

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	DSDP 27/26	CLOSING DATE:	28 th August 2026	CLOSING TIME:	11H00
DESCRIPTION	SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AT VARIOUS FACILITIES OR OFFICES OF THE LIMPOPO DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The Department of Social Development					
21 Biccard Street (Olympic Towers Building)					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Seopa PA		CONTACT PERSON	Mundalamo I	
TELEPHONE NUMBER	(015) 230 4440 or 079 699 2308		TELEPHONE NUMBER	015 230 4398	
FACSIMILE NUMBER	(015) 291 2226		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<u>SeopaPA@dsd.limpopo.gov.za</u>		E-MAIL ADDRESS	<u>Mundalamol@dsd.limpopo.gov.za</u>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ 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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number DSDP 27/26
Closing Time 11:00	Closing date...28th August 2026

OFFER TO BE VALID FOR **180 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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Item No	Quantity	Description	Bid Price in RSA Currency (All applicable taxes included)
		Supply, delivery and installation of office furniture at various facilities or offices of the Limpopo department of social development for a period of three (3) years	

- Required by:
- At:
- Brand and model:
- Country of origin:
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery:
*Delivery: Firm/not firm
- Delivery basis:

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

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

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR
TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific

goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	4	
Persons with disabilities	4	
Promotion of Youth	6	
Enterprise located in Limpopo	6	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
.....
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT
July 2010**

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010**

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.

- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly

- 4. Standards** 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract Documents and information; inspection.** 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights** 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract

and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of
Disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of

administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**DEPARTMENT OF
SOCIAL DEVELOPMENT**

**TERMS OF REFERENCE FOR THE SUPPLY, DELIVERY AND INSTALLATION OF
OFFICE FURNITURE AT VARIOUS FACILITIES OR OFFICES OF THE LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THREE (3) YEARS**

1. PURPOSE

- 1.1** The purpose of these specifications / Terms of Reference (TOR) is to invite potential bidders with the necessary capacity to bid for design, manufacture, deliver and install office furniture at various facilities and offices of the Limpopo Department of Social Development. The facilities or offices of the Department of Social Development are located at various districts of the province i.e. Capricorn, Sekhukhune, Waterberg, Mopani and Vhembe Districts.

2. BACKGROUND

- 2.1** The Department of Social Development derives its core mandate from the following parts of the Constitution of the Republic of South Africa:
- I. Section 27 (1) (c) which provides for the right of access to appropriate social assistance to those who are unable to support themselves and their dependents.
 - II. Section 28 (1) which sets out the rights of children with regard to appropriate care (basic nutrition, shelter, health care services and social services) and detention.
 - III. Schedule 4 which further identifies welfare services, population development and disaster management as functional areas of concurrent national and provincial legislative competence
- 2.2** The department has therefore established offices at various parts of the Limpopo Province as an effort to achieve its mandate. The employees of the department are key resources in delivering the core mandates which include the social welfare and community development services, and they are stationed at the periphery in order for communities to access the required services with ease. It is therefore a prerequisite for these employees to be provided with the necessary resources including office furniture in order for them to perform up to the expectations.

3. SCOPE OF WORK

3.1

- 3.1.1** Design and manufacture office furniture as per specifications / Terms of Reference of the department.
- 3.1.2** Deliver and install office furniture at various facilities or offices of the department i.e. delivery address as indicated in the official purchase order.
- 3.1.3** Replace goods that are of inferior quality or damaged at no extra costs.

4. QUALITY OF THE PRODUCTS

- 4.1.** Value for money is of critical importance when executing public sector procurement related functions as such quality will not be compromised.
- 4.2.** Finishing of all furniture products must be of high quality.
- 4.3.** The products to be supplied must be in compliant with the relevant standards of the South African Bureau of Standards (SABS).
- 4.4.** All the products must be guaranteed for a minimum period of twelve (12) months from date of acceptance by the department.
- 4.5.** The products like tables must stay firm without shaking and rattling sound. The goods that are non-compliant in this regard shall be returned for replacement without any extra costs.

5. DELIVERY

- 5.1** No delivery shall be made prior to receipt of an official purchase order or promissory note / letter from the department.
- 5.2** Delivered products shall be in terms of the requirements as per specification / TOR and official purchase order.
- 5.3** The products shall be delivered at the delivery address stated in the official purchase order as delivery point.
- 5.4** The goods shall be delivered to the delivery point within a period not exceeding six (6) weeks including weekends and public holidays.
- 5.5** The delivery costs shall be included in the cost per item as quoted in the bid document.
- 5.6** Deliveries shall be made during official working hours i.e. from 7h30 to 15h00 and delivery beyond or before the specified time shall not be accepted unless prior arrangements have been made and agreed upon by the department.

6. BID AWARD AND CONTRACT CONDITIONS

- 6.1** Each bid, once submitted, constitutes a binding and irrevocable offer to provide the required goods and services on terms set out in the bid, which offer cannot be amended after its date of submission.
- 6.2** Bidders must submit their bid in line with the bid specification. Failure to comply shall invalidate the bid.
- 6.3** Bidders are to bring samples to the Department for approval before delivery.
- 6.4** The department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, the department will exercise any of the remedies available to it.
- 6.5** The department will verify supplier compliance on the Central Supplier Database report.
- 6.6** **Limpopo Department of Social Development shall award to this bid to four service providers who scored the highest points in terms Comparative Price Schedule. Only one service provider will be appointed per cluster.**
- 6.7** **The department shall allocate the Cluster one to the Highest point scorer. Cluster two (2), Cluster three (3) and Cluster four (4) shall be allocated to the preceding point scorers subject to price negotiation.**
- 6.8** The award of the bid may be subjected to price negotiation with the preferred bidders.
- 6.9** Awarding of the bid shall be subject to the Service Provider(s) acceptance of National Treasury General Conditions of Contract (GCC).
- 6.10** The department further reserves the right to reject all or individual items of this bid and/or award all or individual items of this bid.
- 6.11** Bidders shall be notified about the departmental decision by means of publication in the E-Tender Portal, and Departmental website.
- 6.12** The contract period will be from the commencement date of the contract.
- 6.13** The contract shall be concluded between Limpopo Department of Social Development and the successful service provider(s).
- 6.14** The Department expects appointed service providers to take full responsibility and accountability to execute functions attached to the contract.

7. LIST OF CLUSTERS

- 7.1** **Services are clustered as per the table below. Service providers will be appointed as outlined in 6.5 and 6.6**

No	CLUSTERS	CLUSTER CATEGORY
01	Cluster 1	15.2.1 to 15.3.30
02	Cluster 2	15.3.1 to 15.3.39
03	Cluster 3	15.4.1 to 15.4.22
04	Cluster 4	15.5.1 to 15.5.14

8. PRICING INSTRUCTIONS

- 8.1** All prices quoted by suppliers may be assessed to ensure that bidders did not under or over quoted.
- 8.2** All prices charged should be inclusive of design, installation and delivery of office furniture. The bid proposal must clearly indicate the total price of bid.
- 8.3** Bidders to take note that the department shall complete the process of evaluation and award in a period of hundred and eighty days (180) days, therefore their prices should consider inflationary fluctuations.
- 8.4** Bidders are advised to take into consideration all factors affecting prices for the duration of the contract. Application for price adjustment will not be considered.

9. CONTRACT ADMINISTRATION

- 9.1** Successful bidder(s) must report to the End-User's institution immediately when unforeseeable circumstances will adversely affect the execution of the contract.
- 9.2** Full particulars of such circumstances as well as the period of delay must be furnished.
- 9.3** The administration of the bid and contract, i.e., evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

10. DELIVERY MANAGEMENT

- 10.1** Delivery shall be in terms of the specification requirements.
- 10.2** Deliveries shall be made during official working hours: between 7h30-15h00.
- 10.3** The department will not incur costs for returned items that do not meet the specification
- 10.4** Office Furniture items should be delivered and install to the areas as indicated in the specification.
- 10.5** Failure to deliver within the stipulated delivery period, will lead to goods sourced on quotations based on the provision of the General Conditions of Contract clauses 21.4 and/or 21.6.
- 10.6** Persistent failure to deliver and deviation from the specification will ultimately lead to cancellation of the contract.

11. PAYMENT PROCESSES

- 11.1** Service providers Invoice will only be accepted upon delivery of satisfactory performance
- 11.2** Payments will be effected within thirty (30) days from date of receipt of the invoice.

11.3 Service provider must ensure services are rendered at all times.

12. SPECIAL CONDITIONS OF THE BID

12.1 The department will under no circumstances engage with subcontractors or parties associated with the successful bidder including its main suppliers or manufacturers and furthermore suspicious fronting activities will be investigated and dealt with in accordance with the prescribed directives.

12.2 Appointed bidders shall provide maintenance services on office furniture upon Departmental request. These services shall be requested from the appointed service provider within the cluster which includes repairing services of gas lifts, fixing swivel mechanisms, and deep-cleaning or re-upholstering fabrics and leather also all furniture's old or new.

12.3 Bidders must quote for all list items in the item category of choice. *Failure to quote for all list items within the chosen category (ies) will invalidate the bid.*

12.4 Bidders are requested to quote in terms of the units of measure specified per individual items. *Failure to quote for all list items within the chosen category (ies) will invalidate the bid.*

13. EVALUATION OF BIDS

This bid shall be evaluated in four phases as follows:

- a) Phase 1: Administrative Compliance
- b) Phase 2: Functionality Evaluation
- c) Phase 3: Site Inspection
- d) Phase 4: Price and specific goals (80/20)

13.1 ADMINISTRATIVE COMPLIANCE

The Limpopo Department of Social Development has prescribed administrative requirements that must be met by the bidders.

13.1.1 The bid document is made up of the following DSD forms:

SBD 1 : Invitation to bid

SBD 3.1 : Pricing schedule-firm prices

SBD 4 : Bidder's Disclosure

SBD 6.1 : Preference Points Claim form in terms of the Preferential

Procurement Regulations, 2022

13.1.2 Bids will be evaluated based on the following administrative compliance elements

Documents that must be submitted	Non-submission and partial completion will result in disqualification	Requirements
Invitation to Bid – SBD 1	No	Complete and sign the supplied pro forma document
Pricing Schedule – Firm Prices SBD 3.1	No	Complete and sign the supplied pro forma document
Bidder's Disclosure – SBD 4	Yes	Complete and sign the supplied pro forma document. (Must declare if they have interests in other Companies. NB: All companies that are under the name of the director/s or shareholder or member or trustees must be declared, irrespective of whether they (companies) are used for bidding or not. Including Joint Venture/ Consortium/Partnership
Preference Point Claim Form – SBD 6.1	No	Non-claiming of points on this form will lead to zero (0) even if means of verification on specific goals is attached.
Attachment of company profile.	Yes	The bidder should attach the company profile when submitting the bid document Bidders shall attach detailed company profile that is reflective of previous engagements and knowledge pertaining to supply and delivery of office furniture.
Letters from suppliers confirming future access to office furniture	Yes	If the bidder is not an independent distributor/supplier/service provider (sourcing the products from another company/manufacture), a letter of commitment from the principal supplier/manufacture formalizing the distribution agreement between the two companies should be included in the bid document -. The letter must be signed by both delegated authority and must be on the letterhead of the principal supplier.

Availability of transport: Minimum of at least one Insulated Closed Dust Proof (Panel Van or Truck) is required (owned or rented).	Yes	Availability of transport: Minimum of at least one Insulated Closed Dust Proof (Panel Van or Truck) is required (owned or rented). Bidders must provide proof of ownership if owned or a Lease Agreement or a letter of intent signed by both the lessor and the lessee. The letter of intent/lease agreement must be supported by valid license or vehicle registration certificate and colour copies of the truck with visible number plate.
Tender defaulting and restriction status	Yes	Entity and directors must not be restricted
Tax compliance status	Bidder must be tax compliant before the bid is awarded, i.e. Where the recommended bidder is not tax compliant, the bidder will be notified of their non-compliant status and the bidder must be requested to submit written proof from SARS of their tax compliance status or proof that they have made an arrangement to meet their outstanding tax obligations within 7 working days. The bidder should thereafter provide the accounting officer or accounting authority with proof of their tax compliance status which should be verified via the Central Supplier Database or e-Filing"	
Identity number (s) or directors	Must all be active	
Business registration	Entity must be in business	
In the service of the state status	Bid will not be considered if shareholders or directors are employed by state /government departments, municipalities, municipal entities, public entities unless the approval from executive authority to do remunerative work outside public service and to do business with the state is submitted with the proposal	
Completion of Bid Document	✓ Submission of bid document in its original form (refers to every page of the bid document as originally purchased or produced without any amendment or changes), failure will lead to disqualification. ✓ Use of correction fluid the bid document shall lead to the disqualification of the bid. ✓ Completion of bid document must be in black or blue ink. (Completion in pencil or red ink shall disqualify the bid).	
<u>Consortia / Joint Ventures / Partnership:</u>	✓ Submission of duly signed agreement with clear responsibilities of each party. ✓ Letter of appointment by Consortia / Joint Venture parties / Partnership	

	authorizing a representative to sign the bid document on its behalf. ✓ Every member of the Consortium or Joint Venture or Sub-contractor is registered on the central supplier dataset and must submit their own Full Central Supplier Database Registration and not a summary ✓ Signed agreement between involved parties indicating the lead member ✓ Where reference is made in the bid document to the terms, 'firm', 'bidder' and 'tenderer', it should be noted that they refer to one and the same name. ✓ In the event where the trade name is different from the legal name, the trade name must be used as the name of the bidder and NOT the legal name. ✓ Naming of the bidding company must be consistent in the bid document. ✓ CSD report and any other document perceived to be important with regard to the identification of the bidder. ✓ In case of Joint Ventures and Consortia, the names of ALL parties to the JV or Consortia, must appear as name of the bidding company in the bid document. For example: "Excel cc in JV with Microsoft cc" etc.
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Take note that misrepresenting facts is illegal and will lead to disqualification of the bidder and blacklisting of the company.

13.2 FUNCTIONALITY EVALUATION

13.2.1 All bidders who satisfied the administrative compliance will be subjected for functional evaluation in accordance with the factors as per table below.

13.2.2 Relevant experience of the company for supply and delivery of furniture (Evidence of successfully completed projects and appointment letter (s) with contactable references)

13.2.3 Submission of valid proof of financial capacity issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business

13.2.4 Company track records including evidence of number of projects successfully completed contactable reference for supply and delivery of furniture

Please take note that misrepresenting of facts is illegal and punishable by law as such it will lead to disqualification of the bid and restriction of the company.

13.2.5 Functionality evaluation

TOTAL SCORE		100 POINTS		
ACCEPTABLE MINIMUM SCORE		60 POINTS (60% OF TOTAL POINTS FOR FUNCTIONALITY)		
WEIGHTS IN TERMS OF %		100%		
NO	CRITERIA	ELEMENT BREAKDOWN	SCORING VALUES	WEIGHT IN %
1.	Relevant experience of the company for supply and delivery of furniture (Evidence of successfully completed projects and appointment letter (s) with contactable references)	Above 5 years	30 Points	30%
		Between 3 to 5 years	15 Points	
		Between 1 to 3 years	10 Points	
		Below 1 year	0 Points	
2.	Submission of valid proof of financial capacity issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business	Submission of a valid letter from financial institution to the minimum monetary R5 000 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business	30 Points	30%
		Submission of a valid letter from financial institution to the monetary value of between R3 000 000.00 and R4 999 999.99 and issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 proof of overdraft facility in the name of the business.	20 Points	
		Submission of a valid letter from financial institution to the monetary value of below R2 999 999.99 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 proof of overdraft facility in the name of the business.	10 Points	

		Non-submission of proof of duly completed and signed financial capacity in accordance with the law	0 Points	
3.	Company track record including evidence of number of projects successfully completed or ongoing contactable reference for production of supply and delivery of furniture	Proof of provision of supply and delivery of furniture to the value R5 000 000.00 and more.	40 Points	40%
		Proof of provision of successful supply and delivery of furniture to the value between R 3 000 000.00 and R4 999 999.99	20 Points	
		Proof of provision of successful supply and delivery of furniture to the value below R 2 999 999.99.	15 points	
		No proof of experience indicated	0 Points	
TOTAL			100	100%

The bidders are expected to score a minimum of sixty (60) points on functionality to proceed to the next phase of evaluation, being price and preferential points.

14. SITE INSPECTION

14.1 The bidders who complied with the administrative evaluation criteria, and functionality will be subjected to site inspection to establish the following:

14.1.1 The physical existence of the business premises related to the bid and furnished with minimum requirements e.g., office furniture and telephone.

14.1.2 Proof of physical address-existence of an office (utility bill, proof of residence, permission to occupy, rental and or lease agreement. The lease agreement should be signed by both the lessor and lessee.

14.2 Site inspection conditions:

14.2.1 Site inspection will be conducted at the address stated in the bid document.

14.2.2 Change of physical address after closure of the bid must be done in writing and reach the department prior to physical execution of the task by departmental representatives.

14.2.3 The department will not conduct site inspection at the sub-contractor facilities unless the subcontractor is responsible for provision of storage facility according to the agreement entered into between the parties, but this must be stated clearly in the submission.

14.2.4 The departmental representatives shall not be permitted to inspect any facility other than the one stated in the bidding document unless notice of change of address is received as specified in 14.2.2

14.2.5 Site inspection will cover the below-mentioned aspects.

NO	ELEMENTS OF EVALUATION	SCALE	WEIGHTS	POINTS ALLOCATED	
1	Proof of physical address-existence of an office (utility bill, permission to occupy, rental and or lease agreement)	Proof of legitimate occupancy within the Limpopo Province (valid and signed lease agreement or proof of ownership signed by both lessor and lessee)	50%	25 Points	
		Proof of legitimate occupancy outside the Limpopo Province (valid and signed lease agreement or proof of ownership signed by both lessor and lessee)		10 Points	
		Non availability of proof of occupancy		0 Points	
2	Office tools	Availability of office equipment's	50%	25 Points	
		Telephone,			5
		office furniture,			10
		Computer and printers			10
		Non availability of office equipment		0 Points	
TOTAL POINTS ON SITE INSPECTION			100%	50 Points	

All Bidders who score less than 40 out of 50 (80%) points on-site inspection will not be considered for further evaluation on Price and specific goals.

15. PRICE AND SPECIFIC GOALS

15.1.1 This bid shall be evaluated in terms of the 80/20 preference points system.

15.1.2 Points shall be awarded to a bidder for attaining the specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points (80/20 system)
Promotion of Women	4
Youth	4
Persons with Disabilities	6
Enterprise located in Limpopo	6

Price	=	80 points
Specific goals	=	20 points

15.1.3 Claiming of specific goals

- 15.1.3.1.** Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. (Bidders to submit copy of company registration document). Information will be verified through the Central Supplier Database Report
- 15.1.3.2.** Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Central Supplier Database will be utilized for allocation of points.
- 15.1.3.3.** Preference points allocated for Persons living with Disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders to submit copy of medical certificate from a registered medical practitioner. The date of the medical certificate should not be more than 12 months.
- 15.1.3.4.** Preference points allocated for Enterprise Located in Limpopo Province may be claimed only by companies operating within the borders of Limpopo Province. Bidders must attach proof of residence of where the enterprise is located. **Points will only be allocated where proof of address is in the name of the bidding company.**

Acronyms
L – Length
W – Width
H – Height
D – Depth

SPECIFICATION

15.2 CLUSTER 1 OFFICE FURNITURE				01 st YEAR PRICE	02 nd YEAR PRICE	03 rd YEAR PRICE
No	Description	Dimensions	Finishing			
15.2.1	Top Executive Desk with inlay and solid edging	2600mm (L) x 800mm (H) x 730mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.2	Top Executive Desk without inlay but with solid edging	2600mm (L) x 800mm (H) x 730mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.3	Credenza with inlay, adjustable shelves, sliding wooden doors, three lockable drawers with solid edging	1830mm (L) x 800mm (H) x 730mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.4	Credenza without inlay but with adjustable shelves, sliding wooden doors, three lockable drawers with solid edging	1830mm (L) x 800mm (H) x 730mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.5	90-degree legged link with inlay and solid edging	To link properly with the size of the table and credenza	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.6	90-degree legged link without inlay but with solid edging	To link properly with the size of the table and credenza	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.7	Mobile pedestal fixed to the table with three lockable drawers including pencil drawer	56mm (L) x 42mm (W) x 60mm (D)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.8	Base / bottom base wall unit with wooden doors, adjustable shelves and solid edging	1000mm (L) x 1000mm (H) x 890mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.9	Top wall unit with glass doors, adjustable shelves and solid edging	1000mm (L) x 1000mm (H) x 340mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.10	Letter tray	400mm (L) x	Mahogany	R.....	R.....	R.....

		300mm (W) x 55mm (D)	Veneer			
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.11	Wooden dust bin	300mm (L) x 300mm (W) at the bottom and 400mm (L) x 400mm (W) at the top	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.12	Wooden coat hanger	200mm (L) x 200mm (W) base and 120mm (L) x 120mm (W) x 180mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.13	Pot planter (the inner part to be insulated in such way that it resists water)	1200mm (L) x 350mm (W) x 350mm (D)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.14	Server with three lockable drawers at the centre, wooden doors on the sides and solid edging	1600mm length x 1030mm height x 670mm width	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.15	Oval shaped top executive boardroom table with solid edging	14-seater	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.16	Television stand with wooden top covered by 10mm glass, panels for the decoder at the centre, two drawers at each side and solid edging	2500mm (L) x 650mm (W) x 550mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Mahogany Veneer	R.....	R.....	R.....
15.2.17	Oval coffee table with solid wooden top on the sides and 10mm glass at middle	1000mm (L) x 600mm (W) x 45mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.18	Rectangular coffee table with solid wooden top covered by glass	1000mm (L) x 600mm (W) x 45mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.2.19	High back full genuine leather couch	One-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.20	High back full genuine leather couch	Two-seater	Black	R.....	R.....	R.....

			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.21	High back full genuine leather couch	Three-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.22	Low back full genuine leather couch	One seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.23	Low back full genuine leather couch	Two seaters	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.24	Low back full genuine leather couch	Three seaters	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.2.25	Top executive high-back swivel gas, genuine leather chair with veneer wooden armrests and base: <i>Height adjustable and tilt with full synchron mechanism</i>	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
15.2.26	Top executive high-back swivel gas, genuine leather chair with veneer wooden armrests and chrome plated base: <i>Height adjustable and tilt with full synchron mechanism</i>	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
15.2.27	Mid-back swivel gas genuine leather chair with veneer armrests and base: <i>Height adjustable and tilt with full synchron mechanism</i>	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
15.2.28	Mid-back swivel gas genuine leather chair with veneer armrests and chrome plated base: <i>Height adjustable and tilt with full synchron mechanism</i>	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
15.2.29	Full genuine leather mid-back visitor’s chair with veneer solid wooden armrests and four wooden legs	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
15.2.30	Full genuine leather mid-back sleigh-base visitor’s chair with veneer solid wooden armrests and base	Black	R.....	R.....	R.....	
		Blue	R.....	R.....	R.....	
		Burgundy	R.....	R.....	R.....	
	Total cluster 1			R.....	R.....	R.....

15.3 CLUSTER 2 OFFICE FURNITURE				01 st YEAR PRICE	02 nd YEAR PRICE	03 rd YEAR PRICE
No	Description	Dimensions	Finishing			
15.3.1	Executive desk with inlay and 60mm solid edging	1900mm (L) x 750mm (H) x 800mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.2	Executive desk without inlay but with 60mm solid edging	1900mm (L) x 750mm (H) x 800mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.3	Credenza with inlay, adjustable shelves, sliding wooden doors, three lockable drawers and 60mm solid edging	1200mm (L) x 750mm (H) x 800mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.4	Credenza without inlay but with adjustable shelves, sliding wooden doors, three lockable drawers' doors and 60mm solid edging	1200mm (L) x 750mm (H) x 800mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.5	90-degree legged link with inlay and 60mm solid edging	To link properly with the size of the table and credenza	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.6	90-degree legged link without inlay but with solid edging	To link properly with the size of the table and credenza	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.7	Mobile pedestal fixed to the table with three drawers including pencil drawer	560mm (L) x 420mm (W) x 600mm (D)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.8	Rectangular conference table with 60mm solid edging	6 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.9	Oval conference table with 60mm solid edging	6 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.10	Hexagonal conference table with 60mm solid edging	6 seaters	Mahogany Veneer	R.....	R.....	R.....

			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.11	Round conference table with 60mm solid edging	6 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.12	Base / bottom base wall unit with adjustable shelves, wooden doors and 60mm solid edging	1000mm (L) x 1000mm (H) x 890mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.13	Base / bottom base wall unit with adjustable shelves, wooden doors and 60mm solid edging	1500mm (L) x 450mm (W) x 900mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.14	Top wall unit with glass doors, adjustable shelves and solid edging	1000mm (L) x 1000mm (H) x 340mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.15	Top wall unit with glass doors, adjustable shelves and solid edging	1500mm (L) x 1120mm (H) x 340mm (W)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.16	Letter tray	400mm (L) x 300mm (W) x 55mm (D)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.17	Wooden dust bin	300mm (L) x 300mm (W) at the bottom and 400mm (L) x 400mm (W) at the top	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.18	Wooden coat hanger	200mm (L) x 200mm (W) base and 120mm (L) x 120mm (W) x 180mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.19	Rectangular coffee table with solid wooden top on the sides and 10mm glass at the middle	1000mm (L) x 600mm (W) x 45mm (H)	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.20	Oval coffee table with solid wooden top on the	1000mm (L) x 600mm (W) x	Mahogany Veneer	R.....	R.....	R.....

	sides and 10mm glass at the middle	45mm (H)	Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.3.21	High back full genuine leather couch	One seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.22	High back full genuine leather couch	Two-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.23	High back full genuine leather couch	Three-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.24	High back full fabric covered couch	One seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.25	High back full fabric covered couch	Two-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.26	High back full fabric covered couch	Three-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.27	Low back full genuine leather couch	One seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.28	Low back full genuine leather couch	Two-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.29	Low back full genuine leather couch	Three-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.30	Low back full fabric covered couch	One seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.31	Low back full fabric covered couch	Two-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....

15.3.32	Low back full fabric covered couch	Three-seater	Black	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
15.3.33	Executive high-back swivel gas full genuine leather chair with veneer wooden armrests and base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.34	Executive high-back swivel gas full genuine leather chair with solid veneer wooden armrests and chrome plated base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.35	Mid-back swivel gas full genuine leather chair with veneer armrests and base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.36	Mid-back swivel gas full genuine leather chair with solid veneer armrests and chrome plated base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.37	Four legged mid-back full genuine leather visitors' chair with solid veneer armrests		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.38	Sleigh base full genuine leather visitors' chair with solid arm armrests		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.3.39	Orthopedic adjustable headrest chair with gas lift height adjustment, 5-point wheelbase, medium weight chair		Black Materia: Mesh	R.....	R.....	R.....
Total cluster 2				R.....	R.....	R.....

15.4 CLUSTER 3 OFFICE FURNITURE				01 st YEAR PRICE	02 nd YEAR PRICE	03 rd YEAR PRICE
No	Description	Dimensions	Finishing			
15.4.1	Desk with three lockable drawers which include pencil drawer, inlay and 32mm Polly Utherine (PU) edging	1800mm (L) x 750mm (H) x 800mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.2	Desk with three lockable drawers which include pencil drawer, without inlay but with 32mm Polly Utherine (PU) edging	1800mm (L) x 750mm (H) x 800mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.3	Desk with three lockable drawers which include	1600mm (L) x 750mm (H) x	Mahogany Melamine	R.....	R.....	R.....

	pencil drawer, without inlay but with 32mm Polly Utherine (PU) edging	600mm (W)	Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.4	Desk with three lockable drawers which include pencil drawer without inlay but with 32mm Polly Utherine (PU) edging	1500mm (L) x 750mm (H) x 600mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.5	Credenza with inlay, adjustable shelves, sliding wooden doors, three lockable drawers and 32mm Poly Utherine (PU) edging	1000mm (L) x 750mm (H) x 800mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.6	Credenza without inlay but with adjustable shelves, sliding wooden doors, three lockable drawers and 32mm Poly Utherine (PU) edging	1000mm (L) x 750mm (H) x 800mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.7	Credenza without inlay but with adjustable shelves, sliding wooden doors, three lockable drawers and 32mm Poly Utherine (PU) edging	900mm (L) x 750mm (H) x 600mm (W)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.8	90-degree legged link with 32mm Poly Utherine (PU) edging	To link properly with the size of the table and credenza	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.9	90-degree legged link with inlay and 32mm Poly Utherine (PU) edging	To link properly with the size of the table and credenza	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.10	Bookcase with glass doors, two adjustable shelves and 32mm Poly Utherine (PU) edging	1200mm (H) x 1000mm (L) x 300mm (D)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.11	Systems cupboard with 32mm Poly Utherine (PU) edging	1800mm (H) x 900mm (L) x 350mm (D)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.12	Four lockable drawer filing cabinet with 32mm Poly Utherine (PU) edging	1300 (H) x 550mm (D) x 500mm (L)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry	R.....	R.....	R.....

			Melamine			
15.4.13	Letter tray	400mm (L) x 300mm (W) x 55mm (D)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.14	Wooden dust bin	300mm (L) x 300mm (W) at the bottom and 400mm (L) x 400mm (W) at the top	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.15	Wooden coat hanger	200mm (L) x 200mm (W) base and 120mm (L) x 120mm (W) x 180mm (H)	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.16	Workstation with a fixed pedestal that has two lockable drawers and cabinet fixed on the screen with one shelve	To accommodate four officials	Mahogany Melamine	R.....	R.....	R.....
			Oak Melamine	R.....	R.....	R.....
			Cherry Melamine	R.....	R.....	R.....
15.4.17	High-back swivel gas full genuine leather chair with armrests and PVC base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.4.18	High-back swivel gas full fabric covered chair with armrests and PVC base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.4.19	Mid-back swivel gas full genuine leather chair with armrests and PVC base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.4.20	Mid-back swivel gas full fabric covered chair with armrests and PVC base: <i>Height adjustable and tilt with full synchron mechanism</i>		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.4.21	Four legged mid-back full genuine leather visitors' chair with PVC armrests		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
15.4.22	Sleigh base full fabric covered visitors' chair with solid armrests		Black	R.....	R.....	R.....
			Blue	R.....	R.....	R.....
			Burgundy	R.....	R.....	R.....
	Total Cluster 3			R.....	R.....	R.....

15.5 CLUSTER 4 OFFICE FURNITURE				01 st YEAR PRICE	02 nd YEAR PRICE	03 rd YEAR PRICE
No	Description	Dimensions	Finishing			
15.5.1	Oval shaped executive boardroom table with solid wood edging	14 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.2	Oval shaped executive boardroom table with solid wood edging	24 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.3	Oval shaped executive boardroom table with solid wood edging	48 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.4	Rectangular shaped executive boardroom table with solid edging	14 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.5	Rectangular shaped executive boardroom table with solid edging	24 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.6	Rectangular shaped executive boardroom table with solid edging	48 seaters	Mahogany Veneer	R.....	R.....	R.....
			Oak Veneer	R.....	R.....	R.....
			Cherry Veneer	R.....	R.....	R.....
15.5.7	Home study wooden desk rectangular shape	900 x 500 x 840mm	Oak Veneer	R.....	R.....	R.....
15.5.8	Lounge suite 3-piece full leather 5 action recliner	3 x seater 2 x seater 1 x seater	Brown Beige Chocolate Black	R.....	R.....	R.....
15.5.9	Corner lounge suite with two action recliners	1 x seater	Brown Beige Chocolate Black	R.....	R.....	R.....
15.5.10	Dining room wooden round table	8 x seater	Oak Veneer Cherry Mahogany	R.....	R.....	R.....
15.5.11	Dining room wooden rectangular table	8 x seater	Oak Veneer Cherry Mahogany	R.....	R.....	R.....
15.5.12	Steel bed metal frame	Single/ ¾ quarter	White Black Brown Silver	R.....	R.....	R.....

15.5.13	Base set mattress	Single	White Black Brown Silver	R.....	R.....	R.....
		Double	White Black Brown Silver	R.....	R.....	R.....
		¾ quarter	White Black Brown Silver	R.....	R.....	R.....
15.5.14	Fire retardants mattress	Single	Any color	R.....	R.....	R.....
	Total Cluster 4			R.....	R.....	R.....

TOTAL

16	Clusters	1st Year Price	02 nd Year Price	03 rd Year Price
16.1	Cluster 1	R.....	R.....	R.....
16.2	Cluster 2	R.....	R.....	R.....
16.3	Cluster 3	R.....	R.....	R.....
16.4	Cluster 4	R.....	R.....	R.....
Total Bid Price		R.....	R.....	R.....

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