



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	125128
RFQ Issue Date	20 May 2025
<u>COMPULSORY/ NON</u> COMPULSORY BRIEFING SESSION	YES
Briefing Session Date and Time: <i>(if applicable)</i>	23 May 2025 @ 11:00 -12:00 SIXTH FLOOR, THYNK SQUARE, 199 PETER MOKABA ROAD, MORNINGSIDE, DURBAN, 4001
RFQ Closing date:	26 May 2025
RFQ Description:	PROCUREMENT OF BRANDING, FROSTING OF OFFICE GLASS PANELS AND TINTING OF WINDOWS – KZN: SIXTH FLOOR, THYNK SQUARE, 199 PETER MOKABA ROAD, MORNINGSIDE, DURBAN, 4001
Submission:	amapapu@salga.org.za by 11:00

1. PURPOSE

To appoint a professional graphic design service provider to brand, frost office glass panels and tinting of windows for SALGA Office in KZN Province.

2. SCOPE OF WORK

The scope of work covers the branding and frosting of office glass panels as per the specifications and SALGA samples including its logo provided hereunder.

Furthermore, the service provider is expected to tint the office windows as per the specifications including confirming measurements provided on-site by the successful service provider.

3. EXPERIENCE AND REFERENCES

At least a minimum of three (3) years' experience with at least two contactable clients serviced in the past years for rendering graphic design services the office or industrial environment must be provided for reference purpose.

4. HEALTH AND SAFETY MEASURES

The service provider will be responsible for the compilation of a health and safety site file to be made available for compliance and audit purpose. This also includes provision of Personal Protective Equipment (PPE) to staff deployed on-site to execute the duties. Furthermore, SALGA will not take any responsibility of injuries on duty by the contractor staff in the scope of executing their duties within SALGA premises.

5. MANDATORY REQUIREMENTS

*Failure to meet **ANY** of the criteria below will result in the proposal not being evaluated and disqualified from the process.*

- EME or QSE service provider subcontracting a minimum of 30% to an EME or QSE;
- Attending the mandatory service providers briefing in the respective office;
- Company registration document (CIPIC);
- Black Economic Empowerment Cleaning Association;
- The pricing schedule (Cost Breakdown) must be submitted; and
- Proof that the competing company has during the last three to five (3 – 5) years rendered graphic design services for periods of not less than three years per client.

SPECIFICATIONS:

PART A: BRANDING AND FROSTING OF OFFICE GLASS PANELS

2 X Aluminium Glass Doors Panels = 2
1 X Aluminium Glass Door Panels (Reception) 3 glass Panels installed and two big glass windows
1 x Main Boardroom opposite server Room = 9 installed glass panels
1 x Training Centre opposite kitchen = 21 installed glass panels
1 x Boardroom close to PDO offices = 6 installed glass panels
3 x Offices, PDO wing = 6 installed glass panels
5 x Break Aways Meeting Rooms = 5 installed glass panels
1x PDO Boardroom Sea facing opposite open workstations = 6 installed glass panels
3X Offices from Reception to Emergency Exit Route pending = 10 installed glass panels
1 X Boardrooms in the wing of Emergency Exit Route pending = 13 installed glass panels
1 X Last Office before Emergency Exit Route pending = 3 installed glass panels
1X Reception signage as per the supplied image figure 1
1x Office hours signage as per the supplied image figure 2
1X Reception door (one panel) branded with SALGA Asisho campaign see figure 6
15X Office door signage frames as per figure 4
1x Wall mounted SALGA branded office direction signage at reception (SALGA CI Manual)
1x Wall mounted SALGA branded signage at the ground floor lift
5X Ceiling hanging SALGA branded office directions as per SALGA CI manual

PART B: TINTING OF WINDOW GLASSES & MEASUREMENTS: KZN SALGA OFFICE

Stakeholder Boardroom

5M Length X 1,5M Height X 2

Training Room 3

5M Length X 1,5M Height X 1

Open Plan Offices – Emergency Exit Wing

5M Length X 1,5M Height x1

32-Seater Boardroom

5M Length X 1,5M Height x1

5M Length X 1,5M Height x1

Chairperson's Office

Measurements = 3M X 1,5M Height x1

Open Plan Offices – Sea Facing Wing

6M Length X 1,5M Height x1

3M Length X 1,5M Height x1

4M Length X 1,5M Height x1

PDO and Admin Offices

5M Length X 1,5M Height X1

2M Length X 1,5M Height X1

4M Length X 1,5M Height X1

1M Length X1,5M Height X1

Boardroom opposite Open Plan Sea Facing Wing

5,5M Length X 1,5M Height X1

NB: The service provider is expected to provide at least 3 samples of tinting colors for SALGA to choose from (dark colors that can resist the sun penetration during office hours and block outside inside view from but allow people inside to see the outside view) (i.e. reflective and dual-reflective window film)



Figure 1 - Reception sign



Figure 2- Reception Door - Office hour signage



Figure 3- Office Building Signage 2



Figure 4- Door Signage Offices



Figure 5- Outdoor Glass Signage 1 door



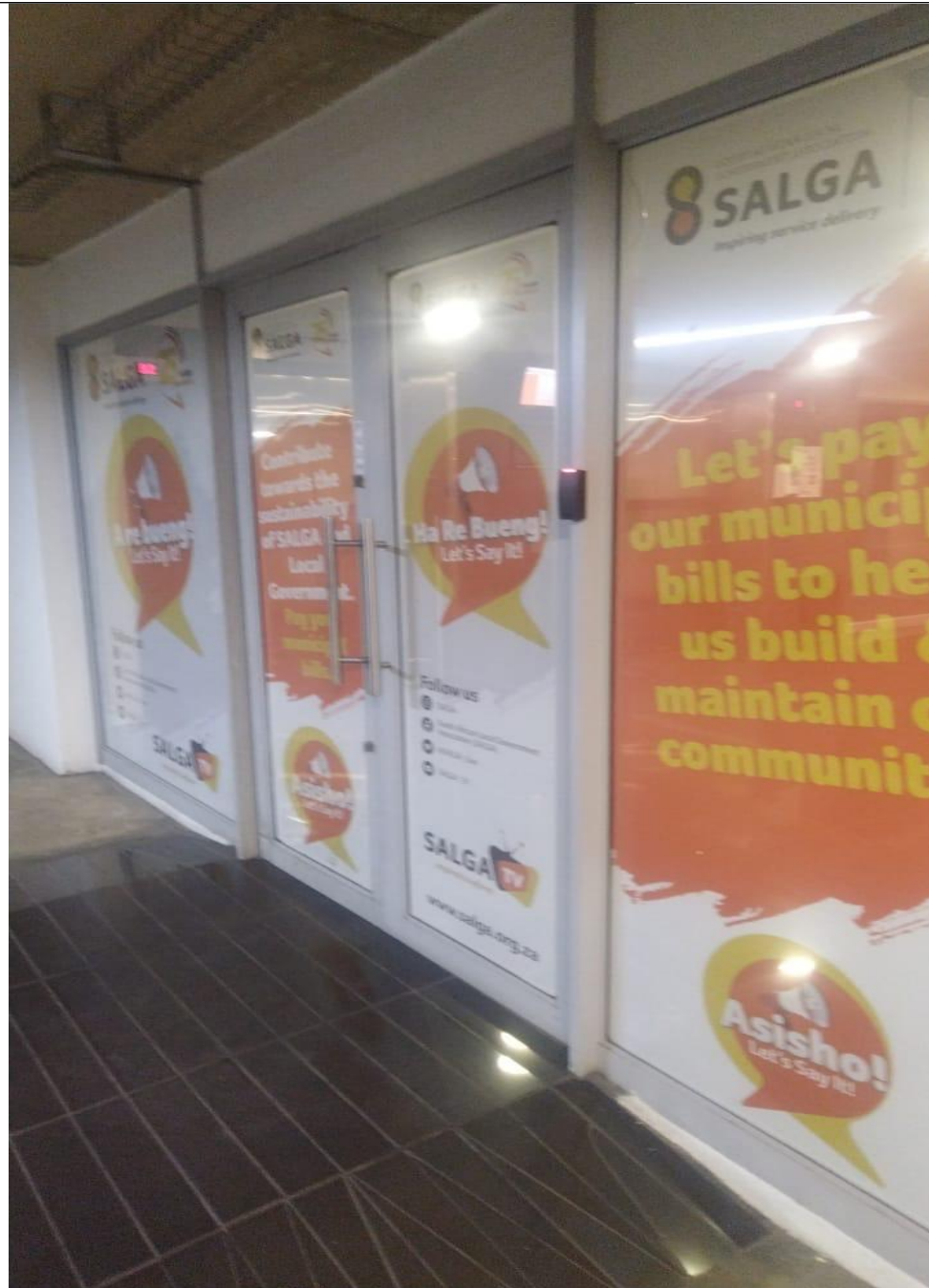


Figure 6- Outdoor Glass Signage 1 door

Please note:

1. Quotation should be valid for at least 60 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of the contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation to the minimum thresholds for local production and content prescribed per sector:
 - a) Textiles, Clothing, Leather and Footwear: 100 %
 - b) Office Furniture: 85 %
12. For bids of above R30 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80
 - b) BBBEE Level of contribution: 20TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90
 - b) BBBEE Level of contribution: 10TOTAL: 100