



1. PROJECT PURPOSE

1.1 The purpose of this purchase is to provide the student with a suitable and ergonomic workspace that supports focused study, academic performance, and overall productivity. A dedicated study area with proper furniture is essential for maintaining a healthy posture and creating an environment conducive to learning. Unfortunately, the current setup is inadequate and does not meet the students' academic or physical needs. We believe this investment will significantly enhance the students' learning experience and help foster a more structured and effective study routine, particularly during intensive practical sessions.

2. SCOPE OF WORK

- 4.1 Deliver and assemble the office furniture as indicated in Annexure A of this document, at the ARC Arcadia.
- 4.2 The furniture to be supplied should be brand new, and no second-hand furniture will be accepted. A detailed specification of the required furniture is attached as Annexure A.

4.3 Special Conditions – (This table must be completed and returned with the quote)

Details	Comply (mark with an x)	Do not comply (mark with an x)
Supply, deliver, and assemble office furniture as specified in this document.		
Ensure that any furniture damaged in transit or otherwise is immediately replaced.		
Ensure that there are no delays in the delivery, supply, and assembly of office furniture.		

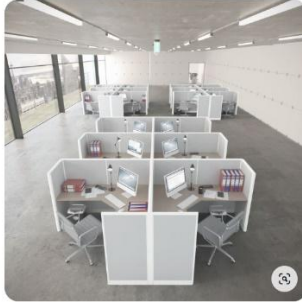

All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.		
Ensure that delivery takes place within 4 weeks (1 month) after the appointment.		
All furniture must have a lifespan of eight (8) to twelve (12) years, taking into account fair wear and tear		

MANDATORY REQUIREMENTS (Failure to comply with the below requirements will lead to automatic disqualification)

1. Provide a letter indicating the **five (5) years** warranty for all furniture.
2. Two (2) reference letters from clients to whom the Bidder has provided similar services (manufacturing or supply of furniture)
 - The reference letters must be within five years.
 - Reference letters must be on the client’s letterhead, signed and must at least have one (1) contactable reference
3. The bidder must submit a concise company proposal containing the following information:
 - Furniture style must be:
 - High-quality material and finishes;
 - Modern, contemporary, aesthetically pleasing;
 - Modular, functional, ergonomically designed;
 - Suitable for an eight (8) hour workday,
 - Uncluttered and easy to use

See detailed specification below

Annexure A – Detailed Specification:

NO	DESCRIPTION	Size & Colour	Picture (If available)	QTY
	<p>Office workstation desk with $\frac{3}{4}$ lockable drawers and Desk partitioning panels and screens</p>	<p>Size: 1mx0.5mm Brown or American Walnut</p>		<p>48</p>
	<p>High back Chair High-back office chairs, swivel</p>	<p>Size: 108 x 57 x 68 cm Colour: Black</p>		<p>48</p>