



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: KZN/CRES/11/2024/002/Q

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE AND APPLIANCES ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE KWAZULU NATAL REGION.

SECTION 1: SBD1
PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

| | | | | | |
|-------------|---|---------------|------------------|---------------|----------|
| BID NUMBER: | KZN/CRES/11/2024/002/Q | CLOSING DATE: | 05 December 2024 | CLOSING TIME: | 12:00 PM |
| DESCRIPTION | REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE AND APPLIANCES ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE KWAZULU NATAL REGION. | | | | |

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

65 MASABALALA YENGWA AVENUE
PRASA REGIONAL OFFICE FOYER AREA
HELPPDESK
PRASA SCM
KWAZULU NATAL

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

| | |
|------------------|---------------------------|
| CONTACT PERSON | Qiniso Makaluza |
| TELEPHONE NUMBER | 031 813 0376 |
| E-MAIL ADDRESS | qiniso.makaluza@prasa.com |

SUPPLIER INFORMATION

| | | | | | |
|----------------------------|----------------------------|--|--------|-------------------------------|-----------|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA..... |

| | | | |
|--|--|---|---|
| <p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p> | <p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
|--|--|---|---|

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE PRASA TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*
- *PRASA is not obliged to award this bid.*
- *PRASA is not obligated to award to one supplier.*
- *PRASA reserves the right to use its discretion to award multiple suppliers where possible.*
- **Compulsory Briefing Session will be held on the 22 NOVEMBER 2024 at 10h00am at the following venue PASSENGER RAIL AGENCY OF SOUTH AFRICA, 65 MASABALALA YENGWA AVENUE, GREYVILLE, DURBAN STATION, SHOSHOLOZA MEYL WAITING AREA.**

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

3.1.3 Closing date of Bid/Tender;

3.1.4 Supplier Name;

3.1.5 Supplier Contact details; and

3.1.6 The detailed compliant.

4 LEGAL COMPLIANCE

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Bidder to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes

7 BINDING OFFER

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

| EVALUATION CRITERIA | WEIGHTING |
|----------------------|----------------------|
| Stage 1 – Compliance | |
| Stage 1 | Returnable Documents |
| Stage 2 | |
| Price | 80 |
| Specific Goals | 20 |
| TOTAL | 100 |
| | |
| | |

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period.

However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Bidders are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3**1 EVALUATION CRITERIA:****Stage 1 – Returnable Documents**

| No. | Description of requirement | |
|-----|---|--|
| a) | Completion of ALL RFQ documentations (includes ALL declarations). | |
| b) | Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. | |
| c) | Bidders to fill the closing register on submission of quotation (failing which the bidder must provide the proof that the document was submitted on time). | |
| d) | Compulsory (physical) Briefing Session Form D must be fully completed and signed on behalf of the bidder and PRASA. Bidders must attend and register their names on the compulsory briefing session attendance register, failure to this will result in immediate disqualification. | |
| d) | Supply of valid SARS Pin | |
| e) | CSD supplier report/ number | |
| f) | Certified ID documents of company owners/directors | |

NB:

- Responsive bidder/s with incomplete returnable documents will be requested to resubmit completed documents within three (3) working days, failure which will result in automatic disqualification.

Stage 2 - Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

| DETAILS | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| TOTAL POINTS FOR PRICE AND SPECIFIC GOALS | 100 |

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

3.1. 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:

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 system) (To be completed by the tenderer) | Evidence required for specific goals |
|---|---|---|---|
| 51% Black Owned | 5 | | CIPC documents/ BBBEE Certificate/Affidavit |
| Black Women Owned | 5 | | Certified copy of ID Documents of the Owners. |
| Black Youth Owned | 5 | | Certified copy of ID Documents of the Owners. |

| | | | |
|---|-----------|--|--|
| Black People Living in Rural Areas | 5 | | Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months |
| TOTAL | 20 | | |

- **A CIPC Registration Documents/CSD Registration Report will be used to verify the above evidence.**
- **Points will be awarded/allocated on a proportional/pro-rata basis.**
- **Formula: Number of Points allocated x Percentage (%) owned = Number of Points Claimed .**

OBJECTIVE CRITERIA

- 4.1** Section 2(1)(f) of the PPPFA empowers an organ of state to award a tender to the highest scoring bidder unless there is an objective criteria that justify the award to another tenderer.
- 4.2** PRASA reserves the right to apply the objective criteria for this bid.
- 4.3** PRASA may award a bid to a bidder that did not score the highest points under the following circumstances:
- a) A negative track record of the bidder in other related projects;
 - b) spreading the award to bidders that have not been previously appointed;
 - c) the need to avoid concentrating awards to the previously appointed bidders.
- Prasa shall take into account the following:
- i. the number of bid(s) awarded to the highest scoring bidder(s) in the preceding financial years;
 - ii. the capacity of the highest scoring bidder(s) despite the previous appointments;
 - iii. the value and scope of the bid(s) already awarded to the highest scoring bidder(s);
 - iv. the materiality of the price difference between the highest scoring bidder and other bidders; and
 - v. whether the goods, services or works are of a specialised nature.

SPLITTING OF AWARDS

- 4.4** PRASA reserves the right to split the award of this bid to more than one service provider, provided that the nature of the services or goods or works to be provided are capable of being split to more than one service provider.

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

- 4.5** PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
 - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
 - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
 - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 4.6** PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 4.7** Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 4**PRICING AND DELIVERY SCHEDULE**

Bidders are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
 - 9 Negotiate a market-related price with the Bidder scoring the highest points;
 - 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
 - 11 If the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points;
 - 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code _____
(Full address) conducting business under the style or title of:
_____ represented by:

_____ in my capacity as:
_____ being duly authorised, hereby

offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of
R _____ (amount in numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On

dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of 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 are 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**

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**

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.

2.3.1 If so, furnish particulars:

.....

3 Bidder’s declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons (“PEP”)² or Prominent Influential Persons (“PIP”)³ and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.⁴

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

| Name of PEP/PIP & Nature of the Exposure/Influence | Term of the office | Description of activities relating to Exposure/Influence |
|--|--------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

3.4 Declaration:

² Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³ As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

⁴ Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

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 consortium⁵ 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

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Competition Commission for investigation and possible imposition of 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, 3 and 4 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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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.

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 |

1.4 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.

- 1.5 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

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.3.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. 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 system) (To be completed by the tenderer) | Evidence required for specific goals |
|---|---|---|--|
| 51% Black Owned | 5 | | CIPC documents/BBBEE Certificate/Affidavit |

| | | | |
|---|-----------|--|--|
| Black Women Owned | 5 | | Certified copy of ID Documents of the Owners. |
| Black Youth Owned | 5 | | Certified copy of ID Documents of the Owners. |
| Black People Living in Rural Areas | 5 | | Municipal/ESKOM bill or letter from Induna/chief confirming residential address not older than 3 months |
| TOTAL | 20 | | |

- **A CIPC Registration Documents/CSD Registration Report will be used to verify the above evidence.**
- **Points will be awarded/allocated on a proportional/pro-rata basis.**
- **Formula: Number of Points allocated x Percentage (%) owned = Number of Points Claimed**

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: | |

SECTION 9

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING

| | |
|-------------------------------|---|
| Request number: | KZN/CRES/11/2024/002/Q |
| Request for Quotation: | THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE AND APPLIANCES ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE KWAZULU NATAL REGION. |

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

_____ for / on behalf of PRASA

_____ Designation

Acknowledgement

This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____

on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

SECTION 9

SPECIFICATION/SCOPE OF WORK

The service provider must supply and install furniture in various areas in the PRASA KZN region (as and when required). The required supply items include, but are not limited to the following:

- Desks and tables
- Office chairs
- Pedestals and credenzas
- Plug sets
- Office shelving/storage and server units
- Couches
- Office accessories (basic)

The service provider must provide high-quality office furniture using capable and skilled labor. The furniture provided must be of good quality and suitable for commercial use. The furniture provided must be fit for the purpose for which it is required in the general sense.

The service provider must provide a Guarantee as stated on each item for all products and guarantees to replace all parts within the defined defect correction period should they prove deficient within this period at the service provider's cost. Where defective items have been taken off-site for repairs the service provider must undertake to replace with an equivalent item.

All materials and work shall be protected from damage until final acceptance of work. The service provider will be expected to assemble furniture in its correct place if and when necessary, without extra charges. Damaged or defective items of work in this section are subject to rejection and replacement with new items by the service provider at no cost to Prasa.

All materials must be carefully stored and fully protected from external conditions or contamination. Cover, ventilate, and protect from damage caused by weather, moisture, heat, staining, dirt, abrasions, and other causes that may adversely affect appearance or use, or which may cause deterioration of finish warpage, distortion, twisting, the opening of joints and seams, delamination, loosening, etc. of the woodwork.

Large items of furniture to be manufactured in sections for ease of installation, allow for full installation on site. The desk configuration, whether left or right hand, is to be confirmed. All furniture supplied should have the correct dimensions to achieve the correct ergonomic use. The service provider shall maintain uniform quality and consistency in workmanship throughout.

All finished work must be truly vertical & horizontal or in any other plane as specified. Any work not conforming to specifications or workmanship shall be rejected and the same shall be rectified or removed and replaced with work of the required standard of workmanship at no extra cost to Prasa. Before fabricating and installing interior work, mock-ups could be built on special requests from Prasa for each form of construction and finish required to verify selections made under the sample submitted and to demonstrate aesthetic effects and qualities of materials and execution.

Fabric and colour samples are to be supplied for approval by Prasa before manufacturing. All exposed veneers work in solid timber and veneers shall be within approvable range or samples approved. Special care shall be taken to ensure that the width of veneers in all related fabrication shall

be identical and shall have an even number of veneers of equal near equal widths except where a single veneer is sufficient.

Fabricator should be experienced in producing architectural woodwork like that indicated for this project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

All completed works shall be delivered fully in neat and clean condition without any stains, marks, defects, etc., and shall meet with the approval of Prasa. Unless otherwise stipulated all work shall include priming and protective treatments and finishing as required.

The service provider shall be responsible for protecting all the mirrors & glasses fixed until the handing over of mirrors & glasses forming part of this contract. The service provider shall replace at his own expense any broken or damaged mirror glasses caused by a lack of adequate protection or care in installation or handling. All installed materials shall be left in perfect condition to the satisfaction of Prasa. Woodwork shall be protected from defacement, and marring until completion, and handed over to the Prasa.

Upon completion of work, the service provider shall remove all adhesive from the floors, glass, and other surfaces. Remove from the premises all rubbish and accumulated materials of whatever nature, not caused by others, and leave this part of the work in clean, orderly, and acceptable conditions. The service provider will be required to remove and discard all packaging in a safe and environmentally appropriate way.

The service provider shall provide operating manuals where applicable and provide cleaning and maintenance manuals where applicable.

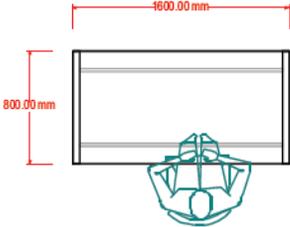
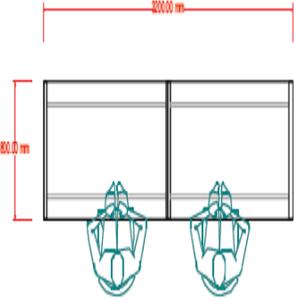
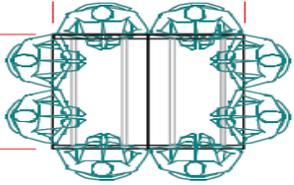
BOQ/ PRICING SCHEDULE

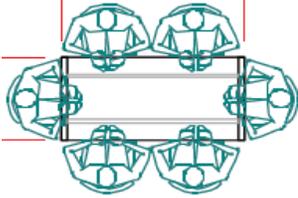
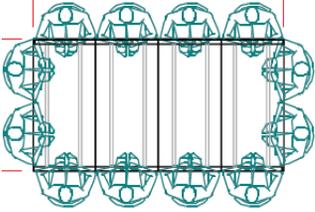
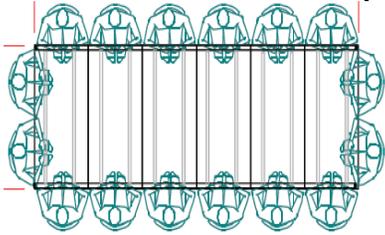
All rates should be inclusive of Labour costs to execute works to whatever quantity that is required material, transport, plant, equipment, consumables, and tools, all rates are deemed to be inclusive of overhead costs for site establishment, disestablishment, all requested meeting, reports required, preliminaries and general costs complete, and all costs associated with execution and supervision of works complete.

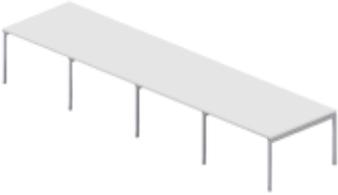
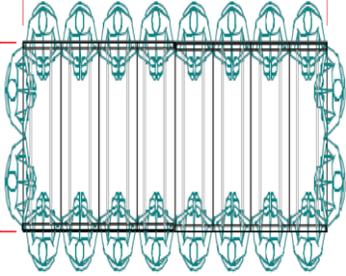
Tenderers are advised to price accordingly as no additional claims will be accepted.

No additional costs shall be paid for contract administration.

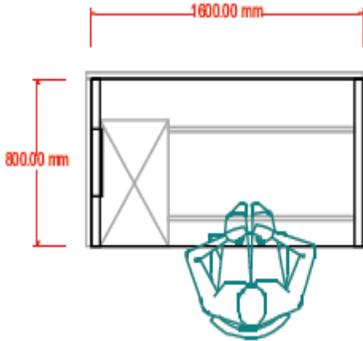
All boards should be veneer manufactured with white caucus and American walnut finishings.

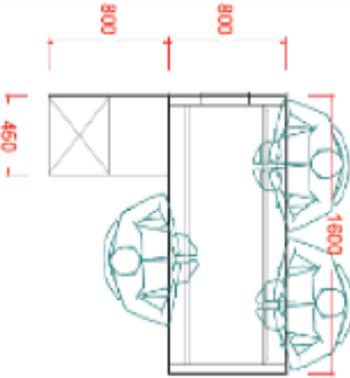
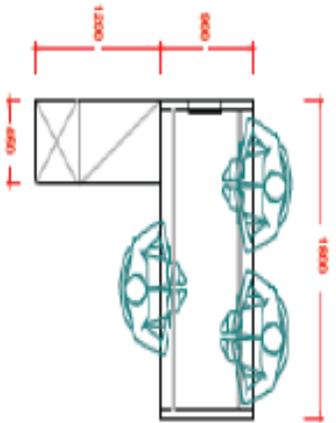
| DESKS AND TABLES | | | | | | | | |
|------------------|--|---|--|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and Deliver Single desk, 1600x800 without storage: American Walnut tops |  |  | EA. | 1 | | | |
| 2 | Supply and Deliver Two-way desks, side by side 1600x800 without storage: American Walnut tops. |  |  | EA. | 1 | | | |
| 3 | Supply and Deliver 6 - 8-seater, 1600x1600; American Walnut tops |  |  | EA. | 1 | | | |

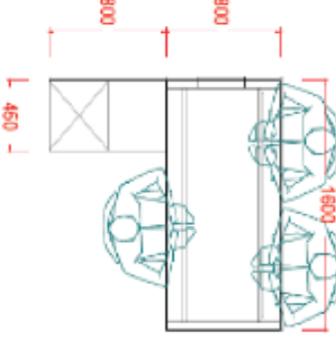
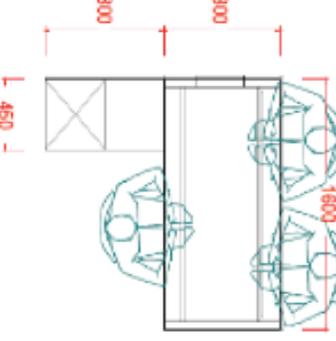
| | | | | | | | | |
|----------|--|--|---|------------|----------|--|--|--|
| <p>4</p> | <p>Supply and Deliver 6-Seater, 1600x800 American Walnut tops</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>5</p> | <p>Supply and Deliver 10 - 12-seater, 3200x1600 American Walnut tops</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>6</p> | <p>Supply and Deliver 14 - 16-seater, 4800x1600 American Walnut tops</p> |  |  | <p>EA.</p> | <p>1</p> | | | |

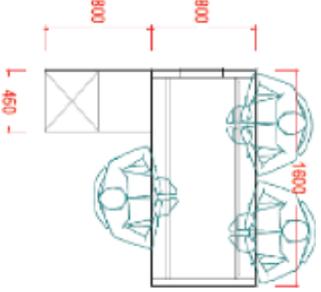
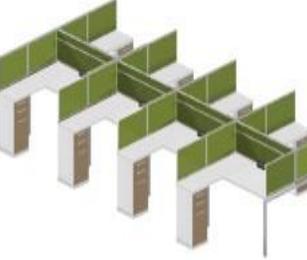
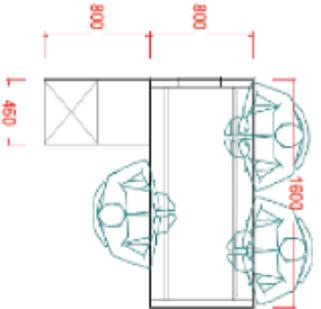
| | | | | | | | | |
|----------|--|--|--|------------|----------|--|--|--|
| <p>7</p> | <p>Supply and Deliver 18 - 20-Seater, 4800x1600 American Walnut tops</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>8</p> | <p>Supply and deliver coffee table.</p> |  | <p>Description: 25mm square tubing, 600W X600D X 450H in melamine board</p> | <p>EA.</p> | <p>1</p> | | | |

| | | | | | | | | |
|----|----------------------------------|--|--|-----|---|--|--|--|
| 9 | Supply and deliver coffee table. |  | Description: 25mm square tubing, 800W X 800D X 450H in melamine board | EA. | 1 | | | |
| 10 | Supply and deliver coffee table. |  | Description: 25mm square tubing, 1200W X 600D X 450H in melamine board | EA. | 1 | | | |

| | | | | | | | | |
|-----------|--|--|---|------------|----------|--|--|--|
| <p>11</p> | <p>Supply and deliver pole leg coffee table.</p> |  | <p>Description: 75mm round tube, 600W X600D X 500H in melamine board</p> | <p>EA.</p> | <p>1</p> | | | |
| <p>12</p> | <p>Supply and Deliver Single desk, 1600x800 with and side table, pedestal, and Corporate Connection plug set; American Walnut tops and storage fronts, white carcasses</p> |  |  | <p>EA.</p> | <p>1</p> | | | |

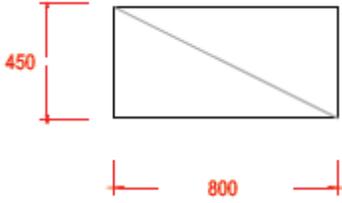
| | | | | | | | | |
|-----------|---|--|---|------------|----------|--|--|--|
| <p>13</p> | <p>Supply and Deliver Single desk, 1600x800 with and side table, pedestal and Corporate Connection plug set; American Walnut tops and storage fronts, white carcasses</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>14</p> | <p>Supply and Deliver Single desk, 1800x900 with and side table and pedestal and Corporate Connection plug set American Walnut tops and storage fronts, white carcasses</p> |  |  | <p>EA.</p> | <p>1</p> | | | |

| | | | | | | | | |
|-----------|--|--|---|------------|----------|--|--|--|
| <p>15</p> | <p>Supply and Deliver Two-way face to face, 1600x800 with and side table, pedestal, and Corporate Connection plug set. American Walnut tops and storage fronts, white carcasses</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>16</p> | <p>Supply and Deliver Four-way face-to-face, 1600x800 with and side table, pedestal, and Corporate Connection plug set. American Walnut tops and storage fronts, white carcasses</p> |  |  | <p>EA.</p> | <p>1</p> | | | |

| | | | | | | | | |
|---|--|--|---|------------|----------|--|--|--|
| <p>17</p> | <p>Supply and Deliver Six-way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset.</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>18</p> | <p>Supply and Deliver Eight-way face-to-face, 1600x800 with and side table, pedestal, and Corporate Connection plug set.</p> |  |  | <p>EA.</p> | <p>1</p> | | | |
| <p>TOTALS</p> | | | | | | | | |
| <p>DESKS AND TABLES GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3</p> | | | | | | | | |

| FILE CABINETS | | | | | | | | |
|---------------|---|--|---|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and deliver Cabinet to accommodate Lever Arch Files. Mini- 798 mm wide,16 MM square top and American walnut front. |  | Code: L4MNITARC, Description: 4 Drawer mini, Size 798 W X 595 D X 1281 H, Capacity in cabinet 48 Files. | EA. | 1 | | | |
| 2 | Supply and deliver Cabinet to accommodate Lever Arch Files. Mini- 798 mm wide,16 MM square top and American walnut front. |  | Code: L5MNITARC, Description: 5 Drawer mini, Size 798 W X 595 D X 1565 H, Capacity in cabinet 60 Files. | EA. | 1 | | | |

| | | | | | | | | |
|---|---|--|---|-----|--|--|--|--|
| 3 | Supply and deliver Cabinet to accommodate Lever Arch Files. Macro- 1205 mm wide,16 MM square top and American walnut front. |  | Code: L4MACTARC, Description: 4 Drawer MAC, Size 1205 W X 595 D X 1281 H, Capacity in cabinet 72 Files. | EA. | | | | |
| 4 | Supply and deliver Cabinet to accommodate Lever Arch Files. Macro- 1205 mm wide,16 MM square top and American walnut front. |  | Code: L5MACTARC, Description: 5 Drawer MAC, Size 1205 W X 595 D X 1565 H, Capacity in cabinet 90 Files. | EA. | | | | |

| | | | | | | | | |
|--|--|---|---|------------|----------|--|--|--|
| <p>5</p> | <p>Supply and deliver double door Cupboard with 3 steel shelves: White carcass and American Walnut doors</p> |  |  <p>Description: Drawer MAC, Size 800 W X 450 D X 1410 H.</p> | <p>EA.</p> | <p>1</p> | | | |
| <p>TOTALS</p> | | | | | | | | |
| <p>FILE CABINETS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3</p> | | | | | | | | |

| SOFT SEATING | | | | | | | | |
|--------------|---|--|--|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and Deliver Soft seating Red and blue single-seaters |  | Weaver World fabric; Smooth size: 800w x800d x810h. | EACH | 1 | | | |
| 2 | Supply and Deliver Soft seating Red and blue double seaters |  | Weaver World fabric; Smooth Basic size: 1740w x900d x680h. | EACH | 1 | | | |

| | | | | | | | | |
|---|--|--|--|--------------------|----------|----------------------|--|--|
| <p>3</p> | <p>Supply and deliver single seater.</p> |  | <p>Black bonded leather, steel chrome frame 630W x 720D x 760H, Seat width: 630mm, Seat depth:510mm.</p> | <p>EACH</p> | <p>1</p> | | | |
| <p>4</p> | <p>Supply and deliver double seater.</p> |  | <p>Black bonded leather, steel chrome frame 1370W x 720D x 760H, Seat width: 1130mm, Seat depth:510mm.</p> | <p>EACH</p> | <p>1</p> | | | |
| | | | | | | <p>TOTALS</p> | | |
| <p>SOFT SEATING GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3</p> | | | | | | | | |

| CHAIRS | | | | | | | | |
|----------|---|--|---|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and deliver Heavy-duty swivel and tilt chairs. |  | <p>Black Bonded Leather. Chrome arms with extra thick padding. Chrome gas height adjustment and base. Maximum weight 227 kg. 5 years guarantee.</p> | EACH | 1 | | | |
| 2 | Supply and deliver Executive heavy-duty high-back chairs. |  | <p>Reinforced full shell. Rigid nylon arms. 5-star aluminum base. Knee tilt mechanism. Upholstered in black bonded leather. Maximum weight 160 kg. 5 years guarantee.</p> | EACH | 1 | | | |

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| <p>3</p> | <p>Supply and deliver visitors' sleigh-base chairs</p> |  | <p>Chrome elliptical frame with PU arm caps. Full shell. It is upholstered in bonded leather with a 5-year guarantee.</p> | <p>EACH</p> | <p>1</p> | | | |
| <p>4</p> | <p>Supply and deliver 4-legged visitor chairs</p> |  | <p>Chrome elliptical frame with PU arm caps. Full shell. It is upholstered in bonded leather with a 5-year guarantee.</p> | <p>EACH</p> | <p>1</p> | | | |

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|---|--|--|---|-------------|----------|--|--|--|
| 5 | Supply and Deliver back operator chairs with mesh backs and cushioned seat |  | Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and flexible nylon arms. 5-year guarantee. | EACH | 1 | | | |
| 6 | Supply and deliver High-back chairs. |  | Permanent contact mechanism, SA gas spindle, tension adjuster, black nylon glass reinforced 670mm diameter, spider base, standard in black in mesh back, foam on the seat; high density. Fixed headrest & Adjustable lumbar support. Two-piece plywood seat with plastic under the seat pan and plastic frame with mesh back. 5-year guarantee. | EACH | 1 | | | |

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|--|--|--|---|------|---|--|--|--|
| 7 | Supply and Deliver Mesh back with cushioned seat |  | Black epoxy coated sleigh frame with arms.5 years guarantee. | EACH | 1 | | | |
| 8 | Supply and Deliver Cushioned back and seat Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and a footrest ring |  | Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and a footrest ring | EACH | 1 | | | |
| TOTALS | | | | | | | | |
| CHAIRS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3 | | | | | | | | |

| CANTEEN AND BREAK-OUT AREAS | | | | | | | | |
|-----------------------------|---|--|--|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and Deliver Black, red, and green PVC chairs with aluminum legs - as per the picture |  | PVC chairs | EACH | 1 | | | |
| 2 | Supply and Deliver Canteen table 800x800 with Inox top |  | Formica top with solid band edging and polished Malibu aluminum base | EACH | 1 | | | |

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| 3 | Supply, Deliver, and install Bench seating, 3-row seaters |  | Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:1800W x seat depth:670mm, seat height 760mm. 5 years guarantee | EACH | 1 | | | |
| 4 | Supply, Deliver, and install Bench seating, 4-row seaters |  | Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:2380W x seat depth:670mm, seat height 760mm. 5 years guarantee | EACH | 1 | | | |
| 5 | Supply, Deliver, and install Bench seating, 5-row seaters |  | Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:2960W x seat depth:670mm, seat height 760mm. 5 years guarantee | EACH | 1 | | | |
| TOTALS | | | | | | | | |
| CANTEEN AND BREAK OUT AREA GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3 | | | | | | | | |

| APPLIANCES | | | | | | | | |
|------------|---|--|--------------------|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and Deliver Bar fridge 850hx550wx550d, color white |  | Bar Fridge | EACH | 1 | | | |
| 2 | Supply and Deliver A+ Energy efficiency Satin Metallic Static Auto Defrost 350 Litre net volume Dimensions (H x W x D) - 1850 x 600 x 650 mm 3-year warranty (2 years additional with registration) |  | Fridge | EACH | 1 | | | |

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|---|--|---|------------------------------|------|---|--|--|--|
| 3 | Supply and Deliver 26L Microwave oven |  | Microwave | EACH | 1 | | | |
| 4 | Supply and Deliver Water cooler dispenser, hot and cold water |  | Water cooler dispenser | EACH | 1 | | | |

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|---|--|--|--|-------------|----------|--|--|--|
| 5 | Supply and deliver projector LCD XGA OPO475. |  | 3000Ansi Lumens. Contrast ratio 2000:1. Projection full HDMI quality distance 1.2m to 6m with built-in Android operating system for playback of media via USB drive. | EACH | 1 | | | |
| 6 | Supply and deliver a tripod projector screen |  | The screen is black-framed and black-backed. It is flame-retardant and mildew-resistant. The stand is height-adjustable. The screen hook has different angle positions for keystone adjustment—16:9 ratio. | EACH | 1 | | | |

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|--|--|---|---|-------------|----------|--|--|--|
| 7 | Supply and deliver a tripod projector screen |  | <p>The screen is black-framed and black-backed. It is flame-retardant and mildew-resistant. The stand is height-adjustable. The screen hook has different angle positions for keystone adjustment. 4:3 ratio.</p> | EACH | 1 | | | |
| TOTALS | | | | | | | | |
| APPLIANCES GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3 | | | | | | | | |

| STEEL LOCKERS | | | | | | | | |
|---------------|--|--|---|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and Deliver Double Door and Triple tier Lockers, size 300mm (w) x 450mm (d) x 1800mm (h), epoxy powder coated with flush fitting doors, for padlock. To comply with BS EN ISO 9001-2000 requirements. |  | Steel Double and Triple Compartment Stacked Lockers | EACH | 1 | | | |
| 2 | Supply and Deliver Four Shelf Cabinet, size 900mm (w) x 450mm (d) x 1500mm (h) |  | Double Door Steel Cabinet with Shelves | EACH | 1 | | | |

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|---|--|--|----------------------------------|-----|---|--|--|--|
| 3 | Supply and Deliver Four Drawer Filing Cabinet, size 470mm (w) x 630mm (d) x 1320mm (h) |  | Steel Four Drawer Filing Cabinet | EA. | 1 | | | |
| 4 | Supply and Deliver Single Rivet High-Density Shelving decked with steel size 900mm (w) x 400mm (d) (single) x 1875mm (h), epoxy powder coated. |  | Storage Shelving | EA. | 1 | | | |
| 5 | Supply and Deliver Single Rivet High-Density Shelving decked with steel decking size 900mm (w) x 600mm (d) (double) x 1875mm (h), epoxy powder coated. |  | Storage Shelving | EA. | 1 | | | |

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| 6 | Supply and Deliver 3 Tier stainless steel trolley |  | Trolley high quality durable steel 910 W X570 D X 950 H. | EA. | 1 | | | |
| 7 | Supply and Deliver Square punched wastepaper bin, colour silver. |  | Stainless steel and powder coated finish, colour Silver.240mm diameter X 300 H | EA. | 1 | | | |
| TOTALS | | | | | | | | |
| STEEL LOCKERS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3 | | | | | | | | |

| OUTDOOR FURNISHINGS | | | | | | | | |
|---------------------|--|--|---|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and deliver steel folding table. |  | Steel folding table with a 0.8 mm top, 1890W X 760D X 750H. | EA. | 1 | | | |
| 2 | Supply and deliver Alpine G2 chairs. |  | G2 Primary Alpine chair 375mm high. | EA. | 1 | | | |
| 3 | Supply and deliver Large Alpine G3 chairs. |  | G3 Large Alpine chair 450 mm high. | EA. | 1 | | | |

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| 4 | Supply and deliver Round Cantilever Umbrella complete. |  | <p>Description: Round Cantilever Umbrella Charcoal 2350 x 3000mm including Base Weighing 30kg, Charcoal colour, Shape Round umbrella diameter 3000mm, length 2350mm. Opening type Cantilever. Material Long lasting 185gsm knitted fabric, 68mm Heavy-duty aluminum pole.</p> | EA. | 1 | | | |
| 5 | Supply and deliver Golf Umbrella. |  | <p>Golf Umbrella Diameter: 140cm Panels: 8 Panels Fabric: 210T Pongee Frame: Auto Open Windproof Fiberglass Frame Handle: Black EVA Foam Handle Length of umbrella closed: 104cm Windproof: Yes</p> | EA. | 1 | | | |

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| <p>6</p> | <p>Supply and deliver Deluxe Gazebo.</p> |  | <p>Fabric: 300D PU Polyester, fire retardant, UV50+ and 600 mm water-resistant Frame: 28 mm diameter and 0,7 mm thick powder coated spring steel poles, integrated frame Ventilation: Vent roof for airflow Guy ropes: 3,5 mm Nylon guy ropes with steel sliders Pegs: 4 pieces, 200 x 6 mm steel L-type pegs and 4 pieces, 254 x 6 mm steel nail pegs Carry bag: Polyester (28 x 18 x 122 cm) with wheels Weight: 17KG Dimensions: 3 x 3 x 2.85m</p> | <p>EA.</p> | <p>1</p> | | | |
| <p>TOTALS</p> | | | | | | | | |
| <p>OUTDOOR FURNISHINGS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3</p> | | | | | | | | |

| KITCHENWARE | | | | | | | | |
|-------------|---------------------------------|---|---|------|-----|--------------|--------------|--------------|
| ITEM NO. | DESCRIPTION | IMAGES | SCHEMATIC DIAGRAMS | UNIT | QTY | RATES YEAR 1 | RATES YEAR 2 | RATES YEAR 3 |
| 1 | Supply and deliver plate. |  | Studio plate 280mm white. | EA. | 1 | | | |
| 2 | Supply and deliver plate. |  | Studio plate 235mm white. | EA. | 1 | | | |
| 3 | Supply and deliver side plate. |  | Studio plate 195mm white. | EA. | 1 | | | |
| 4 | Supply and deliver cutlery set. |  | Description: Traditional stainless-steel cutlery = 1 Knife + 1 Fork + 1 Tablespoon + 1 Teaspoon | EA. | 1 | | | |

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| 5 | Supply and deliver utility tong stainless steel. |  | Utility Tong Stainless Steel 250mm Extra Heavy Duty | EA. | 1 | | | |
| 6 | Supply and deliver buffet spoon. |  | solid buffet dishing spoon 300mm | EA. | 1 | | | |
| 7 | Supply and deliver hi-ball. |  | Hi- Ball 295ml. | EA. | 1 | | | |
| 8 | Supply and deliver cup and saucer. |  | White maple teacup 200ml with 15 cm saucer | EA. | 1 | | | |
| 9 | Supply and deliver straight sugar bowl with lid. |  | Straight sugar bowl with lid | EA. | 1 | | | |

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|---|-------------------------------------|---|---|-----|---|--|--|--|
| 10 | Supply and deliver straight teapot. |  | Straight teapot 500ml | EA. | 1 | | | |
| 11 | Supply and deliver chafing dishes |  | Rectangular stainless steel chafing dish 7.5l | EA. | 1 | | | |
| TOTALS | | | | | | | | |
| KITCHENWARE GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3 | | | | | | | | |

PRICE TENDERED

| SECTIONS | GRAND TOTAL VALUES |
|--|---------------------------|
| DESKS AND TABLES GRAND TOTAL | R |
| FILE CABINETS GRAND TOTAL | R |
| SOFT SEATING GRAND TOTAL | R |
| CHAIRS GRAND TOTAL | R |
| CANTEEN AND BREAK OUT AREA GRAND TOTAL | R |
| APPLIANCES GRAND TOTAL | R |
| STEEL LOCKERS GRAND TOTAL | R |
| OUTDOOR FURNISHINGS GRAND TOTAL | R |
| KITCHENWARE GRAND TOTAL | R |
| TOTAL TENDER PRICE | R |

