



INDEPENDENT DEVELOPMENT TRUST

BID NOTICE No: DOEEC/29/2022/2023: 17 February 2023

Note: BID closes on Friday 17th March 2023 @ 11:00

ASSEMBLING/REFURBISHMENT OF SCHOOL FURNITURE DESKS COMPONENTS IN THE EASTERN CAPE PROVINCE

BACKGROUND

The Independent Development Trust (IDT) on behalf of Department of Education (DoE) hereby invites suppliers who have capacity and expertise to assemble/refurbish school furniture desks components in the Eastern Cape Province.

SCOPE OF WORK

Assemble the following items:

Each desk consists of four components of Timber which is subjected to be recut to suite the required single desk where possible, sanded, drilled, and vanished.

The Desk components are listed below:

1. Timber Tabletops
2. New and Refurbished Frames
3. Unassembled Desk components
4. Unrepaired Frames
5. Supply of additional new powder coated steel frames for single combination desks.

1. EVALUATION CRITERIA

Stage 1: Administrative Compliance Requirements

Bidder/s will be eliminated based on the following:

- Fully Completed and duly signed following Standard Bidding Documents (SBDs)

- Fully completed and duly signed Standard Bidding Documents SBD 1, SBD 4, SBD 6.1 and SBD 6.2 and its annexure C.
- Form of Offer and acceptance (C1.1)
- Service provider's acceptance of terms of reference, (ToR) **by initialling on each page**
- Detailed company profile in relation to school furniture supply and delivery
- Not quoted for all items in attached **Annexure A**.
- A bid offer shall be rejected if the bid document is completed using a pencil. Only black ink must be used to complete the bid Document.
- Detailed CIPC / company registration document.
- Original certified copies of Identity documents for the directors (certification not older than 3 months from the closing date).

Stage 2: Functionality Evaluation Criteria

Bidders must achieve a minimum of **70 points** on functionality to be evaluated further on 80/20 Preference Points

	Description	Total points	Points	Points Claimed
	Proof of Experience in the supply and delivery of school furniture			
	5 Similar projects (R1 million and above)	30	30	
	4 Similar projects (R500 000 – R999 999)		20	
	3 Similar projects (R200 000- R499 999)		15	
	1-2 Similar projects (up to R199 999)		10	
	The bidder must submit appointment letter(s) with the value of the contract including proof of delivery per project to be considered			
	Reference Letters			
	5 and above reference letters	20	20	
	4 reference letters		15	
	3 reference letters		10	
	1 to 2 reference letters		5	
	The bidders must submit reference letters for previous work done in the past 5 years on the client letterhead indicating satisfactory completion.			
	Methodology and approach consisting of (i) detailed profile of the organization (ii) Proposed implementation plan. (iii) Quality assurance plan (iv) Colour brochure of furniture to be supplied	30		
	Submission of detailed methodology and approach with four (04) sub-criteria adequately addressed		30	
	Submission of detailed methodology and approach with		20	

	three (03) sub-criteria adequately addressed			
	Submission of detailed methodology and approach with two (02) sub-criteria adequately addressed		10	
	Submission of detailed methodology and approach with only one (01) sub-criterion adequately addressed		05	
	Methodology and approach consisting of (i) detailed profile of the organization (ii) Proposed implementation plan. (iii) Quality assurance plan which includes pre-delivery, transportation, and delivery processes (iv) Colour brochure of furniture to be supplied			
	Locality			
	Head office in EC	20	20	
	Regional/Branch office in EC		10	
	No proof of offices in EC		05	
	Bidders must submit copy of utility bill that indicates address of the company			

Stage 3: 80/20 Preferential Point System

Bidders to be evaluated on Price & Procurement Preferential Points

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 preferencepoint system.)

The specific goals allocated points in terms of this tender	Number ofpoints allocated(80/20 system) (To be completed by the organof state)	Number ofpoints claimed (80/20 system) (To be completed bythe tenderer)
Women 100% Ownership	6	
Youth 100% Ownership	6	
People with Disabilities 100% Ownership	4	
Black Male 100% Ownership	4	

Source Documents to be submitted with the Bid

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Stage 4: Due Diligence

Prior to award to the successful bidder, IDT may conduct a site visit to observe a sample of the furniture, do quality check, verify availability of the Warehouse, staff, and equipment. However, a sample of furniture should be delivered to the below-mentioned address as per arrangement with IDT.

Bidders shall note the following conditions:

- No late, emailed, or faxed bids will be accepted. Only hand delivery will be accepted.
- Bid to be valid for a period of thirty days (90) from the bid closing date.
- Preferential Procurement Policy Framework Act (PPPFA) principles will apply, and IDT Supply Chain Management policy will apply.
- The IDT reserves the right not to appoint the lowest or any bid.
- The IDT reserves the right to appoint **experienced Refurbishers and assemblers only**.
- Any mistake must be neatly crossed out, and counter-signed by the relevant party.

Prices quoted must be all VAT inclusive, whether the bidder is registered for VAT or not. Bidders must quote for all items in a cluster

COMPULSORY BRIEFING SESSION

Compulsory briefing meeting will be held at IDT offices (Palm Square Business Park, Silverwood House, Bonza Bay Road, Beacon Bay, East London on the 24th February 2023 at 10am.

AVAILABILITY OF DOCUMENT

IDT Website- www.idt.org.za

e-Tender portal - www.etenders.gov.za

SCM SPECIFIC ENQUIRIES

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TECHNICAL ENQUIRIES

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