



REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFQ number	RFQ - 2026-05-21-0001173-44101703
RFQ Description	REQUEST FOR PURCHASING, INSTALLING AND TRAINING OF EVACUATION CHAIR FOR THE SALGA NATIONAL AND NINE (9) PROVINCIAL OFFICES
Quantity	X 12 EVACUATION CHAIRS
Delivery Physical Address	SALGA National Office
RFQ Issue Date	22 May 2026
RFQ Closing date	02 June 2026
RFQ Validity Period	07 Working days
RFQ Submission	SupplyFlow Portal https://scmportal.salga.org.za/

SPECIFICATION:

Please see below attached Spec

Please note:

1. Quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement

with the sender of this request.

8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.

9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.

10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.

11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:

12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:

a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100

13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:

a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: _____

CAPACITY: _____ DATE: _____

REQUEST FOR QUOTATIONS (RFQ)

<p>You are hereby invited to submit Quotation for the requirements of SALGA</p>	
RFQ number:	
RFQ Issue Date	
COMPULSORY/ NON COMPULSORY SITE INSPECTION	No
Briefing Session Date and Time: <i>(if applicable)</i>	
RFQ Closing date:	
RFQ Description:	
<p><u>SPECIFICATIONS:</u></p> <p>Please see below attached Spec and Pics.</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Quotation should be valid for at least 90 days. Is the offer strictly according to specifications? Yes/No 2. If not to specification, state deviation(s) 3. Please indicate your delivery period: 4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation. 5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD. 6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive. 7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request. 8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office. 9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting. 	

10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
 - a) Textiles, Clothing, Leather and Footwear: 100 %
 - b) Office Furniture: 85 %
12. For bids of above R30 000 to R50 million , SALGA evaluates these in terms of the 80/20 adjudication criteria where :
 - a) Price : 80
 - b) BBBEE Level of contribution : 20
 - TOTAL : 100
13. For bids of above R50 million , SALGA evaluates these in terms of the 90/10 adjudication criteria where :
 - a) Price : 90
 - b) BBBEE Level of contribution : 10
 - TOTAL : 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

RETURNABLE DOCUMENTS:

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Compliance Status (SARS Pin document)
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- Company CK documents
- Full CSD Registration Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

REQUISITION FOR PURCHASING, INSTALLING AND TRAINING OF EVACUATION CHAIR FOR THE SALGA NATIONAL AND NINE (9) PROVINCIAL OFFICES

1. Project Purpose:

To purchase, install and train OHS members on the Evacuation chairs for the nine (9) Provinces and National Office, the physical addresses will be shared with the successful bidder.

2. Scope of Work:

Supply, delivery, installation and training of evacuation chairs at the national office and the 9 SALGA provincial offices, the successful supplier will be requested to train the appointed First Aider and Fire Marshals per office, National office will get 3 evacuation chairs, each province will get one evacuation chair to amounting to 12 evacuation chairs.

3. Specifications:

Evacuation Chair 300H or equivalent

- Capacity: 182 kg (400 lbs).
- Operation: Single-person, designed for stair descent.
- Features: Friction tracks for speed control, ergonomic adjustable handle, durable wheels, and a blue powder-coated frame with a yellow fire-retardant seat.
- Included Accessories: Photoluminescent signage, wall mounting brackets, dust cover, and user guide.
- Training on Evacuation Chair usage for the appointed fire marshals and first aiders.

4. Additional Notes:

- Supplier to provide 12-month warranty on equipment and installation
- The Chair must be SABS approved.
- Physical addresses of SALGA building in each province will be share with the successful service provider. The SALGA Offices are based in major cities as follows:
 - National Office – Pretoria
 - Gauteng - Joburg
 - Kwazulu-Natal – Durban
 - Eastern Cape – East London
 - Western Cape – Cape Town



- Free State – Bloemfontein
- Mpumalanga – Mbombela
- Limpopo – Polokwane
- North West - Klerksdorp