

**SPECIFICATION**

**TABLE OF CONTENTS:**

<b>SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA- PORT OF RICHARDS BAY ON A ONCE OFF BASIS</b>	
<b>SECTION 1- Employer’s Work Information</b>	
1.1. Description of works	
1.1.1. Executive Overview	<b>2</b>
1.2. Engineering and contractor’s Design	
1.2.1 Equipment required to be included in the works	<b>2</b>
1.2.2. Temporary works, site services and construction constraints	<b>2</b>
1.2.3. Completion, testing, commissioning, and corrections of defects	<b>3</b>
<b>SECTION 2</b>	
2.1. Management and start up	
2.1.1. The Contractor’s Invoices	<b>4</b>
<b>SECTION 3</b>	
3.1. The Contract’s work information	<b>5-6</b>
<b>Pricing Schedule</b>	<b>7</b>

## **SECTION 1- EMPLOYER'S WORK INFORMATION**

### **1.1. DESCRIPTION OF WORKS**

#### **1.1.1 EXECUTIVE OVERVIEW**

Transnet National Ports Authority (TNPA) is currently rolling out a project for upgrading the ICT equipment in all the Ports. For the ICT project to be a success, boardrooms need to have compliant and safe boardroom furniture. The Port of Richards Bay has identified boardrooms which do not have furniture. The contractor will have to supply, deliver and assemble the boardroom tables and chairs, as well as disassemble the current tables, remove current tables chairs and transport to the allocated storage facility.

### **1.2. ENGINEERING AND CONTRACTOR'S DESIGN**

#### **1.2.1 EQUIPMENT REQUIRED TO BE INCLUDED IN THE WORKS**

- All vehicles entering the Port of Richards Bay, shall be roadworthy, and well maintained. The vehicles need to be equipped with the necessary licenses and safety requirements. All delivery vehicles shall have operational reversing alarms. Operators of delivery vehicles must be trained and competent and authorised to use/drive/operate the vehicle. Drivers of all construction/delivery vehicles must be in possession of a valid driver's license and be medically fit.
- All equipment needed to assemble desks, shall be supplied by the contractor. TNPA will not provide the contractor with any tools. Electricity for power tools will be provided by Transnet.

#### **1.2.2 TEMPORARY WORKS, SITE SERVICES & CONSTRUCTION CONSTRAINTS**

- The Employer will issue a Site Access Certificate after award of contract. The contractor shall obtain the necessary entry permits for all staff working in the construction area in accordance with the access control requirements of Transnet. All costs incurred in providing construction personnel with ID cards and access permits shall be incurred by the contractor.
- The contractor shall be mindful of the departmental staff currently working in the offices. The contractor is expected to deliver, assemble desks as well as perform civil works in a manner which is not obstructive to the working staff. The contractor is expected to devise measures to ensure they deliver on the project scope without interrupting TNPA employees from doing the same.

**TNPA/2023/10/0013/46048/RFQ- SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA- PORT OF RICHARDS BAY ON A ONCE OFF BASIS**

- The contractor must comply with the following hours of work for his/her people (including subcontractors) employed on the site:

Normal working hours are between 08:00 am and 16:30 pm, Mondays to Fridays. If it is required to work outside the stated normal working hours, the contractor must obtain written permission at least 24 hours before such work needs to be undertaken. Transnet National Ports Authority will not unreasonably withhold permission.

**SITE SERVICES AND FACILITIES:**

- The contractor shall be responsible for the security of the works until completion and hand-over and shall make his/her own arrangements for security and the safekeeping of his/her property for the duration of the contract.
- The contractor’s staff may make use of any existing toilets in the building.
- The contractor may make use of the electricity power sockets to give power to their power tools during the contractual period.

**1.2.3 COMPLETION, TESTING, COMMISSIONING, AND CORRECTION OF DEFECTS**

**THE WORK IS TO BE DONE BY THE COMPLETION DATE**

- On or before the completion date, the contractor shall have done everything required to provide the works including the work listed below which is to be done before the completion date and in any case before the dates stated.

ITEM OF WORK	TO BE COMPLETED BY
<ul style="list-style-type: none"> <li>• Supply, delivery, and assembly of boardroom furniture for TNPA- Port of Richards Bay.</li> <li>• Disassembly and transportation of existing Boardroom furniture.</li> </ul>	<p><b>60 Days after contract award</b></p>

## **SECTION 2- EMPLOYER'S WORK INFORMATION**

### **2.1 MANAGEMENT AND START UP**

#### **2.1.1. THE CONTRACTOR'S INVOICES**

- When the Project Manager certifies payment following an assessment date, the contractor must comply with the Employer's procedure for invoice submission.
- The invoice must correspond to the Project Manager's assessment of the amount due to the contractor as stated in the purchase order.
- The invoice should include the following:
  - Invoice addressed to Transnet National Port Authority, Richards Bay.
  - Transnet SOC Limited's VAT No: 4720103177
  - Invoice number
  - The Contractor's VAT number
  - The Purchase Order number

- **Payment:**

Invoices must be sent to:

Ms Nelisiwe Mathenjwa  
TNPA Port of Richards Bay  
Finance Department  
Ground Floor, Open plan, Bayvue building  
Email: [Nelisiwe.Mathenjwa@transnet.net](mailto:Nelisiwe.Mathenjwa@transnet.net)  
Email: [Rotanganedzwa.Mashau@transnet.net](mailto:Rotanganedzwa.Mashau@transnet.net)

Please quote the Purchase order number that starts with **4500**..... on all your invoices for payment purposes.

**TNPA/2023/10/0013/46048/RFQ- SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA- PORT OF RICHARDS BAY ON A ONCE OFF BASIS**

**SECTION 3**

**3.1 THE CONTRACT'S WORK INFORMATION**

The contractor shall supply, deliver, and assemble (3) 12-seater and (2) 14-seater boardroom tables as pictured below (**Excluding chairs**), or a similar boardroom table that meets the specifications. The tables will be assembled inside an allocated room. Before the assembly of the boardroom tables, the existing office desks and chairs will need to be disassembled and transported to the allocated storage facility.

**Boardroom Table Specifications:**

- The boardroom table finish (veneer) will be Summer Oak.
- The minimum dimensions of the 12-seater Boardroom table are 3600 x 1200 mm.
- The minimum dimensions of the 14-seater Boardroom table are 4800 x 1200 mm.

**Veneer**



Oak



**Boardroom Chair Specifications:**

- The chairs that are to be supplied, delivered and assembled in the boardrooms are categorized as **Big and Tall High Back Chairs** as pictured below. The contractor needs to provide ninety (90) of these chairs.
- Heavy duty, swivel and tilt mechanism, chrome base and chrome arms with padding.

**TNPA/2023/10/0013/46048/RFQ- SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA- PORT OF RICHARDS BAY ON A ONCE OFF BASIS**



**TO NOTE:**

The contractor is expected to disassemble the current tables, remove current tables and chairs and transport to the allocated storage facility, alongside supplying, delivering and assembling new boardroom tables and chairs.

**TNPA/2023/10/0013/46048/RFQ- SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA- PORT OF RICHARDS BAY ON A ONCE OFF BASIS**

**Pricing Schedule**

<b>SUPPLY, DELIVERY, AND ASSEMBLY OF BOARDROOM FURNITURE FOR TNPA PORT OF RICHARDS BAY</b>					
<b>Item No</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Supply, delivery, assembly, and commissioning of boardroom chairs- Tall, heavy duty, swivel and tilt mechanism, chrome base and chrome arms with padding	EA	90		
2	Supply, delivery, assembly, and commissioning of 12-seater veneer boardroom table (3600 X 1200 mm)	EA	3		
3	Supply, delivery, assembly, and commissioning of 14-seater veneer boardroom table (4800 X 1200 mm)	EA	2		
<b>Total Excl VAT</b>					
<b>15% VAT (if applicable)</b>					
<b>Total Incl VAT (if applicable)</b>					

**TO NOTE:**

The contractor is expected to disassemble the current tables, remove current tables and chairs, and transport to the allocated storage facility, alongside supplying, delivering, and assembling new boardroom tables and chairs.

**Please make provision for this in your pricing.**