

REQUEST FOR QUOTATION

To: Potential Bidders
From: Supply Chain Department
Date: Wednesday, 17 January 2024
Subject: Supply and deliver office chairs and Boardroom chairs to the **sefa** Head Office and Regional Offices.

REQUEST FOR QUOTATION (RFQ)

1. PURPOSE OF THE SPECIFICATION

- 1.1. The purpose of this Request for Quotation (RFQ) is to appoint a suitable service provider who are in the furniture manufacturing and distribution industry to supply and deliver office chairs and Boardroom chairs to the **sefa** HO and Regional office as per paragraph 3.

2. BACKGROUND

- 2.1. Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).
- 2.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.
- 2.3. Facilities Management (FM) have conducted inspection in consultation with HO and Regional Offices representatives regarding the state of Office and Boardroom chairs and our findings were as follows:
 - Lot of chairs possess a risk and they are a safety hazard to our personnel. We found that most of the chairs are worn out, have broken back support, broken handles, broken wheels, broken handles, broken adjusting mechanisms and cannot be fixed.
 - Most of our chairs are no longer conducive for usage and can pose serious ergonomic issues where employees will not have proper posture support, can experience hip pressure, create back and neck pain issues.
- 2.4. As a result of the large growing number of newly appointed staff at the **sefa** HO and Regional Offices, we are now faced with employees not utilising proper chairs since we have a huge shortage.




***Note for SCU only**

RFQ No.	POS0000003319
Issue Date	17 January 2024
Closing Date and Time	31 January 2024 @ 11:00am
Compulsory Briefing session	N/A
Closing date for questions and answers	29 January 2024
Method of submission.	Responses should be submitted electronically to: lindiwed@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by sefa.
For complaints	procurement_complaints@sefa.org.za


3. SCOPE OF WORK

3.1. **sefa** hereby requests quotations from prospective service providers for the supply and delivery of 100 High Back Office Chairs and 85 High Back Boardroom Chairs.

ITEMS TO BE PURCHASED BELOW:

NO	SERVICE / ITEM	COLOUR/TYE	QTY	PICTURES OF ITEMS
01	Supply and Delivery: Diva High Back Chair Preferred colour: Orange and Black Guarantee and warranty: Mechanisms	Description: Standard Features Include: Synchronized Mechanism with Tension Adjuster Backrest lockable in precise recline position Gas Height Adjustment with Swivel Black Nylon Base with 50mm Castors Nylon Flexi Armrests Contract Fabric: Blue, Black, Burgundy Optional Extras Include: Chrome 5 Star Base Rubberized Castors Vulcan Fabric Colors	100	



NO	SERVICE / ITEM	COLOUR/TYE	QTY	PICTURES OF ITEMS
02	<p>Supply and Delivery:</p> <p>Mirage High Back Boardroom Chairs</p> <p>Guarantee and warranty: Mechanisms</p>	<p>Description:</p> <p>Standard Features Include: Swivel & Tilt Mechanism Lockable in Upright Position Tension Adjustment for Free Flow Setting Gas Height Adjustment (Seat Height Adjustable) Fixed Nylon Flexi Armrests 5 Star Nylon Base with 50mm Castors Full PVC Upholster in Black 120 KG Weight Limit</p> <p>Optional Extras Include: Chrome 5 Star Base Rubberized Castors</p>	85	

4. PHYSICAL ADDRESS: (Where delivery is required)

Small Enterprise Finance Agency (sefa), per region below:

NO	PHYSICAL ADDRESS	TYPE	QUANTITY
01	KZN - 1 st Floor, Block B, 46 Essex Terrace, Westville, 3630	Office chairs	10
		Boardroom chairs	12
02	East London - Chesswood Office Park, 8-10 Winkley Street, 2 nd Floor, Berea, East London, 5214	Office chairs	15
		Boardroom chairs	12
03	Mthatha - ECDC Building, 7 Sisson Street, Fort Gale, Mthatha	Office chairs	10
		Boardroom chairs	12
04	Limpopo - 43 Biccard street, Suite 4 Biccard Park, Polokwane, 0699	Office chairs	10
		Boardroom chairs	12
05	Mpumalanga - MAXSA Building 3 rd Floor, Corner Ferreira St & Streak St, Mbombela, 1201	Office chairs	06
		Boardroom chairs	12
06	Free State - Suite 4&5 Preller Centre, Graaf Reinet Street, Dan Pienaar, Bloemfontein, 9300	Boardroom chairs	12
07	Northern Cape - 72 Long Street, Business Partners Building, Kimberly, 8301	Boardroom chairs	10
08	Northwest - 32B Heystek Street, Sunetco Building, Rustenburg, 0299	Office chairs	12
10	Head Office - Blysbridge Office Park, Building 14, Block D, 11 Blys Bridge Boulevard, Highveld Extension 73, Centurion, 0157	Office chairs	42
		Boardroom chairs	03



5. EVALUATION CRITERIA

The request for quotation (RFQ) will be evaluated in three (3) stages as follows:

- **Stage 1** - Administrative Compliance Requirements (Initial Screening Process)
- **Stage 2** – Mandatory Requirements (Specific Goals).
- **Stage 3** - Price and Preference (Specific Goals).

5.1. STAGE 1: ADMINISTRATIVE COMPLIANCE REQUIREMENTS:

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
- b) The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of a CSD Report.
- c) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Commissioner of Oath stamps the Affidavit and indicate the ownership percentages and or specific goals of the Bidding entity.
- e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers, it shall result in disqualification of the bid.
- If any of its Directors are Listed on the Register of Defaulters, it shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and/or CSD it shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

5.2. STAGE 2 – MANDATORY REQUIREMENTS

No	Mandatory requirements	Comply / Not Comply
1.	The bidder must have at least two (02) years of experience in supplying and delivery of office furniture (The bidder must provide a company profile that substantiates the number of years in service).	
2.	The bidder must provide at least two (2) contactable reference letters demonstrating their experience supplying and delivery of office furniture in the past two (02) years. (sefa reserves the right to contact any of the references). <i>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer. Appointment letters and or purchase orders will not be accepted.</i>	
3.	The bidder/s must indicate a minimum threshold of 65% for the local content on office furniture – High Back Chair (refer to SBD 6.2 and annexures attached).	

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No	Mandatory requirements	Comply / Not Comply
4.	The bidders are required to submit a sample (in pictures) of the chairs to be delivered, with their proposals. The quotation should include assembly work where possible. NB: The bidder should include a guarantee and warranty for at least the one-mechanisms, for all chairs	
5.	The bidder/s must have a national footprint. The bidder/s must submit one of the following documents as proof for a minimum of five provinces: <ul style="list-style-type: none"> • Copy of Utility Bill (within three months) or • Lease agreement or • Title Deed or • Proof of residence from the Councillor/ Mayors Office • Company Registration documentation outlining the physical address of the company. <p>The bidders must submit one or more of the above-listed documents.</p>	

5.3. STAGE 3 - PRICE AND SPECIFIC GOALS

5.3.1. Only bidders who scored 60 points or more out of 100 on the functional evaluation will be evaluated further on Price and Specific Goals and 80/20 preferential points will apply.

5.3.2. This RFP will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFP price is estimated to be less than R 50 000 000.00, RFP responses will be evaluated on the 80/20 price & specific goals.

5.3.3. This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in the table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3



Criteria	POINTS
	(80/20 system)
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
TOTAL POINTS	20

Black ownership: 100% Black-owned entities will score **10 points** and between 51% - 99% Black-owned entities will score **4 points**.

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit.

Black Designated Group means:

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b) Black people who are youth as defined in the National Youth Commission Act of 1996.
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d) Black people living in rural and underdeveloped areas.
- e) Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.

6. COMMUNICATION

- 6.1. **sefa** may communicate with bidders where clarity is sought after the bid's closing date and before the contract's award or to extend the validity period of the bid, if necessary.
- 6.2. Any communication to any **sefa** official or a person acting in an advisory capacity for the State regarding this bid between the closing date and the bid award by the bidder is discouraged.
- 6.3. All communication between the bidder and the Supply Chain Management office must be done in writing.



7. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this RFQ **MUST** be addressed to the Supply Chain Office at lindiwed@sefa.org.za

Please note:

1. Quotations should be e-mailed to **sefa** by **11:00 am** on **the closing date**.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: _____
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
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5. Is/are the price(s) firm for the duration of the contract?

Yes	No	N/a
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6. Is the offer strictly to specification?

Yes	No	N/a
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7. If not to specification, state deviation(s). _____
8. All Prices must be **VAT inclusive if the Service Provider is a VAT vendor**; if no indication is given, prices will be evaluated as inclusive.
9. **No quotations received after the closing time and date will be accepted.**
10. The tenderer is responsible for verifying **receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below Reason for no quote: _____
 - a. This quotation is subject to the general conditions of the contract unless otherwise stated by the issuer

I/we agree that the offer herein shall remain binding upon me /us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.

Signature of Tenderer

Name and Capacity

Date



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer regarding this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

2.4 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.



administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

Position

Name of bidder



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT



3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)



The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 method) (To be completed by the tenderer)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have



- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

**FRAUD
ALERT!**

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**