      | Level 4 to Level 6                                               | 6                |
|                                      | Level 7 to Level 8                                               | 2                |
| Ownership - Maximum 8 Points         | Supplier that is at least 51% Black-owned.                       | 3                |
|                                      | Supplier that is at least 51% Black female-owned.                | 3                |
|                                      | Supplier that is at least 51% Black youth-owned.                 | 1                |
|                                      | Supplier that is at least 51% owned by People with Disabilities. | 1                |
| Company Size - Maximum 4 Points      | EME                                                              | 4                |
|                                      | QSE                                                              |                  |
| TOTAL POINTS ALLOCATED               |                                                                  | 20               |

**NB:** Proof or documentation that may be considered to claim points for specific goal related to this scorecard may include, amongst others;

**Evaluation: Price and NRF-SAASTA specific goals:**

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

## **Annex E :** COST BREAK DOWN

---

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

**NB: Price calculation Guide to be aligned to the quotation**

| No.                 | Description                                                       | Unit of Measure              | Quantity | Unit Price | Total<br>inclusive | VAT |
|---------------------|-------------------------------------------------------------------|------------------------------|----------|------------|--------------------|-----|
| 1.                  | Eco Solid Wood 6-Seater<br>(Finish Colour - Brown, Pre-assembled) | 6-seater6 –<br>Seater (Each) | 10       |            |                    |     |
| Total VAT inclusive |                                                                   |                              |          |            |                    |     |

## **Annex F :**      **STANDARD BIDDING DOCUMENTS**

---

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)