

NATIONAL CONSUMER COMMISSION

TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE FURNITURE AND OTHER EQUIPMENT:

1. PURPOSE

1.1. To request price quotations for the supply, delivery and assembly of office furniture and other equipment to the National Consumer Commission.

2. BACKGROUND

2.1. The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of state within the public administration, but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 (“Act"). The NCC has been operational since 1 April 2011, with its mandate being to promote and advance the social and economic welfare of consumers in South Africa.

3. SCOPE OF WORK

3.1. **Furniture and other office equipment to be delivered and assembled at the following address:**
National Consumer Commission.
SABS Campus: Block C
1 Dr Lategan Road
Groenkloof
Pretoria

3.2. **The following items are required:**

Description	RECOMMENDED	Quantity
Main chair and visitor's chairs and round table chair. Black bonded leather high back chairs chrome and black fibre inlay armrests operator's chair: 5 star wheelbase (swivel and tilt)		Office chair with wheels (Main Chair) =24 Office chair without wheels (visitors chair)= 8
Bonded leather high back chair Knob pleated upholstery. 5-star base forward Tilt mechanism gas height Adjustable tension designed with boarder stitched edges. Upholstered.		1

<table>
<tr>
<td>Microwave</td>
<td>
<table>
<tr><th>Product</th><th>Input</th><th>Output</th><th>Dimensions</th></tr>
<tr><td rowspan="2">Microwave
40L</td><td>230-240 V ~50HZ
1500W (Micro)</td><td>1000W</td><td>311mm (H)

553mm (W)

508mm (D)</td></tr>
<tr><td>230-240 V ~50HZ
1500W (Grill)</td><td>2450 MHZ</td><td></td></tr>
</table>
</td>
<td>3</td>
</tr>
<tr>
<td>Systems cabinets
1500mm H x 1200 mm W x 450mm D
Black roller door
Three shelves
Lockable
Colour: Bodensee Cherry or brown or mahogany</td>
<td></td>
<td>1</td>
</tr>
</table>

Fridge	323lt-348lt Fridge with Water Dispenser, Metallic A+ Energy rating Auto defrost. Satin metallic LED lighting Slimline water dispenser 323lt – 348lt net volume 4 Star freezer	2
Cluster/Data Desk Desk 1400mm x 750mm / 600mm x 1200mm with Centre Column. Extension 600mm x 600mm 2/Drawer / 1 Deep Filer / 1 Pencil Tray Desk Height Pedestal. Pedestal on the right hand side. Colour: Bodensee Cherry or brown or mahogany.		2

Executive desk L1600mm x W800mm. 80mm veneer finish. Colour Mahogany with Pendeza 100 x550 mm.		1

4. DELAY'S IN THE SUPPLIER'S PERFORMANCE

4.1. The delay should render the supplier incompetent and the Purchase Order may be terminated.

5. EVALUATION CRITERIA

5.1. In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points)

Stage 1 - Price Evaluation (80 Points)

Criteria	**Points**
Price Evaluation **Ps =80** $\left(1-\frac{Pt-P\min}{P\min}\right)$	80

The following formula will be used to calculate the points for price:

Where:

Ps = Points scored for comparative price of bid under consideration.

Pt = Comparative price of bid under consideration.

Pmin = Comparative price of lowest acceptable bid.

Stage 2 – Specific Goals Evaluation (20 Points)

Specific Goals Points allocation

A maximum of 20 points may be allocated to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of Points
100% Black owned	6
51-99% Black owned	4
100% women owned	6
51% to 99% women owned	4
5% Youth Ownership	2
2% Owned by persons with disabilities	1
Exempt Micro Enterprise (EME)	5
Qualifying Small Enterprise (QSE)	3
Large Enterprise	0

Specific Goal points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1)
- B-BBEE Certificate
- CSD Report

6. GENERAL CONDITIONS OF CONTRACT

6.1. Any award made to a bidder(s) under this bid is conditional, amongst others, upon

6.1.1. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which National Consumer Commission is prepared to enter into a contract with the successful Bidder(s).

6.1.2. The bidder submitting the General Conditions of Contract to National Consumer Commission together with its bid, duly signed by an authorised representative of the bidder.

7. CONDITIONS OF CONTRACT

7.1. The NCC reserves the right to refuse the lowest quote and elements outlined in the evaluation criteria above, will play a major role when evaluating the requested proposals. Similarly, the NCC is not bound to select any of the entities or individuals submitting proposals.

8. PAYMENT STRUCTURE

8.1. Payment will be made upon submission of invoice(s), accompanied with an itemised statement of account, covering all services rendered. Such payment will be effected within thirty (30) days from date of receipt of undisputed invoice.

9. CONFIDENTIALITY

9.1. The NCC will treat all relevant and available data and/or information provided by the Service Provider with confidentiality. The Service Provider is not to allowed to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Commissioner or his delegate.

10. SUBMISSION OF QUOTATIONS

10.1. Quotations must be send through to the address as stated below or via the following email: quotations@thencc.org.za

11. ENQUIRIES

11.1. All enquiries must be directed to:

Ms. Margery Mouton

Telephone: 012 428 7730

E-mail: M.Mouton@thencc.org.za