



DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	CoGHSTA B18 / 2025-26 FY	CLOSING DATE:	17 MARCH 2026	CLOSING TIME:	11h00
DESCRIPTION	FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
20 RABE STREET					
HENSA TOWERS					
POLOKWANE, 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MOKALAPA.MJ		CONTACT PERSON	MALULEKE NE	
TELEPHONE NUMBER	015 294 2262		TELEPHONE NUMBER	015 294 2119	
E-MAIL ADDRESS	Mokalapa.johannes@limpopo.gov.za		E-MAIL ADDRESS	malulekene@coghsta.limpopo.gov.za	
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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, 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 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:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number CoGHSTA B18 / 25-26 FY
Closing Time 11H00	Closing date 17 MARCH 2026

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - *Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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

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

2.2 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

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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² 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.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of 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

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:

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:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. 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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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)
Limpopo Province- Latest (not older than three months) Municipal Account/Traditional Council letter	04	
Rural / Township Business	04	
Black people -Valid Sworn Affidavit	02	
Persons with Disability	02	
Youth - Certify ID copy (not older than six months)	04	
Women - Certified ID copy (not older than six months)	04	
TOTAL	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 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:

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LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

SPECIFICATION

FOR PROCUREMENT OF OFFICE FURNITURE FOR 14
TRADITIONAL COUNCILS

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members:

TL ME KB

Initials of HOD

RI

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SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

1. PURPOSE

1.1. To appoint a service provider to supply and deliver office furniture for 14 Traditional Councils (TC) across Mopani, Vhembe, Waterberg, Capricorn, and Sekhukhune District.

2. BACKGROUND

2.1 In terms of the Traditional and Khoi-San Leadership Act, 2019, section 23 (1) and (a).

(1) The national government may and a provincial government must adopt such legislative or other measures as maybe necessary to_

(a) Support and strengthen the capacity of kingship and queenship councils, principal traditional councils, traditional councils, khoi-san councils and traditional sub-councils to fulfill its functions, and such support includes the provision of administrative and financial support.

3. LEGISLATIVE FRAMEWORK

3.1 The Constitution of the Republic of South Africa (Act No 108 of 1996)

3.2 Traditional and Khoi-San Leadership Act (Act No 3 of 2019)

3.3 Limpopo Traditional Leadership and Institutions Act (Act No 6 of 2005)

4. SCOPE OF WORK

4.1 The service provider is expected to supply office furniture for 14 Traditional councils for 5 districts as per the following categories: A, B, C, and D . The furniture must be delivered to the specified traditional council and assembled on site.

4.2 List of Traditional councils per category

Category A

Category	District	Name of TC
A	Mopani	Bashai Ditlou
	Vhembe	Makuya
	Waterberg	Mapela

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Category B

	District	Name of TC
B	Sekhukhune	Moroangoato
		Phokoane
		Roka Phasha Makgalanoto
		Bapedi Ba Ramaube
		Tisane

Category C

Category	District	Name of TC
C	Mopani	Siyandhani

Category D

Category	District	Name of TC
D	Capricorn	Dikgale
		Bakone ba Matlala
	Vhembe	Rambuda
		Mudabula
Waterberg	Bakone	

5. SPECIFICATION

5.1 The list of TC of **Category A** per district, specification, and sample pictures (as annexures):

List of Traditional Councils of Category A per district:

Category	District	Name of TC	Total of TC's
A	Mopani	Bashai Ditlou	01
	Vhembe	Makuya	01
	Waterberg	Mapela	01
		03	

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5.1.1 Category A - Specification

No.	Quantity Per TC	Description	Finish	Total Quantity
a.	2 X	Standard Desk <ul style="list-style-type: none"> 1800L X 1000W X 800H black genuine leather inlay on desktop with free standing 1000L X 550W X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany Annexure No. 1	6
b.	1 X	Executive Desk <ul style="list-style-type: none"> 3300L X 1200W X 800H black genuine leather inlay on desktop with free standing Credenza <ul style="list-style-type: none"> 1200L X 810W X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany Annexure No. 2	3
c.	1 X	Bookshelf <ul style="list-style-type: none"> 900L X 420D X 2200H two top glass doors with two bottom wooden doors 	dark brown mahogany Annexure No. 3	3
d.	1 X	Bookshelf <ul style="list-style-type: none"> 900L X 420D X 2200H four wooden doors 	dark brown mahogany Annexure No. 4	3
e.	2 X	Credenza <ul style="list-style-type: none"> 1600W X 600D X 960H four wooden doors 	dark brown mahogany Annexure No. 5	6
f.	2 X	Filing cabinet <ul style="list-style-type: none"> 550L X 570W X 1450H four wooden drawers 	dark brown mahogany Annexure No. 6	6
g.	3 X	Executive highback chair <ul style="list-style-type: none"> 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch 	black genuine leather Annexure No. 7	9
h.	1 X	Highback chair <ul style="list-style-type: none"> 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch 	black genuine leather Annexure No. 8	3
i.	52 X	Visitors chairs <ul style="list-style-type: none"> 630W X 700D X 1030H maximum weight 170kg, black chrome sleigh base, Mahogany wooden armrest 	black genuine leather Annexure No. 9	156
j.	1 X	Round boardroom table (6-seater) <ul style="list-style-type: none"> 1500L X 1500W X 800H 	dark brown mahogany Annexure No. 10	3

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

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No.	Quantity Per TC	Description	Finish	Total Quantity
k.	1 X	Rectangular boardroom table (40-seater)	dark brown mahogany	3

NOTE:

The appointed bidder must provide three (3) year guarantee including collection and repair of equipment(s).

5.1.2 Category A - Annexures NB: Pictures are for sample purposes only

Annexure No. 1



Annexure No. 2



Annexure No. 3



Annexure No. 4



Annexure No. 5



Annexure No. 6



Annexure No. 7



Annexure No. 8



Annexure No. 9



SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members: T.I NE KB

Initials of HOD RI

Annexure No. 10



5.2 The list of TC of **Category B** per district, specification, and pictures (as annexures):

5.3

List of Traditional councils of Category B per district:

Category	District	Name of TC	Total of TC
B	Sekhukhune	Moroangoato	05
		Phokoane Roka Phasha Makgalanoto Bapedi Ba Ramaube Tisane	
			05

Category B - Specifications

Item	Quantity Per TC	Description	Finish	Total Quantity
a.	2 X	Standard Desk • 1800L X 1000W X 800H black genuine leather inlay on desktop with free standing Credenza • 1000L X 550W X 800H with three drawer mobile Pedestal with central lock	dark brown mahogany Annexure No. 1	10
b.	1 X	Executive Desk • 3300L X 1200W X 800H black genuine leather inlay on desktop with free standing Credenza • 1200L X 810L X 800H with three drawers mobile Pedestal with central lock	dark brown mahogany Annexure No. 2	5
c.	1 X	Bookshelf • 900L X 420D X 2200H two top glass doors with two bottom wooden doors	dark brown mahogany Annexure No. 3	5

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members: TJ NE KB

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Item	Quantity Per TC	Description	Finish	Total Quantity
d.	1 X	Bookshelf • 900L X 420D X 2200H four wooden doors	dark brown mahogany Annexure No. 4	5
e.	2 X	Filing cabinet • 550L X 570W X 1450H four wooden drawers	dark brown mahogany Annexure No. 5	10
f.	2 X	Executive Highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather Annexure No. 6	10
g.	1 X	Highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather Annexure No. 7	5
h.	6 X	Visitors chairs • 630W X 700D X 1030H maximum weight 170kg, black chrome sleigh base, Mahogany wooden armrest	black genuine leather Annexure No. 8	30

NOTE:

The appointed bidder must provide three (3) year guarantee including collection and repair of equipment(s).

4.2.3 Category B - Annexures: NB: Pictures are for sample purposes only

Annexure No. 1



Annexure No. 3

Annexure No. 2



Annexure No. 4

Annexure No. 5

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members: FI NE KB

Initials of HOD R1

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Annexure No. 6



Annexure No. 7



Annexure No. 8



5.4 The list of TC of **Category C** per district, specification, and pictures (as annexures):

5.4.1 List of Traditional councils of **Category C** per district:

Category	District	Name of TC	Total
C	Mopani	Siyandhani	01
			01

5.4.2 Category C - Specifications

Item	Quantity Per TC	Description	Finish	Total Quantity
a.	1 X	Standard Desk 1800L X 1000W X 800H black genuine leather inlay on desk top with free standing Credenza 1000L X 550W X 800H with Three drawer mobile Pedestal with central lock	dark brown mahogany Annexure No. 1	1

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members: TJ NE KB

Initials of HOD RI

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Item	Quantity Per TC	Description	Finish	Total Quantity
b.	1 X	Executive Desk 3300L X 1200W X 800H black genuine leather inlay on desktop with free standing Credenza 1200L X 810L X 800H with Three drawer mobile Pedestal with central lock	dark brown mahogany Annexure No. 2	1
c.	1 X	Bookshelf 900L X 420D X 2200H four wooden doors	dark brown mahogany Annexure No. 3	1
d.	1 X	Filing cabinet 550L X 570D X 1450H four wooden drawers	dark brown mahogany Annexure No. 4	1
e.	1 X	Executive Highback chair 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather Annexure No. 5	1
f.	1 X	Highback chair 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather Annexure No. 6	1
g.	4 X	Visitors chairs <ul style="list-style-type: none"> 630W X 700D X 1030H maximum weight 170kg, black chrome sleigh base, Mahogany wooden armrest 	black genuine leather Annexure No. 7	4

5.4.3 Category C - Annexures: NB: Pictures are for sample purposes only

Annexure No. 1



Annexure No. 2



SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS

Initials of DBSC members: TI NE KB

Initials of HOD: R1

Annexure No. 3



Annexure No. 4



Annexure No. 5



Annexure No. 6



Annexure No. 7



5.5 The list of Traditional councils of Category D per district, specification, and pictures (as annexures):

4.4.1. List of Traditional councils of Category D per district:

Category	District	Name of TC	Total
D	Capricorn	Dikgale	02
		Bakone ba Matlala	

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	Vhembe	Rambuda Mudabula	02
	Waterberg	Bakone	01
			05

4.4.2. Category D – Specifications

Item	Quantity Per TC	Description	Finish	Total Quantity
a.	1 X	Round boardroom table (6-seater) • 1500L X 1500W X 800H	dark brown mahogany Annexure No. 1	5
b.	1 X	Rectangular boardroom table (40-seater)	dark brown mahogany	5
c	46 X	Visitors chairs • 630W X 700D X 1030H maximum weight 170kg, black chrome sleigh base, Mahogany wooden armrest	black genuine leather Annexure No. 2	230

4.4.3. Category D - Annexures: NB: Pictures are for sample purposes only

Annexure No. 1



Annexure No. 2



5. EVALUATION

This Bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), 2022 Regulation, Departmental Procurement Policy and related regulations as follows:

The bid will be evaluated in three phases namely:

Phase 1: Bid Conditions (Phase 1a: Administrative Compliance and Phase 1b: Mandatory Compliance).

Phase 2: Price and Specific goals

Phase 3: Physical site inspection.

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The Department reserves the right to accept all, some, or none of the bids submitted – either wholly or in part.

4.3 Phase 1a: Administrative Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals:

- 5.1.1 Completed and signed Standard Bid Document (SBD1) which form part of the tender document.
- 5.1.2 Completed and signed SBD 6.1 which form part of the tender. Failure to fully complete and submit supporting documents will result in zero Specific Goals points. Supporting documents to be submitted as original certified copies not older than six (06) months.
- 5.1.3 Completed SBD 3.1 which form part of the tender.

NB. The successful bidder will be required to sign SBD 7.2 Contract form.

5.2. Phase 1b: Mandatory Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals; failure to comply will result in an offer being disregarded and not considered for evaluation:

- 5.3.1 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required documents, any other clearance or registration forms.
- 5.3.2 In the case of a Joint Venture/Consortium/Partnerships submitting a tender, include the following:
 - 5.3.2.1 joint venture agreement indicating the lead partner.
 - 5.3.2.2 resolution by its members authorizing a member of the joint venture to sign the documents on behalf of the joint venture.
- 5.3.3 Proof of authority to sign must be submitted (e.g., signed company resolution)
- 5.3.4 Completed and signed Standard Bid Document (SBD4) which form part of the tender document.
 - 5.3.4.1 Bidders should take note of clause no.3.3 to 3.6 of the SBD 4 form.
- 5.3.5 Price proposals must be submitted on Annexure A and must be fully completed, indicating the following:**
 - 5.3.5.1 Total bid prices.
 - 5.3.5.2 Price should include VAT (*compulsory VAT registration threshold: R1 Million*).
 - 5.3.5.3 Price should include assembling and delivery cost.
 - 5.3.5.4 Prices should be firm as the Department will not allow any increases after appointment.
- 5.3.6 Bidders should have active furniture retailing/manufacturing facility (submit proof as a furniture retailing/manufacturing facility, e.g. company profile);
 - 5.3.6.1 and/or a signed written agreement with active furniture retailing/manufacturing facility, and must be submitted.

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- 5.3.6.2 Physical address of active furniture retailing/manufacturing facility must be submitted and at-least two contact numbers where physical site inspection will be conducted.
- 5.3.7 The appointed bidder must provide three (3) year guarantee including collection and repair of equipment(s).
- 5.3.8 Closing time for all bids is 11:00 on the closing date. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.
- 5.3.9 Bid documents must be returned in the original format,DO NOT re-arrange**
- 5.3.10 Bids submitted by email or fax will not be considered.
- 5.3.11 Each bid should be lodged in a sealed separate envelope with the name and address of the bidder, bid number, closing date, and time.**
- 5.3.11 Bidders must make use of the prescribed bid documents. Do not retype or copy.
- 5.3.12 Use of correction pen is prohibited.
- 5.3.13 No amendments without initializing will be accepted.
- 5.3.14 The department will not enter a contract with service providers who are not registered on the Centralized Supplier Database (CSD).
- 5.3.15 Deviation from Specifications/Terms of Reference is not permitted.

5.4 Phase 2: Price and Specific Goals

In terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows: **the 80/20 preference points system is applicable for the acquisition of goods or services for rand value equal to or below R50 million.**

The adjudication of this bid will be based on the 80/20-point scoring system.

5.4.1 Price

Price will be allocated points out of 80 in respect of this invitation, inclusive of all applicable taxes.

5.4.2 Specific Goals

A maximum of 20 points may be awarded for the specific goals specified hereunder.

The following specific goals with **verifiable means of verification** and applicable points will be utilized for awarding of points:

Ownership	Points	Means of Verification
Limpopo Province	4	Latest (not older than three months) Municipal Account/Traditional Council letter
Rural /township business	4	Latest (not older than three months) Municipal Account/Traditional Council letter
Black People	2	Valid Sworn Affidavit
Persons with Disability	2	Disability verification letter from a medical practitioner indicating the practice number

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Ownership	Points	Means of Verification
Youth	4	Certified ID copy (not older than six months)
Women	4	Certified ID copy (not older than six months)
Total	20	

Points scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the PPPF Act, the contract will be awarded to the tenderer scoring the highest points.

5.5 Phase 3: Physical site inspection

Premises of all shortlisted service providers or contracted manufacturer or retailer or those with agreement) will be inspected by Departmental staff members to verify their existence and compliance. (The Department must be informed in writing should service provider(s) change its office address, the notification must be submitted within 14 days after the closing date of the Bid).

The physical site inspection will be scores as per the table below: a score below 70% (10.5 points) will result in your offer not being considered for appointment:

NO.	DESCRIPTION	points
a.	Active furniture retailing/manufacturing facility.	5
b.	Standard Desk	1
c.	Executive Desk with Credenza	1
d.	Book shelf	1
e.	Credenza	1
f.	Filing cabinet	1
g.	Executive high back chair	1
h.	High back chair	1
i.	Visitors chair	1
j.	Round boardroom table (6-seater)	1

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NO.	DESCRIPTION	points
k.	Rectangular boardroom table (40-seater)	1
Total points		15

6. SERVICE LEVEL AGREEMENT

CoGHSTA will enter into a Service Level Agreement with appointed service provider.

7. SUBMISSION PROCEDURE

All bids must be submitted in the Bid Box @ 20 Rabe Street, Cnr Landdros Mare & Rabe Streets, Polokwane addressed to:

The Chief Director

Supply Chain Management

Department of Co-operative Governance, Human Settlements & Traditional Affairs

Private Bag X9485

Polokwane

0700

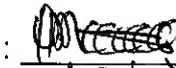
NB: the name and address of the bidder, bid number, closing date, and time.

8. INFORMATION

Should additional information or clarification be required regarding the specification before the closing date of the tender, contact may be made through telephone or email with the following officials:

NAME	TELEPHONE	EMAIL ADDRESS
Technical Enquiries		
Ndzeru TI	015 294 2246	NdzeruTI@coghsta.limpopo.gov.za
Maluleke NE	015 294 2119	MalulekeNE@coghsta.limpopo.gov.za
Administrative Enquiries		
Phiri JM	015 294 2140	PhiriJM@coghsta.limpopo.gov.za
Mokalapa MJ	015 294 2278	MokalapaMJ@coghsta.limpopo.gov.za
Peta MM	015 294 2154	PetaMM@coghsta.limpopo.gov.za

DBSC SIGNATURES

Chairperson : 
Deputy Chairperson : 
Member : 
HOD : 

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DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

ANNEXURE A: PRICING SCHEDULE

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

Bidder: _____

PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS.

NO.	DESCRIPTION	FINISH	QUANTITY	UNIT PRICE	TOTAL
a)	Standard Desk <ul style="list-style-type: none">• 1800L X 1000W X 800H black genuine leather inlay on desktop with free standing• 1000L X 550W X 800H• with three drawers mobile Pedestal with central lock	dark brown mahogany	17		
b)	Executive Desk <ul style="list-style-type: none">• 3300L X 1200W X 800H black genuine leather inlay on desktop with free standing Credenza <ul style="list-style-type: none">• 1200L X 810W X 800H• with three drawers mobile Pedestal with central lock	dark brown mahogany	9		
c)	Bookshelf <ul style="list-style-type: none">• 900L X 420D X 2200H two top glass doors with two bottom wooden doors	dark brown mahogany	8		
d)	Bookshelf <ul style="list-style-type: none">• 900L X 420D X 2200H four wooden doors	dark brown mahogany	9		
e)	Credenza <ul style="list-style-type: none">• 1600W X 600D X 960H four wooden doors	dark brown mahogany	6		
f)	Filing cabinet <ul style="list-style-type: none">• 550L X 570W X 1450H four wooden drawers	dark brown mahogany	17		



DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

ANNEXURE A: PRICING SCHEDULE

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

Bidder: _____

PROCUREMENT OF OFFICE FURNITURE FOR 14 TRADITIONAL COUNCILS.

NO.	DESCRIPTION	FINISH	QUANTITY	UNIT PRICE	TOTAL
g)	Executive high back chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	20		
h)	High back chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	9		
i)	Visitors chairs • 630WX 700DX1030H maximum weight 170kg,black chrome sleigh base • Mahogany wooden armrest	black genuine leather	420		
j)	Round boardroom table (6-seater) • 1500L X 1500W X 800H	dark brown mahogany	8		
k)	Rectangular boardroom table (40-seater)	dark brown mahogany	8		
Total price					
Vat					
Grand Total					