

1st Floor, 29 South, 7 Umsinsi Junction, La
Mercy, KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

**REQUEST FOR QUOTATIONS (RFQ) FOR SUPPLY, DELIVERY, AND SET-UP OF OFFICE
FURNITURE AT JOZINI MUNICIPALITY, INDUMO**

REF No	MKIQ45/2021
Description	Supply, delivery, and set-up office furniture
Delivery address	Jozini Local Municipality, Indumo
Closing date and time to submit quotation.	22 October 2021 at 16:30
Technical queries must be emailed to:	Sibongile.khumalo@moseskotane.com
The bid documents and SCM queries must be emailed to:	Gcino.lugayeni@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

Terms and Conditions

- Quotations must be emailed by no later than 22 October 2021 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity period: 60 days.
- Quotations will be evaluated on the 80/20 preference points system.
- The successful bidder will be expected to supply and set-up in a period of 14 days

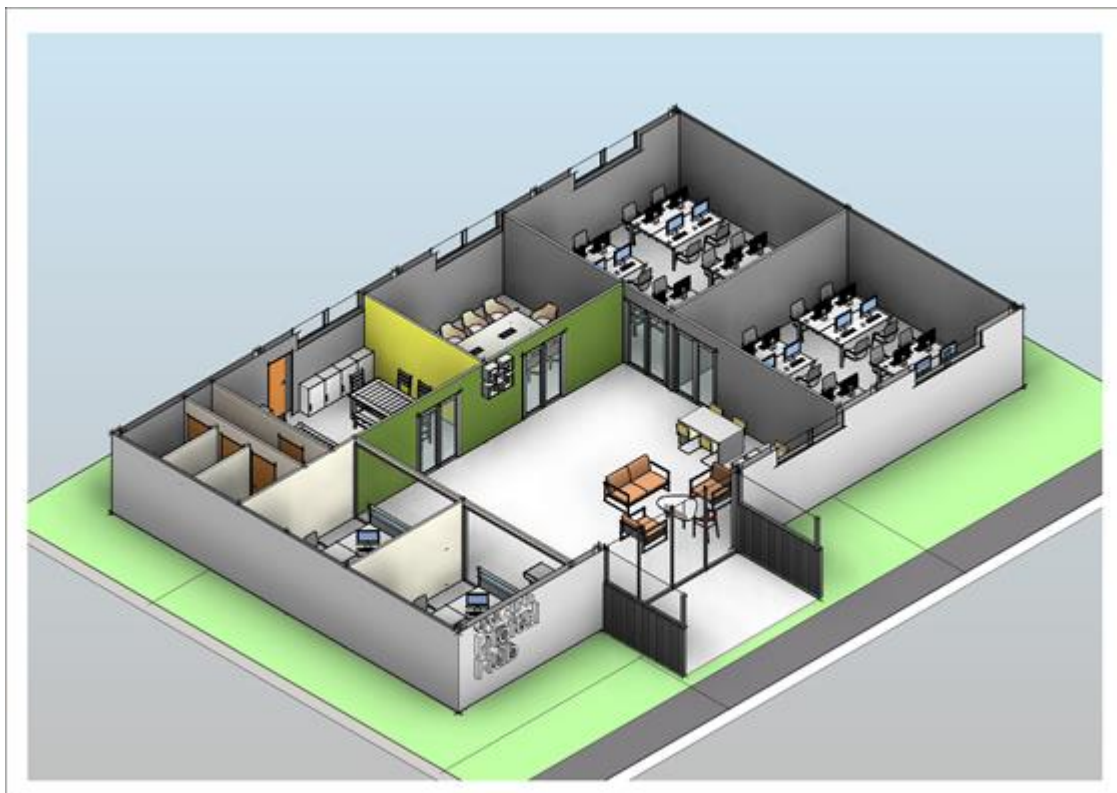
- **Background**

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with public and private sector.

MKI is looking for a service provider to set-up custom made furniture for the Digital Centre in Jozini municipality, Indumo as per the scope of work below.

- **Scope of work**

Packhouse size is 400 square meters (dimensions size 25000x16000)



1. Enclosed computer rooms x 2

a) Workstation computer desks with dividing screens (8-seater x 4)

- Sectional workstation desk to accommodate 16 computers per computer room (32 in total)
- Clean 3-finish metal frame with L shaped leg
- Finish 25mm white melamine top
- Perspex division 700mm apart on the top in green
- With cable management
- With CPU case holder

b) High back chairs x 32

- Swivel and tilt mechanisms
- Black netting back and seat with black frame
- Gas height adjustment
- Black nylon base
- Maximum user weight: 120KG
- Black and green in colour

2. Boardroom

a) Boardroom desk x 1

- Melamine top desks
- 8-seater: 0.90 X 1.50 m
- Brown MFC finish

b) Modern boardroom chairs x 8

- Material: 100% Polyester Upholstery with Metal Powder coated Base
- Dimensions: 56 cm W x 54 cm D x 87 cm H
- Forest green color

3. Two Offices

a) Office desks x 2

- 1350L X 700 D x 750 H (dimensions)
- Black metal frame
- Storm grey colour

b) Office chairs x 6

- Executive high back-office chair
- 53 (W) x 63 (D) x 104-110.5 (H) cm dimensions
- Black colour
- Chrome Base, Gas Lift, Leather Touch PU

4. Lounge area/Waiting are

a) Fabric two-seater couch x 1 (see picture below)

- Velvet
- Red color
- Wooden legs
- Dimensions: L199xW75xH73 cm
- Fabric Content: 100% Polyester

b) Occasional chairs x 5 (see picture below)

- Upholstery finish
- Grey in colour
- Patin fabric
- Product Width 81 cm
- Product Length / Depth 74 cm
- Product Height 81 cm

c) Glass coffee table x 1 (see picture below)

- Material, Aluminum Frame, Tray and Glass Top
- Brass and Black colour

d) Carpet x 1 (see picture below)

- Contemporary 100% Wool rug
- 100 x 150 cm rectangular
- Black and white design

e) Round table x1 with 4 chairs

5. Reception area

a) Office chairs x 1 (as per the picture below)

- Executive high back-office chair
- 53 (W) x 63 (D) x 104-110.5 (H) cm dimensions
- Black colour
- Chrome Base, Gas Lift, Leather Touch PU

b) Reception counter area

- Modern gloss white veneer reception counter
- Zebra Veneer front columns
- 2 x Chrome metal cable entry covers with brush insulator
- With built in 3 drawer pedestal and CPU and storage cupboard,
- Dimensions,
- Width 2400mm, Depth 835mm, Height 1150mm

c) PC Bar area

- 2 Bar stools (as per picture)

d) Desk for 3D printer x 1 (as per the picture below)

- Material: Maple
- Easy mobility with 4" locking casters
- Fully dovetailed drawer and a polywood shelf
- Aluminum upright set holds up to six spools of plastic
- Side plywood shelf for extra materials to be placed
- Dimensions: 26" D x 36" W x 36" H
- Recessed Shelf Dimensions: 14" D x 17" W
- Weight: 78 lbs

6. Cafeteria

a) Round table x2 with 4 chairs each

7. Air conditioner

a) Small air conditioner X2

(Features)

- Remote controlled
- LED display
- Timer function/ Swing adjustment.
- Capacity cooling and heating: 7000W-24000BTU.
- Air flow High: 1080m³/h.
- Noise indoor: 48dB(A) outdoor: 59dB(A).
- Power input: 24000BTU:2670W.
- Effective up to 52m

b) 1 Industrial

- 55000 BTU unit
- With Air Curtain unit

8. Fire extinguisher X2

- 9KG
- CO₂

9. Office dust bin

- Soft close pedal bin 50L

- **The following documents to be submitted with the quotation**

- a) Proof of company registration.
- b) Valid tax clearance certificate/pin
- c) Valid BBBEE certificate by a SANAS accredited agency/company or affidavit
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration form (attached hereinto)
- g) Declaration certificate for local production and content (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

- **Quotation Requirements**

Service providers are required to submit a company profile with contactable references (minimum of three) and an all-inclusive quotation.

PRODUCT PICTURES

2.1.1. Enclosed lecture space/computer lab

Workstation computer desks





**Moses Kotane
Institute**
Research · Innovation · Excellence

Chairs



2.1.2. Boardroom Desks

8-Seater table





**Moses Kotane
Institute**
Research · Innovation · Excellence

Board room chairs



Two Meeting/huddle rooms

Desk





**Moses Kotane
Institute**
Research · Innovation · Excellence

Receptionist and office Chair



Reception counter





**Moses Kotane
Institute**
Research · Innovation · Excellence

Fabric two-seater couch x 1



Occasional chairs x 5



Coffee table



**Moses Kotane
Institute**
Research · Innovation · Excellence



Round dinning table



Chairs for the round table



Carpet X1



**Moses Kotane
Institute**
Research · Innovation · Excellence



3D Printer Desk





**Moses Kotane
Institute**
Research · Innovation · Excellence

Bar Stools



Dust bin



Fire extinguisher x 1



DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....
...

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

1“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR



**Moses Kotane
Institute**

Research · Innovation · Excellence

**MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION,
PARTNERSHIP OR INDIVIDUAL)**

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange



indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____