



Artscape a Cultural Institution in terms of section 3 of the Cultural Institutions Act 1998 (Act no.119 of 1998). Artscape is a listed as a schedule 3A (National entity) under the Public Finance Management Act, 1999 (Act No1 of 1999) Seeks Quotations for 

Goods	x
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 /or 

Services	
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 below five hundred thousand rand (R500 000.00).

**Insert CSD Codes:**

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Insert CSD 36 digit security code: \_\_\_\_\_

**The following documents needs to be submitted with quotations:**

- BBBEE Certificate/ Sworn Affidavit
- SARS No and SARS status Pin

**The attached forms to be completed by Supplier:**

- SBD4, SBD8 & SBD 9

As a service provider you are deemed to have read and accepted the Government Procurement: General Conditions of Contract (GCC) of July 2010, (<http://www.treasury.gov.za>)

<b>Date Issued:</b>		<b>15/03/2022</b>
<b>Description of Goods or Service:</b>		<b>Quantity:2</b>
<b>Detailed Specifications: Supply and Delivery of two ergonomics chairs</b>		
<b>Design</b>	Ergonomically assed and certified by approved Ergonomists	
Warranty	3 to 5 years	
Quantity	X2	
Colour	Red	
Certification	Approved and meets the standards of Ergonomics.  Quality Office-certification as per ISO 9001:2000 standards	
Mechanism	Seat and backrest follow the movement of the users synchronously thus ensuring the correct seat posture.  Infinite adjustment of the backrest counter pressure by means of side tension control, for body weight of approximately 125Kg.  The Synchronised movements can be locked in five (5) positions.  Seat depth adjustment (5.0cm) by means of sliding seat ( can be locked in five (5) positions) Seat tilt adjustment (-1 or -4 degrees)	
Armrests	T – Armrests, Height adjustable (10cm) and width adjustable (2.5cm) without the use of tools armrest pads made od soft polyurethane.  <b>Optional:</b> T- Armrests, 4F Multifunctional, height adjustable (10cm) width adjustable (7cm) without the use of tools by means of an eccentric closure. Depth adjustable (6cm) 30 degrees radially adjustable to both sides. Armrest pads made of soft polyurethane.	

Ecology	<p>All materials should be environmentally sound, easily separable and recyclable.</p> <p>Should not contain hazardous substance.</p> <p>All expandable parts must be replaceable.</p> <p>The powder coatings should be free from volatile, organic compounds and heavy metals.</p>																				
Seat	<p>Ergonomically moulded upholstery, foam thickness: 4.0 cm with range of 10cm thickness.</p> <p>Breathable polyurethane moulded foam, CFC and CHC free foamed. Foam thickness 55kgs/m3.</p> <p>Premium seat with straight, upholstery outline, changeable.</p>																				
Backrest	<p>High backrest, breathable, dampness regulative mesh material made of 100% Polyester.</p> <p>Ergonomically formed, flexible plastic backrest frame</p> <p>Optionally against surcharge: Lumbar support cushion to provide additional support and protection to the back vertebrae</p>																				
Upholstery Covers	Seat cover not glued, mesh backrest.																				
Plastic Components	All plastic components are genuine PVC free and recyclable.																				
Base	Aluminium die cast 70cm or polished aluminium die cast 70cm																				
Safety gas unit	<p>Standard: seat height 40-52cm (Tube :Black)</p> <p>Optional: seat height 40 -52 cm with mechanical bounce spring ( chromed tube)</p>																				
Castors	Load dependent blocked twin wheel castors (6.5cm)																				
Approximate Dimensions* ( cm)	<table><tr><td></td><td><b>Total</b></td><td><b>Seat</b></td><td><b>Backrest</b></td></tr><tr><td><b>Height</b></td><td>102-114</td><td>40-52</td><td>58</td></tr><tr><td><b>Width</b></td><td>70</td><td>49</td><td>46</td></tr><tr><td><b>Depth</b></td><td>70</td><td>38-43</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		<b>Total</b>	<b>Seat</b>	<b>Backrest</b>	<b>Height</b>	102-114	40-52	58	<b>Width</b>	70	49	46	<b>Depth</b>	70	38-43					
	<b>Total</b>	<b>Seat</b>	<b>Backrest</b>																		
<b>Height</b>	102-114	40-52	58																		
<b>Width</b>	70	49	46																		
<b>Depth</b>	70	38-43																			
Weight	Approximately 16.5 Kg without armrests																				
Description of Materials	<p>Approximate values:</p> <p>Metal: Aluminium Steel</p> <p>Plastic: Polished Aluminium Polyurethane Polypropylene ABS</p>																				

<b>Date Goods or Service required:</b>	<b>Indicate</b>
<b>Delivered to :</b>	DF Malan Street, Foreshore, Cape Town
<b>For more information (Technical)</b>	Mr Lungisani Nkomo Email: lungisanin@artscape.co.za
<b>For more information (Supply Chain Management)</b>	<a href="mailto:Natasjap@artscape.co.za">Natasjap@artscape.co.za</a>
<b>RFQ Closing date &amp; Time:</b>	22 March 2022 at 11:00
<b>Submit RFQ To:</b>	<a href="mailto:natasjap@artscape.co.za">natasjap@artscape.co.za</a>

#### **SUPPLIER RESPONSE**

<b>Name of Supplier:</b>	
<b>Address of Supplier:</b>	
<b>Contact Tel :</b>	<b>Email:</b>

<b>Supplier Specifications include Brand/Model if applicable</b>	<b>Quantity</b>	<b>Price Per Unit (incl VAT)</b>	<b>Total (incl VAT)</b>
<b>TOTAL</b>			

\*Insert more rows if needed.

\*Brochures/Catalogues can be submitted with quotation.

\*All prices must be firm and VAT Inclusive.

- The 80/20 price/preference point system will be applied to the evaluation of responsive quotations, whereby the order(s) will be placed within the Supplier(s) scoring in the highest total number of adjudication points. Price shall be scored as follows:  $Ps = 80 \times \frac{1 - (Pt - Pmin)}{Pmin}$
- Where:** Ps is the number of points scored for price; Pt is the comparative price of the quoted under consideration; Pmin is the comparative price of the lowest responsive quotation.
- Preference points shall be scored as follows:  
Points will be awarded to tenderers who are eligible for preference in respect of B-BBEE contribution.

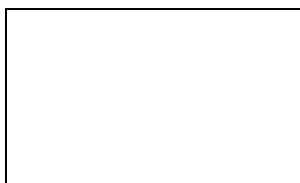
By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ** and **Description** of goods or services \_\_\_\_\_, as described in this document. \_\_\_\_\_

Signature

Date

Print name: \_\_\_\_\_

On Behalf of the Supplier (duly authorised)



**COMPANY STAMP**

**Note: It is advised that documents be returned in PDF**

#### SBD 4

#### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

Identity Number: .....

Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

Company Registration Number: .....

Tax Reference Number: .....

VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE  
GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

#### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</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.

10. 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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder