

INVITATION TO TENDER

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN INTERIOR DECORATION FOR QCTO OFFICE, WINDOW BLINDS AND OFFICE FURNITURE.

TENDER NO: QCTO RFQ 02/2023

Table: 1.1

| Closing Date | Address |
|-----------------------------------|--|
| Date: 14 June 2023 Time: 11:00 | Proposals with supporting documents and financial submission can be sent to tenders@qcto.org.za |

NB: Late Submissions will not be considered

| | | |
|------------------------|-------------------|--------|
| Company Name | | |
| Address | | |
| Contact person | Ms/Mrs/Mr/Prof/Dr | |
| Contact numbers | (w) | (cell) |
| Email address | | |

Table: 1.2

| Briefing Session Information |
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| Compulsory Virtual Briefing session Date: 07 June 2023 Time: 10:00am – 11:00am Link: To receive the link, kindly email tenders@qcto.org.za before 07 June 2023. The link will be sent by the end of business on 06 June 2023. |
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1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others are to develop standards for occupational qualifications including trades and skills programs, accredit skills development providers, and assessment centres, conduct assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programs. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za>

The purpose of this RFQ is to appoint a suitable service provider to design interior decoration for QCTO office window blinds and office furniture using the organisation branding colours for the appearance to be professional and modern.

1.1. PROPOSAL SUBMISSION

The proposal must be submitted in the following manner:

Proposals with supporting documents and financial submission can be sent to tenders@qcto.org.za

1.2. ACCEPTANCE OF TENDERS

The QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the bid which it deems to be in the best interests of the organization. QCTO reserves the right to accept the offer in full or in part or not at all.

2. AIM OF PROPOSAL

2.1. The purpose of this RFQ is to appoint a suitable service provider for the interior decoration for the window blinds and office furniture using the organization branding colours in a professional and modern way. The aim is to find the professional and modern interior design which will fit into the branding of QCTO. The Interior Designer will create functional, safe, and artistically pleasing spaces by assessing space requirements, determining optimal furniture placement, and selecting decorative items, all while adhering to relevant blueprint, building code, and inspection requirements, the interior designer must determine space requirements and select essential items like colours or lighting to create an ambiance that is welcoming in any setting.

1.1. A majority of the office furniture available within the building are scraps and the window blinds were removed during remodelling of the building as they were old and dilapidated. The newly designed window blinds must reduce the light reflection and sun reflection through windows.

1.2. The interior design should include the required colours, set up for the decorations, type of the furniture from the office of the CEO, Senior Managers/managers, PAs, Open Plans, Board rooms, Consultation rooms, Sick bay rooms, Call centre rooms and Reception.

1.3. The interior designer will develop and submit a Bill of quantities for the designs which will include both the furniture and blinds to QCTO.

1.4. The service provider should substantiate and prove their experience in this field through references and profiles of similar work completed to demonstrate that they have the necessary expertise and capability technically to execute this project.

2. QCTO BUILDING SIZE AND NUMBER OF WINDOWS AND OFFICES

2.1. The QCTO has one site situated in Hatfield, Pretoria which consists of two buildings (Building A and building B)

2.2. The size for building A is 3950.07 m² and for building B is 1528.92 m² and total for the two buildings is (5,478 m²)

2.3. The QCTO building has two types of windows in which the first is the pivotal window opening and the other is small corner windows and the size differs

2.4. The furniture design ranges from the CEO's office, Senior Managers, PAs, Open Plans, Board rooms/Meeting rooms/Consultation rooms, Reception, Sick bay rooms and Call Centre room

2.5. Building A is divided into two floors (Ground and First floor). The number of windows at the ground floor are 147. The number of windows at the first floor are 101.

2.6. The total number of windows for two buildings (Building A & B) are 367

2.7. Building B has only one floor and the number of windows is 119.

2.8. In terms of furniture

- i. Total number of cellular offices is **44**
- ii. Total number Open plan offices is **138**
- iii. Total number of Board rooms is **7**
- iv. Total number of Meeting rooms is **7**
- v. Total number of Consultation rooms is **6**
- vi. Total number of Sick bay rooms is **3**
- vii. Total number of Call Centre sittings is **10**

3. SCOPE OF WORK AND DELIVERABLES

3.1. The service provider shall design the type of the window blinds and advise on the material required based on the health and safety compliance

3.2. The service provider shall design the types of furniture with recommendations on the wood, design and colour

3.3. The service provider will create functional, safe, and aesthetically pleasing spaces by assessing space requirements, determining optimal furniture placement.

3.4. The service provider shall adhere to relevant blueprint, building code, and inspection requirements

3.5. The service provider shall determine space requirements and select essential items like colours or lighting to create an ambiance that is welcoming in any setting.

4. MAINTENANCE AND SUPPORT

The QCTO intends to enter into a once off service delivery with the appointed Service Provider for the interior decoration design.

5. PROJECT TIMELINE

The successful bidder must be able to supply the required services within (01) month from the date of receiving the purchase order.

6. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's or related information and capabilities and, in these instances, the bidders will be obliged to provide QCTO with all necessary assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;

The 80/20 principle will be applied in terms of the Preferential Procurement Regulations 2022.

The tender will be evaluated based on the following categories:

Stage 1 (a): Functionality (First Phase)

| No. | Criteria | Sub-criteria | Points |
|-----|---|---|-----------|
| 1. | Bidder's extensive knowledge and experience in design and interior decoration. Official reference letters must bear the letterheads of the organization/s where similar service was successfully rendered: | <ul style="list-style-type: none">No evidence that bidder has undertaken similar projects (0 reference Letter) = 0 pointsBidder has successfully undertaken 1 to 2 similar projects (1-2 reference letters) = 10 pointsBidder has successfully undertaken 3 similar projects (3 reference letters) = 20 pointsBidder has successfully undertaken 4 similar projects (4 reference letters) = 25 pointsBidder has successfully undertaken 5 or more similar projects (5 or more reference letters) = 30 points | 30 |
| | | | |

| | | | |
|----|---|---|------------|
| 2. | <p>The bidder must submit One CV of a licensed interior designer,</p> <p>The designer must have passed the National Council for Interior Design Qualification (NCIDQ) exam or must be registered with the African Institute of the Interior Design Professions (IID).</p> <p>The designer must be in possession of a minimum of a bachelor's degree an equivalent NQF level 7 Qualification and two years of on-the-job training.</p> | <ul style="list-style-type: none"> • No evidence that bidder has certification or professional registration = 0 points • Bidder has relevant Certifications or professional registration = 10 points | 10 |
| 3. | <p>Interior Design Proposal</p> <p>Proposal showing the sample designs for CEO/Senior Managers office, PA Office, Open plan Office and Boardroom</p> | <ul style="list-style-type: none"> • Inadequate quality of the presentation and creativity = 0 points • Average quality and creative Proposal =10 points • Good quality and creative proposal =20 points • Excellent quality and creative Proposal = 30points | 30 |
| 4. | <p>Project Plan for the work to be undertaken to demonstrate the understanding of work that will go into the project.</p> | <ul style="list-style-type: none"> • Bidders project plan not provided. =0 points • Bidders project plan slightly demonstrate understanding of work(duties) to be carried out and responsible personnel. =20 points • Bidders project plan demonstrate a high level of understanding of work that needs to be done and clearly state outputs and responsible personnel with timeframes. =30 points | 30 |
| | | TOTAL | 100 |

Each of the criteria is to be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders must score less 70 out of 100 points on functionality, will not be considered for Pricing and Specific goals and will be disqualified for this project.

Stage 3: Pricing and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 Preferential Procurement Regulations 2022**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document. **Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the specific goals as per table below:

| Specific Goal | Number of Points |
|-------------------|------------------|
| Women | 5 |
| Youth | 5 |
| Locality/Province | 5 |
| HDI | 5 |

1. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the specific goals (step 2) to obtain the tenderer's total points scored out of 100.

| AREAS OF EVALUATION | POINTS |
|---------------------|--------|
| Price | 80 |
| Specific Goals | 20 |
| Total | 100 |

2. VALIDITY PERIOD

The validity period for this RFQ is 30 days.

3. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

1. Ms. Itumeleng Mpe

Email: Mpe.I@qcto.org.za

2. Mr. Sepeke Mankgabo

Email: Mankgabo.S@qcto.org.za

Any SCM related enquiries shall be directed in writing to:

Ms. Nkele Chauke

Email: tenders@qcto.org.za

Kindly Quote QCTO RFQ 02/2023 on the subject line for all enquiries