

**PART A**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE**

BID NUMBER:	RFQ033-2023RR	CLOSING DATE: 18 SEPTEMBER 2023	CLOSING TIME: 16h00
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DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE TO THE CSOS CAPE TOWN OFFICE.</b>
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**BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)**

[quotations@csos.org.za](mailto:quotations@csos.org.za)

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Jabulile Sithole</b>	CONTACT PERSON	<b>Pamella Ntlokwana</b>
TELEPHONE NUMBER	<b>066 302 5937 / (010) 593 0533</b>	TELEPHONE NUMBER	<b>066 302 5453</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:jabulile.sithole@csos.org.za">jabulile.sithole@csos.org.za</a>	E-MAIL ADDRESS	<a href="mailto:pamella.ntlokwana@csos.org.za">pamella.ntlokwana@csos.org.za</a>

**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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A DETAILED CSD REPORT REFLECTING EME OR QSE 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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**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 PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**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 THE ORGAN OF STATE 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 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: .....



*Affordable Reliable Justice*

## TERMS OF REFERENCE

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THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE TO THE CSOS CAPE TOWN OFFICE.

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CLOSING DATE AND TIME: 18 September 2023

BID VALIDITY PERIOD: 90 DAYS

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## 1. TERMS AND CONDITIONS

**This proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which bidders are deemed to acknowledge and accept:**

- 1.1. A Bid submitted in response to this proposal will constitute a binding offer that will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice, and liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFP be amended, the CSOS undertakes to publicise or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.
- 1.8. This RFP is not intended to form the basis of a decision to enter any transaction with the CSOS and does not constitute an offer or recommendation to enter such transaction, or an intention to enter any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.

- 1.10. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.
- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFP, the words “service provider”, “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFP shall be rejected.

## **2. CSOS BACKGROUND**

The Community Schemes Ombud Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011] to regulate the conduct of parties within community schemes and to ensure their good governance. To deliver on its mandate, key amongst the priorities of the organization are:

- To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To conduct educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option.
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

## **3. PROJECT PURPOSE**

3.1 The purpose of this bid is to invite proposals from suitable, qualified, experienced, and reputable office furniture manufacturers or suppliers to supply, deliver and assemble office meeting table and chairs at CSOS WC Regional Office situated at 8<sup>th</sup> Floor Constitution House, 124 Adderley Street, Cape Town.

## **4. SCOPE OF WORK**

4.1 The successful bidder must supply, deliver, and assemble the furniture as indicated below table at 124 Adderley Street, Cape Town. The furniture supplied should be brand new and no second-hand furniture will be accepted.

### **Detailed services required.**

- Supply, deliver and assemble office furniture as specified in this document.
- Ensure that any furniture damaged in transit or otherwise is immediately replaced.
- Ensure that there are no delays in the delivery, supply and assembling of office furniture.
- All after sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- Ensure that delivery to take place within 4-6 weeks (one month) after the appointment.
- Removal of the existing office desk and cabinet to a new office.

## Guarantees, Warranties, and Maintenance of Furniture

- The bidder shall warrant that the furniture supplied to CSOS is per the published specifications.
- The furniture must be quality guaranteed against defects, faults, and mechanical breakage for a period of not less than five (5) years.
- The bidder shall indicate the full details of product warranties.
- The successful bidder to provide, at no additional cost, all parts and labour necessary to repair the supplied items during the warranty period.

4.2 The procurement process should be a cost-effective benefit to CSOS, ensuring that the procurement of the office furniture is based on quality, pricing, and compliance with the local production and content requirements.

## 5. SCM COMPLIANCE REQUIREMENTS

5.1 Bidders to attach the following SCM compliance requirements documents.

	DELIVERABLE	COMPLIANCE
1.	TAX Compliance Certificate from SARS or valid Tax pin number	
2.	Valid B-BBEE certificate issued by an accredited SANAS verification agency/Sworn Affidavit signed by the EME/QSE representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).	
3.	Full CSD report	
4.	The declaration Certificate for Local Production and content (SBD 6.2) (Bidders will not be disqualified for non-submission)	
5.	Standard Bidding Document (SBD 1,3.3,4, 6.1 & 6.2)	
6.	Completed Annexure C (Bidders will not be disqualified for non-submission)	

## 6. MANDATORY DOCUMENTS

6.1 Bidder must indicate compliance with all the below mandatory requirements as failure to state compliance to all the below will result in disqualification from the bid.

### Mandatory Documents

	DELIVERABLE	COMPLIANCE
1.	<p>Bidders company profile</p> <ul style="list-style-type: none"><li>• Comprehensive company profile and the bidder must demonstrate experience in the supply of office furniture and related logistics.</li></ul>	<b>Comply / Not Comply</b>
2.	<p>Three (3) contactable reference letters on company letterhead not older than five (5) years, indicating supply and delivery of office furniture work undertaken by the bidder.</p>	<b>Comply / Not Comply</b>
3.	<p><b>Product warranty</b></p> <ul style="list-style-type: none"><li>• Provide a letter indicating the five (5) year warranty for all furniture items.</li><li>• A warranty on office chairs against faulty workmanship and defective components only. <b>(letter to indicate years the warranty will cover)</b></li></ul>	<b>Comply/ Not Comply</b>

## 7. PROJECT EVALUATION CRITERIA

7.1 The proposals will be evaluated in two phases. The first phase is the mandatory requirements criteria. Bidders that comply with all the mandatory will be evaluated on price and specific goals. A bid will be disqualified if it fails to meet the mandatory requirements stipulated in this document.

### 7.2 PREFERENCE ON PRICING AND SPECIFIC GOALS.

The 80:20 formula will be used for the allocation of points for price and specific goals as per the PPPFA:

**Table 2: Price & Specific goals**

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, CSOS has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to CSOS and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific goals as per the PPPFA 2022 Regulations and CSOS Preferential Procurement Policy

Criteria	Sub Criteria	SUBSTANTIATION	Weighting/Points
Price	Detailed budget breakdown	Attach quotation on the company letterhead as per pricing schedule	80
Specific Goals	CSD report reflecting that company is at least 51% or more owned by black people for the below designated groups: <ul style="list-style-type: none"> <li>• Women and/or</li> <li>• Youth and/or</li> <li>• People living with disability and/or</li> <li>• Black people who are military veterans.</li> </ul>	Detailed (Full Registration) CSD Report	20
Total Points for Price Specific Goals			100

A bidder that meets the mandatory requirements will be evaluated further in terms of the 80/20 preference points system, where 80 points will be for price only, and 20 points will be for specific goals.

## 8. PRICING

- The proposed total pricing must be inclusive of vat.
- The CSOS may require a breakdown of rates on any of the items priced.
- The CSOS reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

Room	Specification	Dimensions	Quantity	Picture	Unit price	Total
<b>Office and Boardroom Chairs</b>	<ul style="list-style-type: none"> <li>• Item: High Back chairs</li> <li>• Forward Knee Tilt Mech</li> </ul> Colour: Black Bonded leather .	700 (w) x 700 (d) x 1260 (h)	18		R	R
<b>Open Plan for governance Officers (4 officials)</b>	<ul style="list-style-type: none"> <li>• Four-seater workstation Colour – American Walnut</li> <li>• (4x) 30 eight central locking mobile Pedestals</li> <li>• (2x) 30 eight 2 way cluster including beams and wirebasket 2 silver u shape steel legs 38mm</li> <li>• (2x) Art desk based aluminium &amp; fabric screen black brackets included</li> </ul>	2 X 1500 x 1520 1500 x 1520 1500mmLx350mmH	1		R	R

	<ul style="list-style-type: none"> <li>• (2x) Art desk based aluminium &amp; fabric screen black brackets included</li> <li>• (1x) 4 way connector</li> </ul>	750mmL x 350mmH  350mmH				
	<ul style="list-style-type: none"> <li>• Roller Door System Cupboard</li> <li>• Colour – American Walnut</li> </ul>	1500mm H x 1200mm W x 400mm D, with 4 shelves & lock.	2		R	R
<b>9<sup>th</sup> Floors</b>	Round Punch Waste bin Colour: Silver	240 Diameter x 300H	8		R	R
<b>Manager: DR</b>	<b>Item: Manager Desk</b> <ul style="list-style-type: none"> <li>• Senator 4 drawer desk</li> <li>• Senator Sliding Door Credenza Shelf</li> <li>• Roller door system cupboard</li> </ul> Colour – American Walnut	<ul style="list-style-type: none"> <li>• 1800x900</li> <li>• 900 X 450</li> <li>• 1225 x 605 x 1500H</li> </ul>	1		R	R

Manager: Governance	<b>Item: Manager Desk</b> <ul style="list-style-type: none"> <li>• Senator 4 drawer desk</li> <li>• Senator Sliding Door Credenza Shelf</li> <li>• Roller door system cupboard</li> </ul> <p>Colour – American Walnut</p>	<ul style="list-style-type: none"> <li>• 1800x900</li> <li>• 900 X 450</li> <li>• 1225 x 605 x 1500H</li> </ul>	1		R	R
Waiting area 9 <sup>th</sup> floor	<b>Item: Tub Chair</b> PU Leather tub chairs Colour: black		3		R	R
	<b>Item: Table</b> Regal metal coffee table. Metal frame and Glass top  Colour: American Walnut	40 (w) x 40 (d) x 18 (h)	1		R	R
9 <sup>th</sup> Floor	<b>Item: Cough</b> Fabric 3-seater Couch Colour: Green as per CI	2000 (L) x 750 (D)	1		R	R

<b>Compliance Investigators (2 officials)</b>	<b>Item: Corner Desk</b> <ul style="list-style-type: none"> <li>Item: Corner desk</li> <li>Desk with conference drawers and combination credenza</li> <li>Size: 1200mm x 600mm D</li> <li>Colour American Walnut</li> </ul>	2000mm x 1000mm	2		R	R
	<b>Item: Roller cupboard</b> <ul style="list-style-type: none"> <li>Roller door system cupboards</li> <li>Colour: American Walnut</li> </ul>	Roller door system cupboards  1500mm H x 1200mm W x 400mm D, with 4 shelves & lock.	2		R	R
<b>Office Admin</b>	<ul style="list-style-type: none"> <li><b>Item: Corner desk</b></li> <li>Desk with conference drawers and combination credenza</li> <li>Size: 1200mm x 600mm D</li> <li>Colour American Walnut</li> </ul>	2000mm x 1000mm	1		R	R

ITEM	AMOUNT
Furniture total (excluding vat)	R
Removal of the existing office desk and cabinet to a new office	R
Installation fee	R
Delivery fee	R
<b>SUB TOTAL</b>	R
<b>VAT @15%</b>	R
<b>TOTAL AMOUNT INCLUDING VAT</b>	R

## 9 TIMELINE OF THE BID PROCESS

9.1 The validity period of tenders and the withdrawal of offers, after the closing date and time is 90 days.

## 10 DURATION OF THE CONTRACT

10.1 The delivery time will be 4 (four) to 6 (six) weeks after the appointment, including any warranty period.

10.2 The appointment will not exceed this stipulated timeframe. The successful Bidder will be required to enter into a Service Level Agreement (SLA) with the CSOS that will govern the execution of the project, specific duration, project scope and deliverables

## 11 PROJECT MANAGEMENT RESPONSIBILITY

11.1 The CSOS Project Manager's responsibilities will include:

11.2 Providing the service provider with all appropriate advice and information pertinent to the success of this project as well as assisting in setting up meetings with key management staff.

## 12 SERVICE PROVIDER RESPONSIBILITIES

12.1 The specialist service provider will, after signing an agreement to conduct the full scope of work for the CSOS, provide a line-item budget detailing each cost.

12.2 The service provider will sign a Service Level Agreement which will assure confidentiality of CSOS information and intellectual property.

12.3 The service provider undertakes to abide by the CSOS's policies and procedures and Code of Conduct whilst conducting work on behalf of the CSOS.

## **13 SUPPLIER DUE DILIGENCE**

13.1 CSOS reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, confirmation of financial stability and requests for additional information.

## **14 RESPONSE FORMAT (SUBMISSION OF PROPOSAL)**

14.1 The proposals must be submitted in the prescribed format. Standard bidding documents attached with Terms of Reference must be completed in full.

## **15 LATE BIDS**

15.1 Quotation received after the closing date and time, at the central mailbox indicated in the document, will not be considered.

## **16 FRONTING**

16.1 Government supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemns any form of fronting.

16.2 The Government, in ensuring that bidders conduct themselves in an honest manner will, as part of the quotation evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in quotation documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the quotation / contract and may also result in the restriction of the Bidder / contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies CSOS may have against the Bidder / contractor concerned.

## **17 CONTACT AND COMMUNICATION**

17.1 A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Ms. Pamella Ntlokwana, via email: [Pamella.ntlokwana@csos.org.za](mailto:Pamella.ntlokwana@csos.org.za), or Tel :010 593 0533/066 302 5453.

17.2 Further information regarding Supply Chain Management matters can be sent via email to Ms Jabulile Sithole, via email: [jabulile.sithole@csos.org.za](mailto:jabulile.sithole@csos.org.za) or at Tel: 010 593 0533/066 302 5937.

- 17.3 The delegated office of CSOS may communicate with Bidder(s) where clarity is sought in the proposal.
- 17.4 Any communication to an official or a person acting in an advisory capacity for CSOS in respect of the quotation between the closing date and the award of the quotation by the Bidder(s) is discouraged.
- 17.5 All communication between the Bidder(s) and CSOS must be done in writing.
- 17.6 Whilst all due care has been taken in connection with the preparation of this quotation, CSOS makes no representations or warranties that the content of the quotation or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. CSOS and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- 17.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this quotation or any other information provided by CSOS (other than minor clerical matters), the Bidder(s) must promptly notify CSOS in writing of such discrepancy, ambiguity, error or inconsistency in order to give CSOS an opportunity to consider what corrective action is necessary (if any).
- 17.8 Any actual discrepancy, ambiguity, error or inconsistency in the quotation or any other information provided by CSOS will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 17.9 All persons (including bidder(s) obtaining or receiving the quotation and any other information in connection with the quotation or the tendering process must keep the contents of the quotation and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this quotation.

## **18 SUBMISSION OF PROPOSALS**

- 18.1 Proposal documents should be submitted to the following email address: [quotations@csos.org.za](mailto:quotations@csos.org.za) on or before the closing date and time (18 September 2023) at 16h00.

## **19 DISCLAIMER**

- 19.1 The successful bidder must visit the WC Regional Office to ensure correct measurements, **furniture colour coordination and layout drawings before manufacturing the furniture.**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: ..... **BID**

**NO: RFQ033-2023RR: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE TO THE CSOS CAPE TOWN OFFICE.**

**CLOSING DATE: 18 SEPTEMBER 2023**  
**16h00**

**CLOSING TIME**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

<b>ITEM NO TAX</b>	<b>DESCRIPTION</b>	<b>BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u></b>
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**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND DELIVER OFFICE FURNITURE TO THE CSOS CAPE TOWN OFFICE.**

1. Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT

R.....

**PRICING SCHEDULE**

<b>ITEM</b>	<b>AMOUNT</b>
Furniture total as per TOR (excluding vat)	R
Removal of the existing office desk and cabinet to a new office	R
Installation fee	R
Delivery fee	R
<b>SUB TOTAL</b>	R
<b>VAT @15%</b>	R
<b>TOTAL AMOUNT INCLUDING VAT</b>	R

\_\_\_\_\_  
**Signature (Bidder)**

\_\_\_\_\_  
**Date**

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid \_\_\_\_\_

3 Are the rates quoted firm for the full period? Yes/No

4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

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**Technical enquiries regarding bidding procedures may be directed to:**

Pamella Ntlokwana

Cell: **066 302 5453**

E-mail address: [Pamella.Ntlokwana@csos.org.za](mailto:Pamella.Ntlokwana@csos.org.za)

**Supply Chain queries may be directed to:**

Jabulile Sithole

Cell: 066 302 5937

Email: [jabulile.sithole@csos.org.za](mailto:jabulile.sithole@csos.org.za)

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.**

## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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.

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**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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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 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

**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**

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**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.

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:

		<b>POINTS</b>
<b>PRICE</b>		80
<b>SPECIFIC GOALS</b>	Detailed (Full Registration) CSD Report	20
<b>Total points for Price and SPECIFIC GOALS</b>		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:

$$P_S = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or } P_S = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt      =      Price of tender under consideration

P<sub>min</sub> = 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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ or		$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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)
EME OR QSE which is at least 51% black owned by: <ul style="list-style-type: none"> <li>• Women and/or;</li> <li>• Youth and/or</li> <li>• People living with disabilities, and/or</li> <li>• Military veterans</li> </ul>	20	

### 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 proprietor  
 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:** .....

.....

.....

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