



Eastern Cape CET College

Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfaza Road •
Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA • Website: <https://ec.cetc.edu.za> •
Email: Scm@ec.cetc.edu.za • Tel: [+27 43 753 0060](tel:+27437530060).

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION	SUPPLY AND DELIVERY OF OFFICE FURNITURE
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REFERENCE: RFQ/EC/CETC/HO/HR/01/09/2026

CLOSING DATE: 10 SEPTEMBER 2026

CLOSING TIME: 11:00

**YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE
EASTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET COLLEGE)**

DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE.

CONTACT DETAILS FOR DELIVERY PURPOSE

Contact Person: Ms. Z.Magi
Contact number: 0411804074
Address: 10 MFAXA ROAD BORDER TRAINING CENTRE NU1 MDANTSANE EAST LONDON 5219

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Ms. Z. Magi Email: zmagi@ec.cetc.edu.za Tel: 041 180 4074 (Bidding process)

Ms. N. Mdleleni Email: nmdleleni@ec.cetc.edu.za Tel:041 180 4074 (Clarity on specification)

SUBMISSION OF DOCUMENTS

Proposals must be submitted via email to the following email addresses:

- i) **zmagi@ec.cetc.edu.za**
- ii) **scm@ec.cetc.edu.za**

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: 10 September 2026

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER TEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY.....

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFQ NOTICE

RFQ DESCRIPTION	RFQ NUMBER	Enquiries	CLOSING DATE
SUPPLY AND DELIVERY OF OFFICE FURNITURE.	RFQ/EC/CETC/HO/HR/01/09/2026	Ms. Z. Magi Tell: 041-180 4074 Email: zmagi@ec.cetc.edu.za	10 SEPTEMBER 2026
			CLOSING TIME: 11:00am

Kindly provide me with a written quotation for the provision of goods as detailed in the enclosed specification. The quotations must be submitted before 11:00am on your business letterhead or stamped with your business stamp. The quotations must be emailed to zmagi@ec.cetc.edu.za/
scm@ec.cetc.edu.za

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE RFQ DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- A copy of business entity registration certificate e.g. CK Document
- A certified ID copy/s of company directors not older than 6 months.
- Municipal Statement of accounts not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only).
- **Proof of registration with Central Supplier Database (CSD) full report must be attached.**
- **Separate quotation on a company letterhead.**
- **Completed SBD 4 fully.**
- **If the bid sum amount as per SBD.1 differs from SBD 3.1, it will automatically invalidate the offer submitted.**

Please note the following:

- This document must be completed with non-erasable ink. Any document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared non-responsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- **Phase 1 – No functionality evaluation**
- **Phase 2 - Price and Preferential Points System.**

NB: stage 2 (Price Evaluation) will be evaluated.

Price Points	= 80
Specific goals	= 20
TOTAL	=100

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	3	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	5	• CIPC (Company registration) • CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond to be awarded points) Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	2	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

SPECIFICATION

BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. The management structure of the College consists of the principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

SCOPE AND DEFINITION OF WORK

The College seeks to appoint a suitable service provider to supply and deliver office furniture Below are the detailed Specification.

ITEM	SPECIFICATION	QUANTITY
Desks	Configuration Layout: Cross-type 4-way pod cluster with 4 integrated L-shaped (curved corner) workstations (and a 6-way pod cluster). Standard Overall Dimensions: Typically, 280 cm x 240 cm x 110 cm. Tabletop Materials: Premium Melamine-Faced Chipboard (MFC) / engineered wood with scratch-resistant and eco-friendly wooden laminates. Edge Banding: Finished with 2 mm heavy-duty impact-resistant PVC sealing. Partition Privacy Screen: Integrated central cross-divided panel featuring sandblasted/frosted tempered glass paired with solid composite framing. Storage Components: Features 4 individual under-desk storage units, including 3-drawer mobile or fixed pedestals with lockable design functions. Base & Support Structure: Finished structural solid panel leg extensions in matching white laminate for improved weight-bearing stability.	4-way pod x 10 6-way pod x 3 8-way pod x 1
Chair	Overall Size Height: 92.7 cm – 102.4 cm H Width: 68.8 cm W Depth: 66.5 cm D Seat Seat Height: Adjustable 43.4 cm – 53.8 cm from floor Seat Size: 48.5 cm W x 44.0 cm D	71

	Backrest Backrest Size: 46.5 cm W × 52.5 cm D Material: Breathable, flexible black mesh for airflow Build & Comfort Seat Cushion: Contoured high-density foam, black fabric Armrests: Fixed T-bar armrests. Can be left off if you prefer armless Base: 5-star heavy-duty nylon base Wheels: 360° swivel casters for carpet + tile/wood floors Adjustability & Ergonomics Weight Capacity: Up to 125 kg Height Adjustment: Pneumatic lever lift Tilt: Center-tilt recline with adjustable tilt-tension Tilt Lock: Locks chair upright	
Filing cabinets	Stationery Cupboard 1800Hx900Wx450D-4 Shelves Colour: Hammertone Grey Material: 0.6mm cold-rolled mild steel, powder coated finish Size: 1800 H × 900 W × 450 D mm Doors: 2 hinged steel doors with lock Keys: 2 keys supplied Shelves: 4 adjustable steel shelves Shelf adjustment: 55mm pitch Load per shelf: Up to 60 kg evenly distributed Weight: Approx 40 kg	22
Long-Span Steel Shelf	Physical Dimensions Height: 2.1 m Length: 3.2 m Depth / Breadth: 550 mm / 55 cm Structural Features Material: Heavy-duty steel construction Layout: Long-span, multi-bay interconnected design Levels: 6 adjustable tier levels per vertical bay column Uprights: Slotted/punched angle posts for customizable shelf heights Adjustment: Tier heights can be moved to fit different box/file sizes	3
Bookshelves	2 -door Storage Cabinet Dimensions: Overall, Height: 800 mm / 80 cm Width: 1200 mm / 120 cm Depth: 400 mm / 40 cm Weight Capacity: Supports up to 50 kg per shelf Product Weight: Approximately 35 kg	13
L-Shaped Executive Desk with Side Cabinet	Desk Dimensions Main Desk: 1800W x 800D x 740H mm Return: 1200W x 600D x 740H mm Total L-Shape: 1800W x 1800D approx. Pedestal: 3 Drawer lockable pedestal built into desk - 1 x file drawer + 2 x stationery drawers Grommet holes: 2 x cable management grommets on top Side Cabinet / Credenza Dimensions	5

	Height: 1200H mm - acts as privacy screen Width: 1600W mm Depth: 400D mm Doors: 2 x Hinged doors with lock + 1 x open display niche Shelves: 2 x adjustable shelves inside Material & Construction Top: 25mm MFC Melamine with 2mm PVC edge Body: 16mm MFC Melamine Color: Dark Wenge / Walnut	
L-Shaped Office Desk	Overall Dimensions Width A: 154.4 cm / 1540 mm Width B: 167.9 cm / 1680 mm Height: 76.1 cm / 761 mm Depth of worksurface: Standard 60cm / 600mm Shape: Reversible L-Desk - can be set up as left or right return Material & Construction Top & Panels: 16mm - 25mm MFC Melamine board Edge: 1mm - 2mm PVC edging Finish/Color: Black / Espresso / Dark Wenge Legs: Panel end legs for stability Levelers: Adjustable feet for uneven floors Storage Pedestal: 2 Drawers built-in on one side Top Drawer: Stationery drawer with lock Bottom Drawer: File drawer - takes A4/foolscap suspension files Open Shelf: 1 x open cubby above the drawers for CPU/books4. Features Cable management: Usually has cut-out at back corner Assembly: Flat-pack, DIY assembly with fittings included Weight capacity: ±50kg evenly distributed	3
Dual-Level Reception Counter	Design Layout Style: Dual-level front counter with lower integrated interior work surface Length / Width: 1200 mm to 2000 mm+ Custom. 1200mm Depth: 600 mm to 900 mm Standard professional counter Height: 1100 mm H for the raised public transaction top Typical staff work surface behind = 750 mm H standard desk height	1
Steel Bulk Filer	High-Density Mobile Shelving System. A 4-Bay Mobile Bulk Filer (consisting of 1 single fixed bay, 2 double moving bays, and 1 single moving bay with a locking mechanism). Standard Dimensions Overall Height: Typically, 2320 mm (including the base and track assembly). Overall Width (Bay Depth): Standard options are 360 mm or 400 mm deep per individual bay. Standard Bay Length: Each individual section is 1100 mm wide. Total Track Length (for a 4-Bay): Roughly 2450 mm long, leaving a built-in walk-in aisle space of approximately 800 mm.	2

Luxury Executive High back-Office Chair CM71	General Specs Model: CM71 Type: Luxury Executive High back-Office Chair Color: Black Upholstery: PU Leather / Bonded Leather with padded stitching Dimensions Overall, Height: 1150mm - 1250mm Seat Height: 480mm - 560mm adjustable Seat Width: 500mm Seat Depth: 480mm Backrest Height: 750mm High back Armrest Height: 650mm - 720mm from floor Features & Construction Base: 5-Star Chrome metal base with stability Casters: 5 x Dual-wheel nylon casters for smooth rolling on tile/carpet Mechanism: Gas lift height adjustment + Tilt tension + Tilt lock Armrests: Fixed padded armrests with chrome frame Padding: High-density foam seat and backrest for comfort Back Support: High back with lumbar support and headrest cushion Weight Capacity: ±120kg - 150kg Assembly: Flat-pack, self-assembly with tools included	5
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Delivery Timelines: Please provide delivery timelines/day.....

PRICE 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 PRICES, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

BIDDER: _____ **BID NO.** _____

Closing Time 11:00am

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

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VAT (If VAT registered)

TOTAL (To be carried to SBD1)

R

Total must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified.

Pricing Instructions: The proposal must be inclusive of all costs including i.e. delivery fees and disbursements.

1.1. By signing the Price Schedule, a bidder warrants that:

- 1.1.1. The relevant quotation is correct.
- 1.1.2. the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document.
- 1.1.3. The rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements.
- 1.1.4. any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation shall be at the supplier's risk.
- 1.1.5. The total price quoted must be VAT inclusive

SIGNED at _____(place) on the _____ day of _____, 20_____.

Signature

Date

Print name: _____

On behalf of the Supplier (duly authorized)

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFQ will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFQ.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the RFQ document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of output and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid as a whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this document should be in writing and channeled to: zmagi@ec.cetc.edu.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, shareholder etc):
.....
- 2.4 Company Registration Number:
.....
- 2.5 Tax Reference Number:
.....
- 2.6 VAT Registration Number:
.....

* "State" means –

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

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

- 2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
 Name of state institution to which the person is connected:
 Position occupied in the state institution:

Any other particulars:

.....

.....

2.8 Did you or your spouse, or any of the company's directors
shareholders / members or their spouses conduct business

2.9 with the state in the previous twelve months? **YES / NO**

2.9.1 If so, furnish particulars:

.....

.....

2.9 Do you, or any person connected with the bidder,
have any relationship (family, friend, other) with a
person employed by the state and who may be
involved with the evaluation

YES/NO

2.9.1 If so, furnish particulars.

.....

.....

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

2.10.1 If so, furnish particulars.

.....

.....

2.11. Do you or any of the directors' /shareholders/
members of the company have any interest in any other
related companies whether they are bidding for this
contract? **YES/NO**

2.11.1 If so, furnish particulars.

.....

.....

DECLARATION

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1
ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23
OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

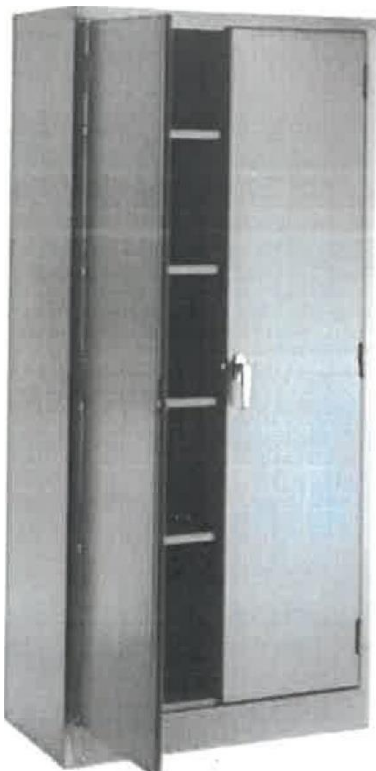
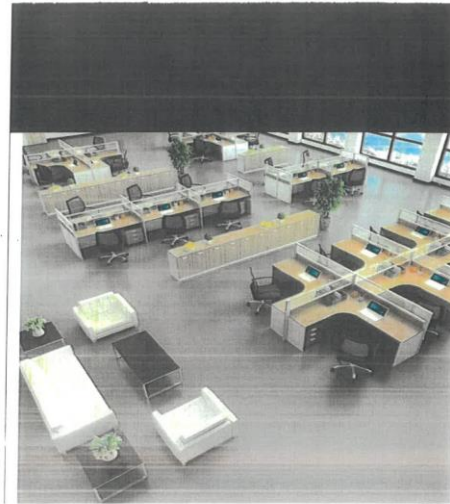
Position

.....

Name of bidder



1.DESKS



2.Stationery Cupboard 1800Hx900Wx450D-4 Shelves Hammer Grey



3. LONG-SPAN STEEL SHELF

4. CHAIR



5. BOOKSHELVES



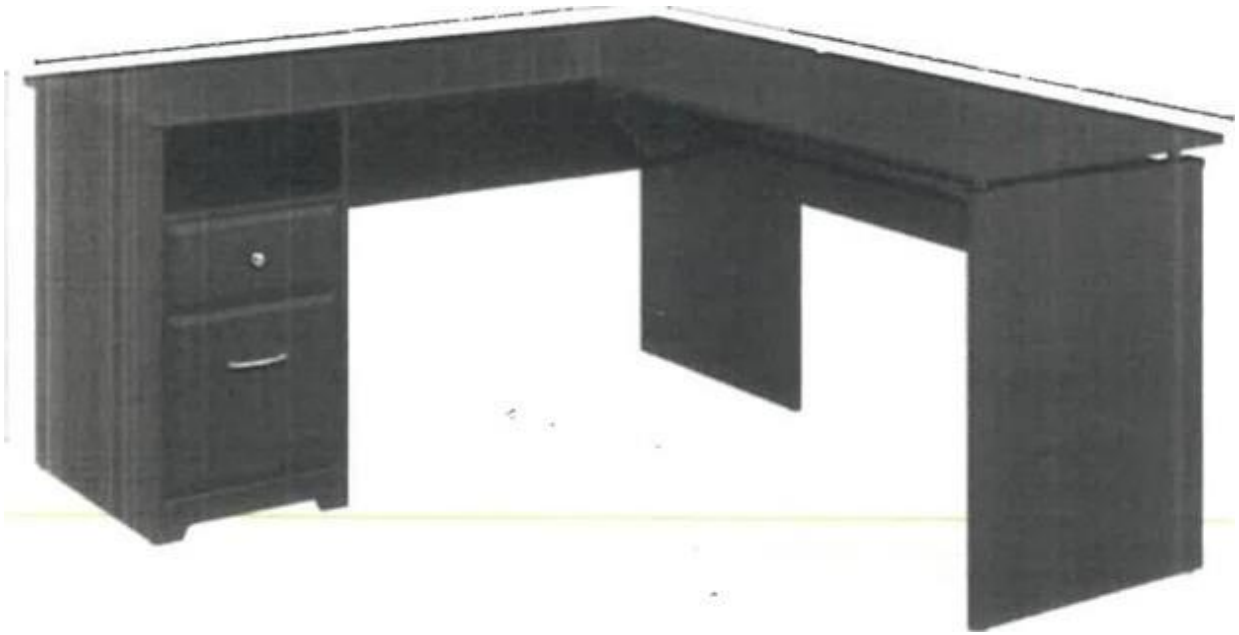
6. DUAL-LEVEL RECEPTION DESK



7. STEEL BULK FILER



8. LUXURY EXECUTIVE HIBACK CHAIR



9.L-SHAPED OFFICE DESK



10.L-SHAPED EXECUTIVE
DESK WITH SIDE CABINET