

INVITATION – Donation of Used & Broken Office Furniture in Pretoria Office – HSRC Disp.01/2025/2026

1 Background

1.1 The Human Sciences Research Council (HSRC) is in the process of disposing of used office furniture (i.e. chairs, tables and cabinets) in the form of **Donations** to Exempted Micro Enterprises (EMEs), Qualifying Small Enterprises (QSEs) and Non-Profit Organizations (NPOs). The donation will be conducted at the HSRC Building, located at 134 Pretorius Street, Pretoria.

2 Terms and Conditions

2.1 All goods are donated "as is" (voetstoots).

2.2 Assets will be donated to suppliers that are 51% black-owned or more.

2.3 Suppliers and NPOs will be identified through the **Draw of Lots**.

2.4 NPOs, EME and QSE will be required to submit a Valid DTI sworn affidavit/BEE certificate.

2.5 The service provider should be willing:

- ***to complete and sign the Acknowledgement Contract of Assets Received and***
- ***And submit required documents (to be provided by the HSRC).***

2.6 Furniture must be collected within 48 hours from the date of viewing and have its own transport for pickup

2.7 The supplier should operate within the vicinity of the Pretoria metro.

2.8 Supplier will be required to submit a valid MA number that validates CSD registration.

3. Responses can be emailed to Ms. Olga Motloung at OTselane@hsrc.ac.za or Mr. Nathaniel Molokwane at NMolokwane@hsrc.ac.za.

4. **Closing date for document submission**
25 August 2025

5. **Site Visit date (not compulsory)**
01 September 2025, from 10:00 am to 2:00 pm.

6. **Collection date**
02 & 03 September 2025

7. **Contact person**
Ms. Olga Motloung at 012 302 2176 or otselane@hsrc.ac.za
Mr. Amogelang Mogapi at 063 252 9346 or AKMogapi@hsrc.ac.za