



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID (RFB)

The Department of Justice and Constitutional Development invites all interested parties to submit bids for requirements as stipulated below:

DOCUMENT NUMBER:	RFB 2022 01
RFB ISSUE DATE:	08 July 2022
RFB CLOSING TIME AND DATE:	29 July 2022 @ 11h00am
RFB VALIDITY PERIOD:	90 Days (from RFB closing date)
DESCRIPTION:	Appointment of a Service Provider for the Manufacture, Supply, Delivery and Installation of Office Furniture for the Facilities Management Office: Department of Justice and Constitutional Development at National Office Pretoria
PERIOD:	For a once off period
BRIEFING SESSION:	A non-compulsory briefing session for all prospective bidders will be held virtually on: 15 July 2022 @09h30AM Enquiries can be sent to scm@justice.gov.za on or before 19 July 2022 and feedback will be published on Departmental Website and National Treasury E-Tender at 25 July 2022.
RESPONSES TO THIS RFB SHOULD BE FORWARDED TO:	Physical Address for Hand Delivery: The Tender Box, Momentum Centre, 329 Pretorius Street, c/o Sisulu & Pretorius Street, Pretoria, 0001
ENQUIRIES:	E-Mail Address: scm@justice.gov.za

PART A

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT					
BID NUMBER:	RFB 2022 01	CLOSING DATE:	29 July 2022	CLOSING TIME:	11h00AM
DESCRIPTION	Appointment of a Service Provider to Manufacture and Once-off Supply and Installation of Office Furniture for Facilities Management at DOJ National Office.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER / BID BOX SITUATED AT, MOMENTUM BUILDING, 329 PRETORIUS STREET, DOJCD) PRETORIA CENTRAL					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	scm@justice.gov.za	E-MAIL ADDRESS	scm@justice.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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?					

☐ 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, 2017, 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:.....

PART C:

SCM PRE COMPLIANCE CHECK APPLICABLE TO THIS BID

Without limiting the generality of the Department and other critical requirements on this Bid, bidder(s) must submit the documents listed in below table. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on SCM compliance with the listed administration and mandatory bid requirements.

DOCUMENT THAT MUST BE SUBMITTED		
BRIEFING SESSION	YES	<ul style="list-style-type: none">• A non-compulsory Virtual briefing session will be held on the 15 July 2022
INVITATION TO BID – SBD 1	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
PRICING SCHEDULE – FIRM PRICES (PURCHASES) – SBD 3.1	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
DECLARATION OF INTEREST – SBD 4	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 – SBD 6.1	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document
DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR	YES	<ul style="list-style-type: none">• Complete and sign the supplied pro forma document

DOCUMENT THAT MUST BE SUBMITTED		
DESIGNATED SECTORS - SBD 6.2		
ANNEXURE C: LOCAL CONTENT DECLARATION - SUMMARY SCHEDULE	YES	<ul style="list-style-type: none"> Complete and sign the supplied pro forma document
GOOD STANDING ON TAX AFFAIRS	NO	<ul style="list-style-type: none"> The bidder must be in good standing with SARS in respect of any relevant legislative tax commitments and must provide together with the bid response a SARS pin number for verification purposes.
REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)	NO	<p>Bidders must be registered on the Central Supplier Database (CSD).</p> <ul style="list-style-type: none"> If you are not registered proceed to complete the registration of your company prior to submitting your Bid. Visit https://secure.csd.gov.za to obtain your vendor number. Submit a recent detailed proof of CSD report.

STANDARD BIDDING DOCUMENTS:

SBD 3.1

**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:
Closing Time 11:00	Closing date:

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

<u>ITEM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)</u>
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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.

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

ITEM NO	QTY	Furniture Requirements	Unit Price (Incl. VAT)	Total (Incl. VAT)	Local Content %
RECEPTION AREA STAFF SEATING					
3.1.1	1	2 Seater Reception Unit / Counter Straight Table – 2100 (L) x 825 (W) x 1100 (H) - 25mm Laminate construction with 16mm front panels edged in anthracite or black PVC edging / Non- handed - Natural Walnut paired with black			90%
3.1.2	1	Mobile pedestal (420 (W) x 516 (D) x 540 (H) with pen & pencil drawer, 2 standard drawer, 1 deep filer draw, top lock - Natural Walnut paired with black and with Melamine finishes			70%
3.1.3	1	Mode High back Loop arms Chair, swivel- tilt mech, stitched backrest panels + nylon high base (700 mm) - Black Bonded Leather			65%
RECEPTION AREA VISITOR SEATING					
3.1.4	4	Armchair Mild steel epoxy-coated frame with upholstered seat and back cushions, and padded armrests – Vulcan Fabric			70%
3.1.5	1	Side table Bent tubular steel frame smoked glass top 1200(L) x 600(W) X400(H) – standard epoxy optional metallic plated colour			90%
CONSULTING ROOMS X 2					
3.1.6	2	4 seater round 1200mm Tubular frame table Epoxy coated 1200(L) x 1200(W) X			90%

		725(H) - standard epoxy optional metallic plated colour.			
3.1.7	12	Medium back chair, Sleigh Integral Chair epoxy-coated sleigh frame + arm cappings (700 mm) - Black Bonded Leather.			70%
	OPEN PLAN AREA NO 1 FACILITIES MANAGEMENT				
3.1.8	2	2 Way Cluster Desk 1500Lx1520W incl. beams and wire basket 2 double U-shaped steel legs 38mm Melamine finishes with Light brown and white			70%
3.1.9	2	Mobile Pedestal Centre desk (420 (W) x 516 (D) x 540 (H)) based fabric screen, 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with Light brown and white.			70%
3.1.10	4	High back chair, cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base(700 mm) – Black contract seat			65%
	OPEN PLAN AREA NO 2 PROPERTY MANAGEMENT				
3.1.11	2	2 Way Cluster Desk 1500x1520 incl. beams and wire basket 2 double U shaped steel legs 38mm Melamine finishes with Light brown and white.			70%
3.1.12	2	Mobile Pedestal Centre (420 (W) x 516 (D) x 540 (H) desk based fabric screen, 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with Light brown and white.			70%
3.1.13	4	High back chair, cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base (700mm) - Black contract seat			65%
3.1.14	4	Freestanding Roller Door Credenza 1200Lx600W incl 1 x shelf and 1 x pull-out draw - Melamine finishes with Light brown and white.			70%
	ASSISTANT DIRECTORS X2				
3.1.15	2	L shaped Single Desk – 1800x750 – incl beams and wire basket 2 U shaped steel legs 38mm R/D Pedenza – 1200x600 + shelf Modesty panel – 16mm mel + brackets (For 1800 desk) - Melamine finishes with Light brown and white			70%

3.1.16	4	High back chair, Cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base (700mm) - Black contract seat			65%
DEPUTY DIRECTOR X2 (A) - (FACILITIES MANAGEMENT)					
3.1.17	2	L shaped desk thickness of desktop: 32mm Executive Desk – 2025Lx800W Open L Extension – 1200Lx600W - Melamine finishes with Light brown and white.			90%
3.1.18	2	Mobile Single Pedestal Open (420 (W) x 516 (D) x 540 (H), 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock – Melamine finishes with Light brown and white.			70%
3.1.19	2	High back Loop Chair arms swivel-tilt mech stitched backrest panels nylon high base (700 mm) - Black Bonded Leather.			65%
3.1.20	4	Armchair Loop arms Chair black epoxy sleigh frame stitched backrest panels - Black Bonded Leather high base (700 mm).			70%
3.1.21	6	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with Light brown and white.			90%
DEPUTY DIRECTOR 3 (B) (INFRASTRUCTURE MANAGEMENT)					
3.1.22	3	Exec L Shaped Desk thickness of desktop: 32mm thickness 2250L x 2000W Exec L-extension incl. - Open bookshelf hinged door cupboard with CPU holder - Melamine finishes with Light brown and white			70%
3.1.23	3	Mobile Single Pedestal Desk – 420 (W) x 516 (D) x 540 (H) Melamine finishes with Light brown and white			70%
3.1.24	6	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with Light brown and white			70%
3.1.25	3	Mode High back Loop arms chair swivel-tilt mech stitched backrest panels nylon high base (700 mm) - Black Bonded Leather			65%
3.1.26	6	Mode Armchair Loop arms chair black epoxy sleigh frame stitched backrest panels - Black Bonded Leather high base (700 mm)			90%

DEPUTY DIRECTOR X2 (C) – (Property Management)					
3.1.27	2	Executive desk Rectangular Desk – Incl. dropped multi-storage unit with pedestal 2140 (L) x 2000 (W) x 735 (H) thickness of desktop:			90%
3.1.28	2	32mm Mobile Pedestal with drawers with 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with light brown and white			70%
3.1.29	4	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with light brown and white.			90%
3.1.30	2	High back Loop arms Chair swivel-tilt mech stitched backrest panels nylon High base (700 mm) - Melamine finishes with light brown and white.			65%
3.1.31	4	Armchair Loop arms black epoxy sleigh frame stitched backrest panels - Black Bonded Leather High base (700 mm).			70%
SECRETARY					
3.1.32	3	L shaped Single Desk – 1800Lx750W – incl beams and wire basket 2 U shaped steel legs 38mm R/D Pedenza – 1200x600 + shelf Modesty panel – 16mm mel + brackets (For 1800 desk) - Melamine finishes with light brown and white			70%
3.1.33	3	High back chair Swivel tilt Gas high adjustment Nylon 5 star Base – Black contract seat High base (700 mm).			65%
3.1.34	3	Freestanding Roller Door Credenza 1200Lx600W incl. 1 x shelf and 1 x pull-out draw - Melamine finishes with light brown and white.			70%
3.1.35	3	Pigeon Hole Cabinet Unit range in Dark Eucalyptus black laminate combination 1200Lx600W, 4 pigeon holes and 2 closed pigeon holes - Melamine finishes			70%
BOARDROOM					
3.1.36	1	Executive boardroom table 4800Lx1600W 14/16 seater – Veneer wood finishes with dark brown			90%
3.1.37	16	High back chair Loop arms swivel-tilt mech stitched backrest panels nylon –			65%

		Black contract seat High base (700 mm)			
	Chill Area				
3.1.38	3	Disc table(s), 800mm (W) x 12mm (D) thick core top and 400 (W) x 12mm (D) thick solid core disc, with black ferrograin pole 1088 (H), black in colour.			90%
3.1.39	10	Barstool height adjustable swivel stool chrome steel based with padded upholstered seat, frame and base in painted steel - white colour			70%
	ACCESSORIES				
3.1.40	10	Coat and hat stand - Standard epoxy optional metallic-plated colours			100 %
	DIRECTORS X 2				
3.1.41	2	Book shelve that is doorless 1800(W) X 450 (D) x 1600L - Veneer finishes			90%
3.1.42	2	Office desk , include pedestal 2170 (L) x 750 (W) 725 (H) - Veneer finishes			90%
3.1.43	2	High back chair Knee-tilt mech + nylon base (700 mm) Base Polished aluminium Streamline flat base (700 mm) + chrome gas lift Aluminium arm - Black Bonded Leather			65%
3.1.44	2	Veneer mini square meeting table 1200(L) x 1200(W) x 730(H) - Veneer finishes			90%
3.1.45	8	Medium back chair Sleigh Integral black epoxy - coated sleigh frame + arm cappings base (700 mm) - Black Bonded Leather			70%
	CHIEF DIRECTOR X 1				
3.1.46	1	Executive Desk – 2400L x 2000W x 740H. T-shaped extruded aluminum support frame / 19mm thick Oak veneer top and leg panels / black bonded leather inlay to top / Integrated 19mm thick Oak veneer modesty panel.			90%
3.1.47	1	Mobile Pedestal – 505W x 510 d x 550H. 3 standard drawers / hidden pull-out pen & pencil tray / soft closing runners / central locking / black laminated carcass with top & drawer front in cooked oak veneer			90%
3.1.48	1	Mini boardroom 4 Seater table – 1200L x			90%

		740W. frame in oxidized aluminium / 19 mm top set flush into frame – coated oak veneer			
3.1.49	1	Book Shelve / Bookcase – 2000L x 390W x 1720H. 4 Tier bookcase with open compartments / 4 x sliding doors in cooked oak veneer / 38mm thick black laminate carcass.			90%
3.1.50	1	HIGH BACK CHAIR - Black polypropylene outer back, with die-cast aluminium back support / Height adjustable lumbar support / Arms adjustable in height and width with soft-touch arm pads / Seat depth adjustment / Adjustable headrest / 5-Star polished aluminum base with 65mm self-braking castors - brown leather upholstery.			65%
3.1.51	4	VISITORS CHAIRS - Moulded foam seat and back / Integrated chrome sleigh frame with arm covers in black polypropylene / leather upholstery - brown leather upholstery.			70%
TOTAL BID PRICE			R		

STANDARD BID DOCUMENTS (SBD'S)

SBD 4

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

2.2 Do you, or any person connected with the bidder, have a relationship with

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.

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.
- 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.

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.

- 3.6 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

SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20.....preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;

- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points(90/10 system)	Number of points(80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.2 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES 1. 2.

..... SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS.....

SBD 6.2 - DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods As per the detailed pricing schedule</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Tender description:

Appointment of a Service Provider for the Manufacture, Supply, Delivery and Installation of Office Furniture for the Facilities Management Office: Department of Justice and Constitutional Development at National Office Pretoria

Specified local content %

GBP

(C20)	Total tender value
-------	--------------------

(C21) Total Exempt imported content

(C23) Total Imported content

Date:

(C23) Total Imported content

(C24) Total local content

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.				
(D2)	Tender description:	Appointment of a Service Provider for the Manufacture, Supply, Delivery and Installation of Office Furniture for the Facilities Management Office: Department of Justice and Constitutional Development at National Office Pretoria			
(D3)	Designated Products:				
(D4)	Tender Authority:				
(D5)	Tendering Entity name:				
(D6)	Tender Exchange Rate:	Pula		EU R 9.00	GBP R 12.00

Note: VAT to be excluded from all calculations

A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(D19) Total exempt imported value		
-----------------------------------	--	--

This total must correspond with
Annex C - C 21

B. Imported directly by the Tenderer

[illegible]

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

[illegible]

(D45) Total imported value by 3rd party		
-----------------------------------------	--	--

D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with
Annex C - C 23

Signature of tenderer from Annex B

Date: _____

Local Content Declaration - Supporting Schedule to Annex C

Note: VAT to be excluded from all calculations

(E10)	Manpower costs	(Tenderer's manpower cost)	
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	

(E13) Total local content

Date: _____

PART D – BID SPECIFICATION

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE MANUFACTURE, SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR THE FACILITIES MANAGEMENT OFFICE: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT AT NATIONAL OFFICE PRETORIA

1. PURPOSE:

The Department of Justice and Constitutional Development (DoJ & CD) would like to invite suitably qualified prospective bidders to manufacture, supply, deliver and install office furniture for the Facilities Management at 329 Pretorius Street, Momentum Building, Pretoria.

2. BACKGROUND:

The key mandate of the DOJ&CD is to support the Administration of Justice and uphold the Constitution. This is performed by implementing an effective and efficient court system and through the provision of quality legal services to the citizens and the state.

In addition to these goals, the DOJ&CD needs to have effective support services that are in line with good corporate governance and implement the transformational agenda of government on issues of access and empowerment of previously disadvantaged individuals.

The Facilities Management Office has embarked on office space reconfiguration project towards an optimised open plan environment. The project will require procurement of, amongst others, furniture for the current structure and operating model.

3. SCOPE OF WORK

Manufacture, supply, delivery and installation of office furniture for the newly renovated offices of the Facilities Management Office as per the specifications outlined in paragraph 4.

4. **DETAILED SPECIFICATIONS:** *(Bidders are required to mark with a cross/tick on the YES column as an indication that they comply with the specification. Failure to comply with any of the below mandatory requirements will result in the disqualification of the bidder's proposal).*

4.1 WEST TOWER: 8th floor Facilities Management

ITEM NO	QTY	Furniture Requirements	Local Content %	Yes
RECEPTION AREA STAFF SEATING				
3.1.1	1	2 Seater Reception Unit / Counter Straight Table – 2100 (L) x 825 (W) x 1100 (H) - 25mm Laminate construction with 16mm front panels edged in anthracite or black PVC edging / Non-handed - Natural Walnut paired with black	90%	
3.1.2	1	Mobile pedestal (420 (W) x 516 (D) x 540 (H)) with Pen & pencil drawer, 2 standard drawer, 1 deep filer draw, top lock - Natural Walnut paired with black and with Melamine finishes	70%	
3.1.3	1	Mode High back Loop arms Chair, swivel-tilt mech, stitched backrest panels + nylon high base (700 mm) - Black Bonded Leather	65%	
RECEPTION AREA VISITOR SEATING				
3.1.4	4	Armchair Mild steel epoxy-coated frame with upholstered seat and back cushions, and padded armrests – Vulcan Fabric	70%	
3.1.5	1	Side table Bent tubular steel frame smoked glass top 1200(L) x 600(W) X400(H) – standard epoxy optional metallic plated colour	90%	
CONSULTING ROOMS X 2				
3.1.6	2	4 seater round 1200mm Tubular frame table Epoxy coated 1200(L) x 1200(W) X 725(H) - standard epoxy optional metallic plated colour	90%	

3.1.7	12	Medium back chair, Sleigh Integral Chair epoxy-coated sleigh frame + arm cappings (700 mm) - Black Bonded Leather.	70%	
OPEN PLAN AREA NO 1 FACILITIES MANAGEMENT				
3.1.8	2	2 Way Cluster Desk 1500Lx1520W incl. beams and wire basket 2 double U-shaped steel legs 38mm Melamine finishes with Light brown and white	70%	
3.1.9	2	Mobile Pedestal Centre desk (420 (W) x 516 (D) x 540 (H)) based fabric screen, 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with Light brown and white.	70%	
3.1.10	4	High back chair, cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base(700 mm) – Black contract seat	65%	
OPEN PLAN AREA NO 2 PROPERTY MANAGEMENT				
3.1.11	2	2 Way Cluster Desk 1500x1520 incl. beams and wire basket 2 double U shaped steel legs 38mm Melamine finishes with Light brown and white.	70%	
3.1.12	2	Mobile Pedestal Centre (420 (W) x 516 (D) x 540 (H) desk based fabric screen, 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with Light brown and white.	70%	
3.1.13	4	High back chair, cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base (700mm) - Black contract seat	65%	
3.1.14	4	Freestanding Roller Door Credenza 1200Lx600W incl 1 x shelf and 1 x pull-out draw - Melamine finishes with Light brown and white.	70%	
ASSISTANT DIRECTORS X2				
3.1.15	2	L shaped Single Desk – 1800x750 – incl beams and wire basket 2 U shaped steel legs 38mm R/D Pedenza – 1200x600 + shelf Modesty panel – 16mm mel + brackets (For 1800 desk) - Melamine finishes with Light brown and white	70%	
3.1.16	4	High back chair, Cloth cover, Swivel tilt Gas high adjustment Nylon 5 star Base (700mm) - Black contract seat	65%	
DEPUTY DIRECTOR X2 (A) - (FACILITIES MANAGEMENT)				
3.1.17	2	L shaped desk thickness of desktop: 32mm Executive Desk – 2025Lx800W Open L Extension – 1200Lx600W - Melamine finishes with Light	90%	

		brown and white.		
3.1.18	2	Mobile Single Pedestal Open (420 (W) x 516 (D) x 540 (H)), 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock – Melamine finishes with Light brown and white.	70%	
3.1.19	2	High back Loop Chair arms swivel-tilt mech stitched backrest panels nylon high base (700 mm) - Black Bonded Leather.	65%	
3.1.20	4	Armchair Loop arms Chair black epoxy sleigh frame stitched backrest panels - Black Bonded Leather high base (700 mm).	70%	
3.1.21	6	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with Light brown and white.	90%	
DEPUTY DIRECTOR 3 (B) (INFRASTRUCTURE MANAGEMENT)				
3.1.22	3	Exec L Shaped Desk thickness of desktop: 32mm thickness 2250L x 2000W Exec L-extension incl. - Open bookshelf hinged door cupboard with CPU holder - Melamine finishes with Light brown and white	70%	
3.1.23	3	Mobile Single Pedestal Desk – 420 (W) x 516 (D) x 540 (H) Melamine finishes with Light brown and white	70%	
3.1.24	6	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with Light brown and white	70%	
3.1.25	3	Mode High back Loop arms chair swivel-tilt mech stitched backrest panels nylon high base (700 mm) - Black Bonded Leather	65%	
3.1.26	6	Mode Armchair Loop arms chair black epoxy sleigh frame stitched backrest panels - Black Bonded Leather high base (700 mm)	90%	
DEPUTY DIRECTOR X2 (C) – (Property Management)				
3.1.27	2	Executive desk Rectangular Desk – Incl. dropped multi-storage unit with pedestal 2140 (L) x 2000 (W) x 735 (H) thickness of desktop:	90%	
3.1.28	2	32mm Mobile Pedestal with drawers with 1 x floating pen and pencil tray, 2 x standard drawers and 1 x deep filer, top lock - Melamine finishes with light brown and white	70%	
3.1.29	4	Hinged Door Systems Cupboard 1500H x 900W x 450D + 3 wooden shelves - Melamine finishes with light brown and white.	90%	
3.1.30	2	High back Loop arms Chair swivel-tilt mech stitched backrest panels nylon High base (700 mm) - Melamine finishes with light brown and white.	65%	

3.1.31	4	Armchair Loop arms black epoxy sleigh frame stitched backrest panels - Black Bonded Leather High base (700 mm).	70%	
SECRETARY				
3.1.32	3	L shaped Single Desk – 1800Lx750W – incl beams and wire basket 2 U shaped steel legs 38mm R/D Pedenza – 1200x600 + shelf Modesty panel – 16mm mel + brackets (For 1800 desk) - Melamine finishes with light brown and white	70%	
3.1.33	3	High back chair Swivel tilt Gas high adjustment Nylon 5 star Base – Black contract seat High base (700 mm).	65%	
3.1.34	3	Freestanding Roller Door Credenza 1200Lx600W incl. 1 x shelf and 1 x pull-out draw - Melamine finishes with light brown and white.	70%	
3.1.35	3	Pigeon Hole Cabinet Unit range in Dark Eucalyptus black laminate combination 1200Lx600W, 4 pigeon holes and 2 closed pigeon holes - Melamine finishes	70%	
BOARDROOM				
3.1.36	1	Executive boardroom table 4800Lx1600W 14/16 seater – Veneer wood finishes with dark brown	90%	
3.1.37	16	High back chair Loop arms swivel-tilt mech stitched backrest panels nylon – Black contract seat High base (700 mm)	65%	
Chill Area				
3.1.38	3	Disc table(s), 800mm (W) x 12mm (D) thick core top and 400 (W) x 12mm (D) thick solid core disc, with black ferrograin pole 1088 (H), black in colour.	90%	
3.1.38	10	Barstool height adjustable swivel stool chrome steel based with padded upholstered seat, frame and base in painted steel - white colour	70%	
ACCESSORIES				
3.1.40	10	Coat and hat stand - Standard epoxy optional metallic-plated colours	100%	
DIRECTORS X 2				
3.1.41	2	Book shelve that is doorless 1800(W) X 450 (D) x 1600L - Veneer finishes	90%	
3.1.42	2	Office desk , include pedestal 2170 (L) x 750 (W) 725 (H) - Veneer finishes	90%	
3.1.43	2	High back chair Knee-tilt mech + nylon base (700 mm) Base Polished aluminium Streamline flat base (700 mm) + chrome gas lift Aluminium arm -	65%	

		Black Bonded Leather		
3.1.44	2	Veneer mini square meeting table 1200(L) x 1200(W) x 730(H) - Veneer finishes	90%	
3.1.45	8	Medium back chair Sleigh Integral black epoxy - coated sleigh frame + arm cappings base (700 mm) - Black Bonded Leather	70%	
CHIEF DIRECTOR X 1				
3.1.46	1	Executive Desk – 2400L x 2000W x 740H. T-shaped extruded aluminum support frame / 19mm thick Oak veneer top and leg panels / black bonded leather inlay to top / Integrated 19mm thick Oak veneer modesty panel.	90%	
3.1.47	1	Mobile Pedestal – 505W x 510 d x 550H. 3 standard drawers / hidden pull-out pen & pencil tray / soft closing runners / central locking / black laminated carcass with top & drawer front in cooked oak veneer	90%	
3.1.48	1	Mini boardroom 4 Seater table – 1200L x 740W. frame in oxidized aluminium / 19 mm top set flush into frame – coated oak veneer	90%	
3.1.49	1	Book Shelve / Bookcase – 2000L x 390W x 1720H. 4 Tier bookcase with open compartments / 4 x sliding doors in cooked oak veneer / 38mm thick black laminate carcass.	90%	
3.1.50	1	HIGH BACK CHAIR - Black polypropylene outer back, with die-cast aluminium back support / Height adjustable lumbar support / Arms adjustable in height and width with soft-touch arm pads / Seat depth adjustment / Adjustable headrest / 5-Star polished aluminum base with 65mm self-braking castors - brown leather upholstery.	65%	
3.1.51	4	VISITORS CHAIRS - Moulded foam seat and back / Integrated chrome sleigh frame with arm covers in black polypropylene / leather upholstery - brown leather upholstery.	70%	

5. DELIVERABLE

5.1 Manufacture, supply, delivery and installation of furniture for the Facilities
Management Office, Momentum Centre, 329 Pretorius Street, Pretoria.

5.2. Project management of the supply, delivery and installation of the furniture.

6. GUIDE FOR PRE QUALIFYING DURING THE VARIOUS STAGES OF EVALUATION

Bidders are advised to, amongst others, observe compliance requirements and use the listed elements as a "Pre Submission Checklist" for a bid response. Omissions or errors from the bidders' side including incorrectly completing and failure to supplying these documents will compromise and may invalidate the bid:

- a) SBD 1 (Invitation to Bid);
- b) Bidder must provide together with the bid response a SARS pin number for verification purposes;
- c) SBD 3.1 – Pricing Schedule (Firm Price);
- d) SBD 4 (Declaration of interest);
- e) SBD 6.1 (Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2017); **preference will be given to bidders with the QSE and EME status;**
- f) Technical proposal/response to the Evaluation Criteria - Prospective bidders must submit a bid response addressing the under mentioned criteria in not more than ten (10) pages per criteria, which must be prepared in chronological order. Prospective bidders are required to submit the drawing configuration and/or images of the proposed furniture solution as per the requirements of the specification set out in Part D;
- g) Bidder to indicate by means of a tick (✓) compliance or non-compliance to each item/furniture requirement set out in paragraph 4;

Mandatory Bid Requirements: Failure to comply will lead to disqualification

- h) SBD 6.2 (Declaration Certificate For Local Production And Content For Designated Sectors); Annexure C – (Local Content Declaration- Summary Schedule),
- i) Bidders are required to comply with the National Treasury designated sectors circular regarding minimum threshold for local production and content for furniture products, as failure to do so shall lead to disqualification (Please see table below as reference):

Number	Description	%Local Content
1	Melamine office desk with drawers	70%
2	Office Desk (Drawers) with timber top on steel frame	90%

3	Office Desk (Drawers) with supawood (MDF) top on steel frame	90%
4	Melamine/ Paper foil office desk with drawers	70%
5	Stacker upholstered chair - 4 legged without arms	100%
6	Side upholstered chair – Sleigh base with arms	70%
7	High back upholstered chair with arms on 5 star base	65%
8	Steel stationery cupboard	100%
9	Steel drawer(s) filing cabinet	100%
10	Wood stationery cupboard	100%
11	Wood drawer(s) filing cabinet	100%

7. DURATION

This will be a once off manufacture, supply, delivery and installation of office furniture.

8. REPORTING FRAMEWORK

8.1 Progress Report in writing per phase to include the following:

- a) Details of progress achieved towards meeting all deliverables, against Programmes;
- b) Costs incurred to date.
- c) Problems encountered and proposed remedial actions.
- d) Project review.

9. COMMUNICATION

Prior commencement of the project, a project management team comprising of the service provider and departmental members will be established. The DoJ & CD will advise and lead in all communication processes that would ensure that the deliverables indicated in the scope of work is met within the stipulated timeframe.

10. MATERIALS AND WORKMANSHIP

10.1 All materials utilized for purposes of this contract shall be new and both workmanship and materials shall be the very best of its respective kind of each of the several trades employed;

10.2 All work shall be executed in strict compliance with dimensional design

requirements of the manufacturer's drawings and specifications and under direct supervision of competent representatives of the bidder. Tolerances on overall assembly dimensions shall be within plus or minus 1/32 inch;

- 10.3** Methods of fabrication, assembly, and erection, unless otherwise specifically stated, shall be to the specification of the manufacturer and it shall be the bidder's responsibility to guarantee to the satisfactory performance as herein specified;
- 10.4** Metal and wood furniture shall be fabricated and rigidly assembled by skilled work persons of the highest grade known to the trade and to the complete satisfaction of the manufacturer/designer;
- 10.5** Reinforcing as required to ensure a rigid and secure assembly shall be provided where necessary, even if not detailed on the drawings. Exposed surfaces shall be free from dents, tool marks, warp-age, buckle, glue and open joints. All joints, corners, and miters shall be accurately fitted and rigidly secured with hairline contacts. Fastenings shall be concealed. Threaded connections shall be made up tightly so that threads are entirely concealed;
- 10.6** Metal work shall be fabricated and fastened so that work will not be distorted nor the fasteners overstressed from the expansion and contraction of the metal;
- 10.7** All welding shall be in accordance with appropriate recommendations of the SANS (South African National Standards) and shall be done with electrodes and/or by methods recommended by the manufacturer of the alloys being welded. All welds behind finished surfaces shall be so done as to minimize distortion and to assure no discoloration on the finished side. All weld spatter and welding oxides on finished surfaces shall be removed by descaling and/or grinding. All weld beads on exposed finished surfaces shall be square and/or polished to match and blend with finish on adjacent parent metal. All welding shall be of adequate strength and durability with joints tight, flush, smooth and clean;
- 10.8** All soldering shall be in accordance with the specifications of the manufacturers of the parent metals involved. Soldering shall be employed only for filling or sealing of joints, and shall not be relied upon for mechanical strength. Immediately after soldering, all fluxes shall be removed by washing with a strong neutralizing solution, followed by clean water rinse and drying; and

10.9 All work shall be fitted and assembled in the shop insofar as practicable. Units which are too large for shipment to project site shall be marked and disassembled, retaining units in sizes as large as possible for shipment and erection. All dimensions for recessed file unit(s) and systems furniture panel runs shall be verified in the field. All exposed work shall be carefully matched to produced continuity of and design. All finishes shall match samples as approved by Designer in all respects. Gluing of plastic laminate surfacing materials and of face veneers shall, where possible, be by the hotplate method and glued surfaces shall be in close contact throughout. Glue stains will not be permitted.

11. DELIVERY AND INSTALLATION

- 11.1** Manufactured materials shall be delivered in the original packages, containers or bundles bearing the name of the manufacture and the brand. Temporary coverings, provided at the bidder's option to protect the work during shipment, storage and installation, shall be carefully selected to avoid development of deleterious effects in the work;
- 11.2** All manufactured articles, materials and equipment shall be applied, installed, connected, erected, stored, used, cleaned and conditioned in accordance with the manufacturer's written specifications or instructions unless hereinafter specified to the contrary;
- 11.3** Any furniture or equipment which does not conform to the specification requirements or standards shall be disapproved and condemned by DoJ & CD and in which case it shall be removed and replaced by the bidder before any payments are processed;
- 11.4** In the event of the bidder requiring any additional workforces to ensure completion of work within the agreed time, this would be for the account of the bidder;
- 11.5** Installations must be done under constant supervision of the bidder's qualified technicians and or authorized representatives;
- 11.6** All work must be done to the acceptable standard level of the trade and to the satisfaction of the manufacturer/designer as well as DoJ & CD;
- 11.7** Where applicable, all file, storage or wall units /cabinets shall be bolted

together side to side and all over file storage cabinets and all counter tops securely fastened to the equipment below;

11.8 Special care shall be taken in the handling of the furniture to avoid it either being scratched or defaced during the course of installation. No materials showing evidence of such mishandling shall be accepted and shall be replaced by the bidder at his/her expense;

11.9 All units which have been warped, bowed, deformed or otherwise damaged or defaced shall not be installed. The bidder shall remove and replace such item as required;

11.10 Any carpeting, glass panels, wall surfaces, etc. affected (dirtied) during the installation, need to be cleaned as part of final installation of such area where the furniture is delivered;

11.11 The corporate connections must be installed within the desks and form part of the desk installation; and

11.12 Delivery will be required in phases based on the project plan per floor. This plan will be communicated with the successful bidder.

12. BIDDERS WILL BE REQUIRED TO SUBMIT THEIR OFFERS IN TWO SEPARATE SEALED ENVELOPES.

l) The first envelope will contain: (to be clearly marked “TECHNICAL PROPOSAL”)

- a) SBD 1 (Invitation to Bid);
- b) CSD report
- c) SARS pin number for verification purposes
- d) SBD 4 (Declaration of interest);
- e) SBD 6.2 (Declaration Certificate For Local Production And Content For Designated Sectors); Annexure C – (Local Content Declaration- Summary Schedule);

- f) Bidders response to the evaluation criteria- Prospective bidders must submit a bid response addressing the under mentioned criteria in not more than ten (10) pages per criteria, which must be prepared in chronological order. Prospective bidders are required to submit the drawing configuration and/or images of the proposed furniture solution as per the requirements of the specification set out in paragraph;

II) The second envelope will contain: (to be clearly marked “FINANCIAL PROPOSAL”)

- a) SBD 3.1 (Pricing Schedule)

13. SPECIAL CONDITIONS

13.1 PACKAGING

All furniture supplied must be delivered in protective packaging. DoJ & CD will not accept any damaged furniture.

13.2 TRAVEL

Travel between the prospective contractor's place of work to the DoJ & CD, 329 Pretorius Street, Momentum Centre, Pretoria, will be at the contractor's cost.

13.3 GCC

Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions are available on the National Treasury website (www.treasury.gov.za).

13.4 PAYMENT

Advance payment will not be made and, payments shall be processed on the satisfactory delivery and installation per phase completed on site and to the satisfaction of the DoJ & CD representative certifying that such furniture was delivered and installed satisfactory. Invoices shall be entertained in terms of the PFMA and therefore paid within (30) days on receipt of a valid invoice.

13.5. VAT

The price quoted by the prospective supplier must include Value Added Tax (VAT).

13.6 POLICIES & PROCEDURES

The successful supplier must at all times comply with DoJ & CD's policies and procedures as well as maintain a high level of confidentiality of information.

13.7 CONFIDENTIALITY

All information, documents and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Director General or his delegate. At the end of the contract period or termination of the contract, all information (customers' personal information, transactional information and other relevant information) will become the property of DoJ & CD.

13.8 COSTS

DoJ & CD will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bid.

It must be noted that the price tendered must be inclusive of all costs (VAT, Delivery, Warranty / guarantee, installation cost etc.).

Bidders are requested to submit their price quotes, which require prices to be quoted on a fixed price basis for duration of the contract.

13.9 MINIMUM TECHNICAL SPECIFICATIONS

Failing to comply with any of the mandatory and technical specifications as proposed in the tender document will result in the invalidation of the prospective bidder's proposal prior to the evaluation of functionality criteria.

13.10 GUARANTEE

DoJ & CD requires a minimum of 5 years guarantee from the prospective bidder against factory defaults. The successful bidder will be required to provide furniture parts, spares, consumables and appurtenances that become defective during the warranty period without any charge. Regardless of the above guarantee, DoJ & CD requires a design continuity of 10 years.

13.11 PENALTIES

The Supply, delivery and installation of all the office furniture shall be completed by the contractor within period per the agreed schedule with the successful bidder. In the event of late delivery of any such furniture based on the agreed delivery schedule, a monetary penalty of 25% to the value of the furniture that was to be delivered for that particular phase of the project.

13.12. MANUFACTURING

During the manufacturing stage, the contractor will on request from DoJ & CD, be required to arrange and accompany DoJ & CD officials on further visits to the factories where the furniture is manufactured, during the manufacturing process and prior to delivering such to inspect and verify progress of products being manufactured for DoJ & CD. The purpose of the inspection is to ensure faithful adherence to specifications, quality standards, and completion of manufacturing and shipment within the specified time.

13.14 CLEANING UP

The contractor shall ensure that the area within the premises where the work is performed is maintained in a neat and orderly condition. All creates, waste, wrapping materials, etc. need to be removed at the end of each day. Offices should be operational immediately, or otherwise within (2) days after the said installation of the specific furniture delivered.

13.15 COVER QUOTING

Bidders submitting two or more offers on the same bid under same or different names without declaring interest will be disqualified.

13.16 DELETION AND AMENDMENTS

Bidders are prohibited from utilizing **Tipex** in their bid responses and such will invalidate their bid. Bidders are requested to neatly delete and initial next to any corrections effected within the bid proposal.

14. VALIDITY PERIOD OF THE BID

Bids are to be valid for a period of ninety (90) days after the closing date. Should a bidder retract his/her offer without good reason, in the opinion of the Department, he/she may be

held responsible for the cost of a possible re-tender.

15. CONTRACT

- 15.1** The contract will be legally constituted once the Department has notified the successful Bidder of the acceptance of the Bid and the Bidder has fully complied with all terms and conditions contained therein.
- 15.2** All items to be clearly marked by means of a removable tag or sticker being displayed on the item reflecting the room number to which each item must be delivered/ installed. The specification item list must be utilized by the supplier for this purpose prior to the items being delivered on site.
- 15.3** All deliveries on site must take place in the presence of a member of the supplier who is at the level of supervisor and who will have the ability to oversee the correct distribution of the items on site in co-operation with DOJ & CD.
- 15.4** Any damages that may be caused to the building in the cause of delivery or installation on site must be restored by the supplier to its original standard.

16. CONTENT OF BIDDERS PROPOSAL

- 16.1** Prospective bidders must submit a bid response addressing the under Mentioned criteria in not more than ten (10) pages per criteria, which shall be prepared in chronological order and stapled/bind together. Prospective bidders are required to submit the drawing configuration and/or images of the proposed furniture solution as per the requirements of the specification set out in Part D.

a) APPROACH AND METHODOLOGY (40 points)

Bidder to provide a detailed approach and methodology regarding the manufacturing, supply, delivery and installation of the furniture based on the specification alluded in Part D so that the delivery and installation of the furniture can take place according to the phases in the agreed project plan. Please note that the delivery of the first phase will be expected to take place within 4 to 6 weeks of issue of appointment letter.

A detailed project plan including project schedule must address the under mentioned:

- (i) Approach and Methodology in the manufacture, supply, delivery and installation of the furniture;
- (ii) Project plan detailing the time frames, capacity during the project to manufacture office furniture so that the delivery and installation of the office furniture for phase one must take place within 4 to 6 weeks from the date of the letter of acceptance issued by the Department; and.
- (iii) Details on the number of teams including supervisory support that will execute the installations and supervision.

b) MANAGEMENT COMPONENT (20 points)

Bidder to provide detailed information on:

- (i) The Management component of their entity which includes:
 - a) A comprehensive business profile including the structure and composition of the entity.
 - b) Standards – Include information regarding your entity's usage of widely known Industry Standards and guidelines, as they apply to your entity.

c) DEMONSTRABLE EXPERIENCE IN MANUFACTURING, SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE (20 points)

- (i) The bidder to specify previous experience in office furniture manufacturing, supply, delivery and installation experience.
- (ii) Bidder must submit three (3) reference letters from clients wherein of similar project of manufacturing, supplying, delivering and installing office furniture was executed. Furthermore the letter must have the following information: The entity name, contact details, contract value and the quantity.
- (iii) Bidder must submit a list of current office furniture projects awarded to them by Government or Private Sector within the last twenty four (24) months which must include the name of the Department, description of office furniture and when installations will commence and be completed, quantities to be delivered, value of the contract, telephone number and contact detail.
- (iv) Bidder must submit a list of previous office furniture projects awarded to them by Government or Private Sector between twenty four (24) to sixty (60)

months ago which must include the name of the Department, description of office furniture and when installations will commence and be completed, quantities to be delivered, value of the contract, telephone number and contact detail.

d) Financial stability-(20 points)

Bidder must provide original bank letter indicating a rating in the name of the main company. The required bank letter must be dated after the date of the issuing of this tender.

17. DISCLAIMER

The Department of Justice and Constitutional Development reserves the right not to accept any bid in its entirety or partially. The lowest price bid will not necessarily be accepted.

Department of Justice and Constitutional Development prior to the awarding of the tender may be subjected to price negotiation with the preferred tenderer(s).

18. EVALUATION CRITERIA

18.1 The Bid will be evaluated on five (5) dimensions

- SCM Prequalification Criteria
- Mandatory Bid Requirements (i.e. SDB 6.2: Local Production Content)
- Functionality
- Price
- B-BBEE

Price points	80
Preferential points / B-BBEE	20
Total	100

18.3 A panel representing the Department of Justice and Constitutional Development will evaluate the proposal received according to a set of evaluation criteria. In respect to the evaluation matrix, the prospective service bidders will be rated from 1 to 5 in that: 0 = non response, 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = Very good

18.4 Bidders that score less than 70 out of 100 points in respect of functionality / quality compliance will be regarded as non-responsive and will not be evaluated

further.

18.5 In order to ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria set out in paragraph 16.

18.7 Bidders who meet the above mentioned criteria in paragraph 18.4. Will be evaluated on pricing.

19. FUNCTIONAL EVALUATION CRITERIA

No	Criteria	Rating						Weight (Points)	Total
		0	1	2	3	4	5		
A	Approach and Methodology: (i) Approach and Methodology in the manufacture, supply, delivery and installation of the furniture; (ii) Project plan detailing the time frames, capacity during the project to manufacture office furniture so that the delivery and installation of the office furniture for phase one must take place within 4 to 6 weeks from the date of the letter of acceptance issued by the Department; and. (iii) Details on the number of teams including supervisory support that will execute the installations and supervision.							40	
B	Management Component: The Management component of their entity which includes: a) A comprehensive business profile including the structure and composition of the entity. (organogram)							20	

	<p>b) Standards – Include information regarding your entity's usage of widely known Industry Standards and guidelines, as they apply to your entity.</p>							
C	<p>Demonstrable experience Submit contactable references letters for similar work indicating the following:</p> <ul style="list-style-type: none"> • Relevant contact details, • Value of contracts previously held, • Name of the organization, the project type, Organization contact person, and year project was implemented. <p>Rating Scale:</p> <p>Rating = 5: 3 or more reference letters</p> <p>Rating = 3: 2 reference letters</p> <p>1 reference letter Rating = 1:</p> <p>Non responsive: score rating =0</p>						20	
D	<p>Financial stability- Bidder must provide original bank letter indicating a rating in the name of the main company. The required bank letter must be dated</p>							

after the date of the issuing of this tender. Rating scale: <ul style="list-style-type: none"> • A rating: score rating = 5 • B rating: score rating = 4 • C rating: score rating = 3 • D rating: score rating = 2 • E rating: score rating = 1 • Non responsive: score rating =0 								20	
Total								100	

20. CONTACT PERSONS

All enquiries can be sent to scm@justice.gov.za on or before.....

21. Non-compulsory briefing Session

A non-compulsory Virtual briefing session for all potential bidders will be held on:

Date: 15 July 2022 @ 09h30am

Venue: Department of Justice and Constitutional Development, 329 Pretorius Street,

Momentum Centre, Pretoria.