



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	RFQ
RFQ Issue Date	20 MARCH 2025
COMPULSORY BRIEFING	Yes
Briefing Session Date and Time: <i>(if applicable)</i>	24 March 2025@11 am
RFQ Closing date:	27 MARCH 2025
RFQ Description:	REQUEST TO APPOINT A SERVICE PROVIDER : OFFICE FURNITURE FOR SALGA KZN OFFICE

SPECIFICATIONS : Attached

Please note:

1. Quotation should be valid for at least 30 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 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 with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 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: 10 TOTAL: 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER (COMPANY NAME)

SIGNATURE:

CAPACITY:

DATE:

SPECIFICATIONS FOR OFFICE FURNITURE

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8	Desk top power pop-ups – Open plan workstations		45 X (workstations)
14	Desk based glass screen – Open plan		16 X manager desk
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17 (B)	Cleaners janitor cabinet with broom storage		X2
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35 B	Records and Document Management Filing Cabinets		X1
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41	5x White Restaurant Wood Look Table Top		X5
42	20x Iris Arm Chair		X20
43	(2x black) (2x white) Filtro Bar Stool		X4
45	5x Floor Based Screens		X5
46	(2x one seat) & (1x two seater) Astonio		
50	5x Meeting room Round Tables		X5
51	5x Meeting Room 5 Star 5 Castor Base		X5

The furniture proposed in this document should be able to promote space optimisation. It's important that when SCM receives proposals, that the Service Providers provide full specifications of the quality of furniture, and the furniture needs to be 100% locally manufactured. They also need to give us pictures or supply demo furniture to avoid final delivery of incorrect items.

SPECIFICATION FOR AN EXECUTIVE OFFICE FURNITURE
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Figure 1 – Executive L-shape desk (x2 for PDO and Chairpersons)

"BIG & TALL" High Back



Executive High Back Chair 1



Executive High Back Chair 2



Executive High Back Chair 3 (X2 PDO And Chairperson)
High Back Chair 4



Executive



Executive Visitors' Chair 1
Executive Visitors' Chair 2

(x4 PDO and Chairperson)

The furniture for these should include the following lines and classification which should also be in line with the blue print stipulated under background.

- All furniture must match in wood finishes and the edge trim and all furniture must be solid wood.
- Executive desk – L-shape – 2000mm x 800mm
- Credenza / extension – 1200mm x 650mm
- Wall unit – 3 x 730mm (H) x 1200mm (W) x 600mm (D) comprising 3 tier open shelf unit with solid door unit and half glass unit with locking mechanism.
- In & out trays – 3 tier metal. A4 size, black / silver in colour
- Bin waste paper metal – 300mm (H) x 250mm (W) – black / silver in colour
- Chair revolving tilting high back, adjustable heavy weight – must be ergonomically designed with a high back rest according to the standard furniture practice – must be at least 600mm wide, base equipped with 5 star base with durable heavy duty twin action castors, 700mm diameter polish aluminium base. – 100% leather upholstery
- Small conference table including four chairs (at discretion of the executive)
- 4 Chairs visitors 100% leather, sleigh base, with high density foam and armrest
- Colour – Mahogany veneer finish and has a scratch resistant leather inlay on the desk top

SPECIFICATION FOR DIRECTORS'OFFICE
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Figure 2 – Directors office desk



Figure 3 – Directors' filing cabinet



High Back Office Chair 1



High Back Office Chair 2



Visitors' Chair 1



Visitors' Chair 2

The furniture for these offices should include the following lines and classifications

- All furniture must match in wood finishes, black edge trim and all furniture must be solid wood, and has a scratch resistant leather inlay on the desk top.
- It should consist of a Free standing L-extension which can be used on either sides **OR** a mobile pedestal
- Executive desk – L-shape – 1800mm x 800mm
- Credenza / extension - 1000mm x 650mm
- Wall unit – Base unit with 2 hinge doors together with locking mechanism. 1 tier wooden shelf. 730mm (H) x 800mm (W) x 600mm (D). The worktop including panels acting as legs of at least 32mm thick. Top unit with two frosted glass hinge doors, 2 tier wooden shelves incorporating a classic design.
- In & out trays – 3 tier metal. A4 size, black / silver in colour
- Bin waste paper metal – 300mm (H) x 250mm (W) – black / silver in colour

- Chair revolving tilting high back, adjustable arms – must be ergonomically designed with a high back rest according to the standard furniture practice – Seat not to be less than 500mm in depth, base equipped with 5 star base with durable heavy duty twin action castors, synchronous movement, swivel function, height adjustable poly – urethane armrest and heavy duty poly-urethane base. – 100% black upholstery fabric; OR
- A high-back with genuine leather upper and scratch protected industrial leather back, solid mahogany armrests OR chrome armrests with leather upholstery and 5 star mahogany base, a synchronized swivel and tilt mechanism and noise protected wheels
- 2 Visitors chairs with medium back in a black genuine leather upper, scratch protected industrial leather back, solid mahogany wooden armrests OR chrome armrests with leather upholstery and chrome sleigh base.

SPECIFICATION FOR L-SHAPE LAMINATED OFFICE DESK FOR MANAGER
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Figure 4 (x14)

Overview

The modern executive look with steel frame legs which can be in white, black or silver. These L-shape modern desk should further be available in different colours, i.e. oak, maple, cherry or mahogany melamine, with variety of cupboards, meeting tables and bookcases to match them.

General

However, in this instance we will focus on the following:

- Desk of 1600mm x 750mm x 76mm x 76mm square pole legs, including adjustable leveller

- 3 drawer standard or 1 pencil tray mobile pedestal.
- Silver or black roller door credenza of 1200mm x 600mm
- Silver or black 1600mm perforated steel modesty panel with rectangular holes
- **EDGING** - straight

SPECIFICATION FOR L-SHAPE OFFICE DESK/ CLUSTER UNIT FOR EXECUTIVE SECRETARIES



Figure 5 x1

Overview

The modern cluster unit is non-extended core desk with mobile pedestal and heavy duty runners. The workstation or modern cluster unit should include panels acting as legs with at least 32mm thickness.

General

- **DIMENSIONS** - 1500mm(L) x 900mm(W) x 750mm(H) x 600mm side width
- Left and right hand
- 3 – 5 drawers standard including a drawer unit with pen and pencil tray
- Central locking with heavy duty runners
- All panels including drawers to be wooden, with wooden modesty panel.

- **EDGING** – straight with black strip around
- **FINISH** – Veneer
- **COLOUR RANGERS** – Mahogany, Burgundy, Maple, Cherry & Oak.

*The worktop including panels acting as legs **MUST** be 32mm thick*



Typist office chair

It should have a comfort-first design, the comforter office chair which will offer more to the admin support staff. This chair is an oversized design that provides for additional seat and back rest space and support to bring more secretarial and administrative workstation design.

Standard Features:

- Oversize plywood seat and back
- Swivel mechanism with back rake
- 230mm gas spindle
- Back height adjustment
- Standard without arms and optional with arms
- Standard with 700mm nylon 5 star base
- Foam on seat – high density
- Foam on back – medium density

FOR OPEN PLAN AREA



Figure 6 - 2 Way workstation with 1 tier roller door and 4 drawer storage



Figure 7- 4- Way workstation with 2 tier roller door and 4 drawer storage (x5)

Overview

The cluster workstations are practical and popular benches formation office workstations with optimal desktop storage solutions.

General

This furniture range should have contemporary clean lines with floating tops and colour co-ordinated drawer fronts. The epoxy coated rectangular leg system should be able to accommodate a wide range of desk top sizes and cluster configurations

The preferred dimensions should range from 1800mm x 900mm x 750mm or 1600mm(L) x 800mm(W) x 750mm(H) with SALGA branded colour.

**SPECIFICATION FOR 2 & 4 WAY WORKSTATION
DESK TOP POWER POP UPS FOR OPEN PLAN AREA**



Figure 8

P-14 Power module

The new generation of flexible tabletop power and data solutions for organizational workstation applications. This retractable and durably constructed should be a highly functional equipment with fluid and one touch door that remains open during use. The power pop ups should be mounted on top centre of the desk with PPHP – 33ED- 1 in a horizontal style.

SPECIFICATION FOR ROLLER DOOR SYSTEM CUPBOARD
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Figure 9X1

The roller door system cupboard is modern laminated filing cabinet.

Dimensions

- 900mm(W) x 1500mm(H) x 45mm(D)
- Top - 32mm thick
- Base and sides – 16mm thick
- Finish – mahogany stained oukume veneer with 2 coats clear satin varnish
- Edging – solid rosewood mahogany stained edging of 45mm x 10mm top; 32mm and 2mm solid rosewood stained edging on base; 2mm mahogany stained oukume veneer edging

Features

- Aluminium bar handles of 160mm
- 4 x height adjustable feet
- 3 x adjustable shelves
- 1 x rauvolet SE 16 roller shutter door with heavy duty sliding mechanism (silver or black finish)
- 1 x custom push locking system

SPECIFICATION FOR FILING SYSTEM CUPBOARD



Figure 10

The filing system cupboard is a normal and ordinary cabinet for office filing system

Dimensions

- 900mm(W) x 1800mm(H) x 450mm(D)
- Top – 32mm thick
- Base and sides – 16mm thick
- Finish – Mahogany stained oukume veneer; finished with 2 coats clear satin varnish.
- Edging – Solid rosewood mahogany stained edging of 45mm x 10mm on top; 2mm mahogany stained oukume veneer edging

Features

- Aluminium bar handles of 160mm
- 1 x drawer lock
- 2 x brass necked barrel bolts
- 3 x adjustable shelves
- Adjustable hinges on the doors
- Feet levelling
- Back solid (16mm) custom sprayed with brown varnish
- 2 x hinged doors

SPECIFICATION FOR A BOOKCASE



Figure 11

The bookcase is a laminate filing system

Dimensions

Width	Height	Shelf	Tier
900mm	900mm	3	2
900mm	1250mm	4	3
900mm	1500mm	5	4
900mm	2000mm	6	5

- 16mm with 32mm hardboard backer
- Finish – natural oak/ cherry
- The top including panels acting as legs shall be at least 32mm thick

Specification

- Flat high impact 1mm PVC edging
- Rebated backing board screwed and glued to framework to be able to carry heavy files or books.
- Open shelves with 5 tier wooden shelf.
- End-caps – not knock down

Options:

- Shelves adjustable on sleeve and loop system
- Fixed shelves that are glued and doweled

- Glass doors should ONLY be provided on 1500mm(H) unit with standard 2 x necked brass barrel bolts to be used in conjunction with a drawer lock

SPECIFICATION FOR 2 DRAWER CABINET



Figure 12

2 drawer filing cabinet or storage unit

Dimensions

- 470mm(W) x 740mm(H) x 500mm(D)
- Top – 32mm thick
- Base sides – 16mm thick

Finish

- Honey oak with black strip around the top

Specification

- Flat high impact 2mm PVC edging
- Flat high impact 1 mm PVC edging

Features

- 2 x flat PVC high impact edging
- 1 x central lock
- 2 x aluminium handles

SPECIFICATION FOR 4 DRAWER CABINET



Figure 13

4 drawer filing cabinet or storage unit

Dimensions

- 500mm(W) x 1320mm(H) x 600mm(D)
- Top – 32mm thick, including panels acting as legs
- Base sides – 16mm thick

Finish

- Honey oak

Specification

- Flat high impact 2mm PVC edging
- Flat high impact 1mm PVC edging

Features

- 4 x file drawer robust construction with heavy duty runners
- 4 x aluminium handles
- 1 x central independent locking mechanism

SPECIFICATION FOR DESK SCREEN



Figure 14 (x16)

- A. Desk based screen is a rectangular aluminium frame of 26mm with upholstered contract fabric.
- B. Desk based screen is a curved aluminium frame also of 26mm with lexan top.

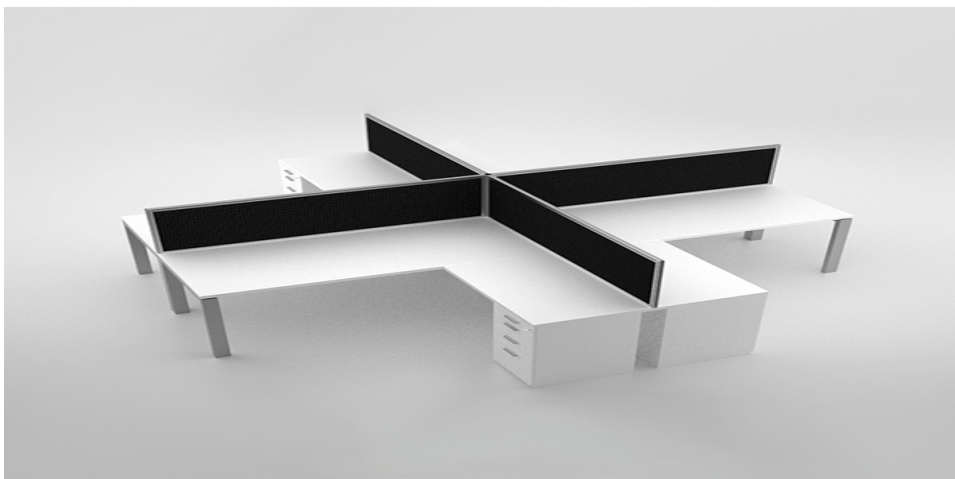


Figure 15

Fabric screen base with aluminium frame of 600mm x 600mm

Dimensions

- 1500mm(L) x 500mm(H) x sloped to 450mm x 5mm thick

Features

- Matt silver frame or black frame
- Screens to be fitted directly onto table
- Poly carbonate / Plexiglass smooth edge screen

SPECIFICATION FOR CLEANERS' CABINET



Figure 16 – Two Door Standard Locker

The 2 door locker is ideal for use in businesses, gyms and anywhere else where people may need a secure place to store their belongings. It features ventilation louvres for air circulation and each door should come with a lock and key for added security and peace of mind.

Specification:

- 2 door unit
- Should have a power coated steel construction for added durability
- The product dimensions are 306 (W) x 457(D) x 1800mm (H)
- Doors should be lockable for security
- The locker should have a stylish, gloss grey design with clothes hanging rack
- It should be fully assembled for right away use
- 10 years manufacturer's warranty



Figure 17 (A)



Figure 17 (B)

17 (A) The great looking janitor cupboard is suitable for both home and office use. It offers an economical solution to today's storage requirements, with double doors that open through 180°. It should come fully assembled with internal fittings.

Dimensions

- 914mm(W) x 457mm(D) x 1829mm(H)

Features

- Fitted with 1 top shelf, 3 side shelves and a tall section with coat rail
- Fira certified
- Door open through 180°
- Recess handle
- Supplied with 2 keys
- 10 years warranty
- Colour – Light grey

17 (B) The Janitorial cupboard

The janitorial cupboard is conformity with the Health & Safety Executive Guide.

Dimensions

- 1830mm (H) x 915mm(W) x 457mm(D)

Features

- Robust constructions
- Chrome door handle
- Door stiffeners and reinforces doors for added security
- Welded frame for extra strength

- 15lts leak proof sump
- Top shelf and 3 adjustable half shelves

SPECIFICATION FOR TRAINING ROOM TABLES



Figure 18

Rectangle Tilt Top Folding Table

Features

- Of great quality desk with 25mm top
- Hard wearing perfect for use in a busy area such as for training of classroom
- Stylish finish with polished chrome legs
- Table top tilts for easy storage
- Lockable castors for added stability
- Slot together to reduce the amount of space used when stored
- Arrange together with “tilt top D ends” to make a large conference table

Dimensions

- 725mm(H) x 800mm(D)
- To avail both sizes of 1600mm or 1800mm (W)



Figure 19

Satellite Tilt Top Table

Features

- Great quality desk with 25mm top
- Hard wearing perfect for use in a busy area such as for training of classroom
- Stylish finish with polished chrome legs
- Table top tilts for easy storage
- Castors lock for added stability
- Slot together to reduce the amount of space used when stored
- Arrange together with “rectangle tilt top” to make a large conference table as well.

Dimensions

- 725mm(H)
- 22.5° - 1412mm / 30° - 1600mm (W)
- 22.5° - 740mm / 30° - 693mm (D)

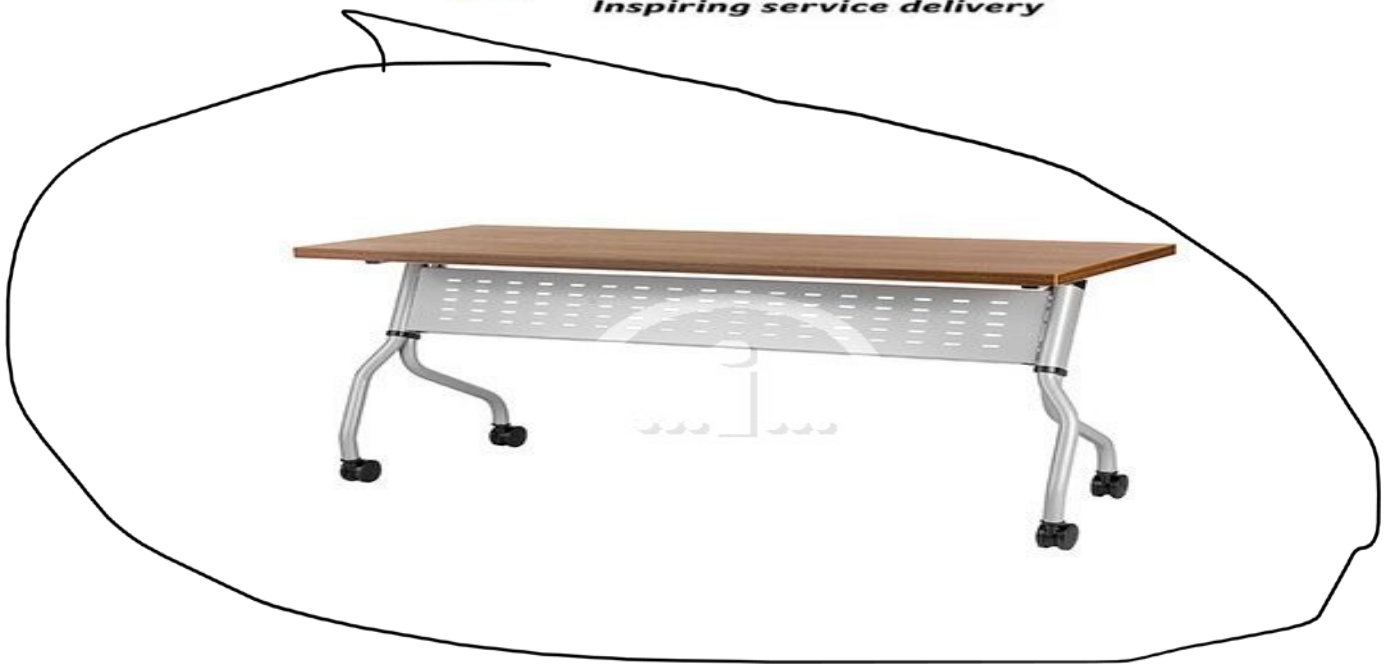


Figure 20: Conference Table x40

Features

- Conference table with Melawood top in various colours or woodgrains
- Folding action and lockable castors for effortless handling and compact storage
- Great quality desk with 25mm top
- 2 flip epoxy silver folding
- Slot together to reduce the amount of space used when stored
- Arrange together with “rectangle tilt top” to make a large conference table as well.

Dimensions

- 1500mm x 700mm Melawood Top: OR
- 1500mm x 600mm 725mm(H)



Figure 21- Office Folding Table

Features

- Office folding table must be made of 16mm top
- 1mm edging
- 25 x 25mm square tubing frame
- Dark Saturn black frame
- Arrange together with “rectangle tilt top” to make a large conference table as well.

Dimensions

- 1350mm (W) x 450mm (D); OR
- 1350mm x 600mm; OR
- 1800mm(W) x 450mm(D); OR
- 1800 x 600mm



Figure 22 - Training room chairs – Nr.1

Specification:

- Office mesh chair, nesting
- 61 (W) x 52 (D) x 90cm (H)
- Seat size – 47 (W) x 48cm (D)
- Back size – 46.5 x 48cm
- Arm height – 64.5cm
- Surface – durable mesh fabric
- Armrest – aluminium alloy support with nylon plastic
- Base – aluminium alloy
- Castors – nylon plastic wheels
- Cushion – 15 - 20cm foam

Features:

- Flip up seat and arms for stacking
- Durable poly padded arms
- Stacks up to 4 on the ground
- Black nylon angled height base with heavy duty carpet casters
- Optional soft rimmed casters for hard floor surfaces such as wood, tile or polished concrete
- 24 months warranty



Training room chair 2

Specification:

Padded stacking office guest chair with arms offers long-lasting comfort for guests or trainers.

- * Black/grey/orange fabric and black powder coated legs and frame
- * Padded arms, contoured seat front and shaped seat back for comfort
- * Floor glides on each leg protecting flooring from scuffs and scratches

Dimensions: 34- ½ x 18 – 3/ 4 x 17 inches (H x W x D)

Weight capacity: 225 pounds based on an 8 hour workday

- * 12 months manufacturer warranty



Training room chair 3

Big Mans visitors or training room chair must be designed with an extra thick padded seat and an oval steel tube frame. Weight capacity of 400 pound and 1½ inch steel tube frame which will be a comfortable option for any of office use and meets the safety standards, providing a seating option which one can rely on.



X80

SPECIFICATION FOR BOARDROOM OR CONFERENCE ROOM TABLES



Figure 23 (16 seater PDO Boardroom)

Technology boardroom table

Technology table should provide for the installation of electrical and voice or data connections. Tops to be fitted with doors or grommets to allow for the installation of power modules. Beneath the top should provide channels for wire management through the bases and down to the floor monument to function at its best, while supporting even the most progressive workplace.



Figure 24 (30 seater main boardroom)

The boat shaped conference table

Features

This custom boat shape table should have a book matched maple field top with solid walnut bullnose edge. The walnut bases with solid walnut trim and 3 hidden “trap door” grommets at the centre of the top

Dimensions

- 22 feet long by 66 inches wide at centre and 48 inches wide at the ends



Figure 25

Boardroom or Training Room Design

Specification:

- Room size – 5.6m 7.9m
- Floor space – 44m²
- Ceiling height - 2.9m
- Maximum capacity – 40 -

Floor plan - default 40 – theatre 16 – conference 30 – classroom 15 – U-shape 14

Table shapes & sizes



1092-rectangular



2192-radiused end



3092-race track



4092-boat shape



5192-ellipse

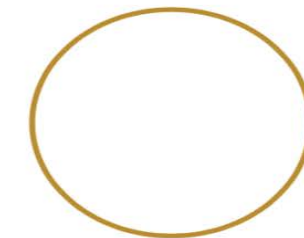


6092-delta

standard sizes

Standard sizes	30	36	42	48	60	60x42	72x36	72x42	72x48	96x42	96x48	120x42	120x48	120x60	144x42	144x48	144x60	168x48	168x60	192x48	192x60	216x60	240x60
1092-rectangular																							
2192-radiused end																							
3092-race track																							
4092-boat shape																							
5192-ellipse																							
6092-delta																							
1092-square																							
3092-round																							

* custom sizes available in all shapes

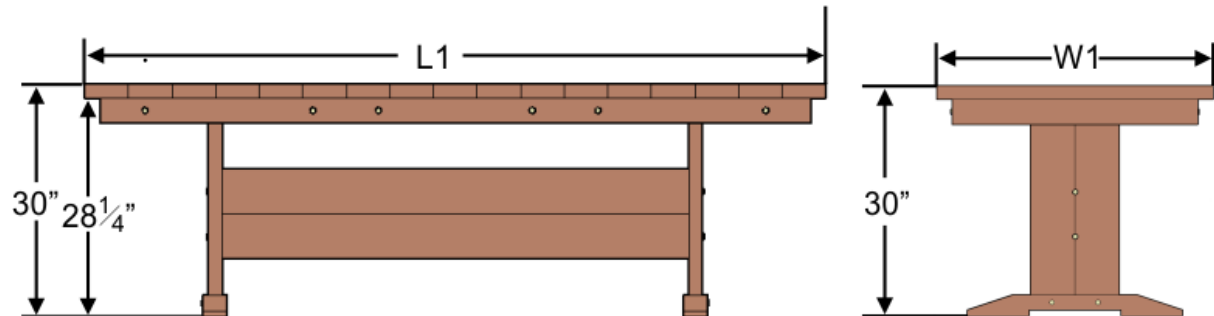


3092-round



1092-square

Table specification



L1	W1
4 Ft. (seats 4)	30 inches
4.5 Ft. (Seats 6)	36 inches
5 Ft. (Seats 6)	42 inches
6 Ft. (Seats 8)	48 inches
7 Ft. (Seats 8)	54 inches
8 Ft. (Seats 10)	60 inches

Note: 1 inches = 25, 4mm & 1 Ft = 304, 8mm

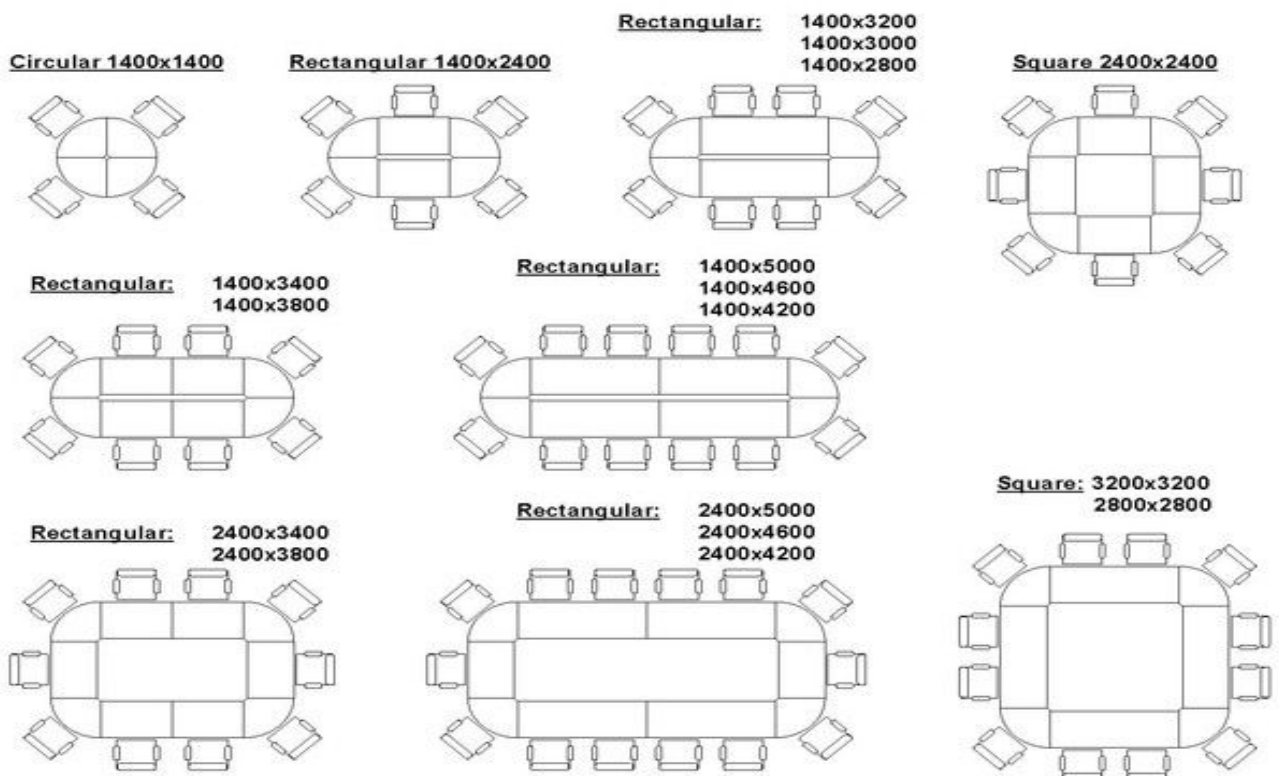


Table base options



Rectangular



Slim rectangular

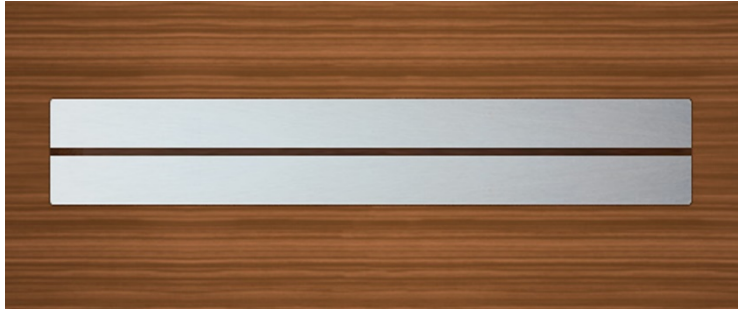


Traditional slab



Block metal

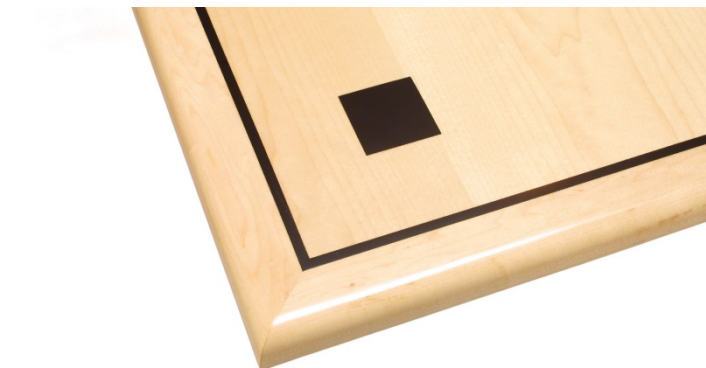
Options



Mech tech doors



Metal base accent



Black square accent (SI) and accent stripe (AS)



Second color trim

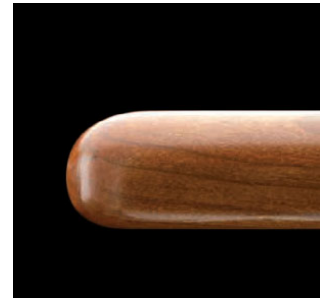
Edge details



1st – silhouette



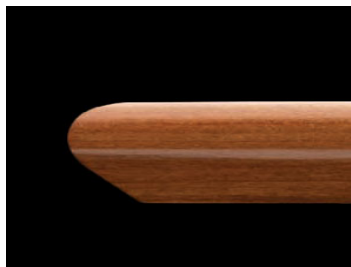
2nd – eased



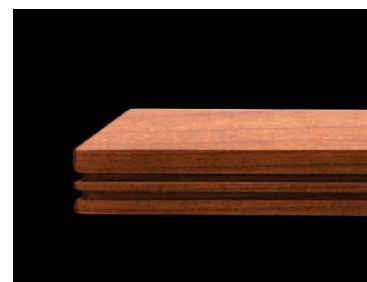
3rd – bull nose



4th – knife



5th – reversed bevel



6th – level



7th – double radius



8th – traditional

Boardroom table power connection



Figure 26

P-1 Power module

P-1 power module shall provide a power supply and interconnecting device to mainframe or network computer systems using 4 auxiliary grounded, with 15 amp receptacles and a blank telecom plate. This power module must be designed to work inside T1 style technology and to be supplied in black colour.



Figure 27)

P-2 Power module

It is a low profile, table top system in which is opening the hinged lid to reveal angled power and data plates such as Figure 5 above. It should be a configured standard with four 15amp power receptacles and cut-outs for up to four configurable telecom plates. To be supplied in a black textured finish and black smoked glass, frosted glass and aluminium access door.

SPECIFICATION FOR OFFICE CHAIRS



Adjustable Arms

Allows you to set the height of the chair arms from 6.5" to 11.5" from the seat to minimize shoulder strain. Arms also adjust outward from 12" apart to 21" to support different types of work: inward for keyboarding, outward for mousing.



Figure 28 – Embody chair (best for back pains)

Embody is the best ergonomic office chair for lower back pain users. The specifications for the chair features a unique exposed exoskeleton and should be made to mimic the human spine. The chair's back should be able to moves with the user throughout the day, keeping the spine in alignment and supporting the lower back, all without any adjustment.

For those already suffering from back pain this will be a suitable chair, and it is important to understand that users will be sitting on it for long hours, whereby a chair compress the discs in the lower back which eventually begin to wear down and cause sharp or chronic pain. Therefore, SALGA wishes to eliminate such challenges by ensuring effective efficient support and assistance to its staff members.



Figure 29 – Steelcase gesture chair

Gesture chair must be designed to support a great range of technologies, postures and user sizes. With its 3D live-back, Gesture should automatically adjust to mimic natural spine movement, contouring to the users back in all postures. It should be designed as a system of synchronized interfaced, supporting a greater range of postures through the back, the seat and the arms. The placement of the arms toward the back of the chair and the soft seat edges should be able to allow for comfortable alternative postures.



Figure 30 – Revolving Tilting, Mid Back Adjustable Arm Chair (x 40 Staff chairs)

The chair must be ergonomically designed with medium high back rest according to standard furniture practice.

Features

- Gas height adjustment
- Separate back and seat. Seat not to be less than 500mm in depth
- High density foam
- **BASE** – must be equipped with a five star base with durable heavy duty twin action castors. Heavy duty poly-urethane base.
- **MECHANISM** - Synchronous movement. Swivel function. Tilt function.
- **ARMRESTS** – Adjustable poly-urethane armrests.
- **UPHOLSTERY** – Standard contract fabric: Complying to SABS 1324: 2001. Not less than 25 000 rubs.
- **COLOUR** - The Concord Selection – Black & Orange range



Figure 31 – Clue Slim Boardroom Chair (x 46 Boardroom chairs)

The Clue Slim Executive Leather chair is a comfortable executive design that is great for executive offices, boardroom tables or meeting rooms. This chair must provide the ultimate level of comfort for prolonged hours of sitting and a cutting edge look to compliment our office environment.

Specification

- Synchronised mechanism
- Polished Alloy 5 star base.
- Cast polished aluminium arms
- Swivel, gas elevation and tilt
- Optional fabric or leather upholstery
- Must also be available in high back executive
- 5 years Warranty



Figure 32 - Heavy duty office chair

- Focus on high-intensity 24-hour environment with likelihood of call centres, boardrooms, offices where office chairs need to perform all day, every day seating accommodation. The contoured seat and back should be generously proportioned, providing the feel of a big and tall chair with a clean and slender profile

Specification and Standard Features:

- Synchro knee tilt mechanism
- Gas height adjustment
- Independent back and seat construction
- Standard without arms and optional with arms
- Standard with 70mm nylon 5 star base and 60mm heavy duty castors
- Foam on seat – high density
- Foam on back – medium density

SPECIFICATION FOR A RECEPTION COUNTER



Figure 33 - Colour Two Tone Modular Reception Counters

Dimension: Straight unit with counter top (800-W x 800 – D x 725 / 1190 –H)

Specification:

- Counter top offered with plain or glass topped
- Glass topped counter to have a contemporary floating effect design glass surface
- Standard glass shelves to be shaped and feature rounded ends
- Deluxe glass shelves to have straight edges
- All glass shelves to be supported by silver columns
- All units feature durable wipe clean 25mm thick melamine tops
- 3mm colour matched PVC edges to help in protecting against the rigours of daily use
- Glass to be manufactured from hardened and toughened glass
- Add a corner tower unit to create a right angled turn
- Add a hatch unit to access when units are positioned against a wall
- Front panels in contemporary SALGA branded colour of orange for finish
- Tower and hatch units to be supplied with either black or white coloured in the finish
- 5 years manufacturers guarantee



Figure 34 - Solid wood curved reception counter

SPECIFICATION FOR RECORDS & DOCUMENT MANAGEMENT FILING CABINETS



Figure 35 (A) – Filing Storage System

Dimensions:

- Pixel - Small – 600 x 600
- Medium – 800 x 800
- Large – 1200 x 1200



Figure 35 (B) – 4 Bay Bulk Filing System

Specification:

- 4 Bay Bulk Filing System should include 20 shelves
- Each bay should be 360mm deep
- Dimension – Shelves - 2270mm (H) x 1100mm (W) x 2240mm (L)
 - Bulk Filer - 800mm walk in space
- 100% Fire resistance



Figure 35 (C) – High Density Office Cabinets and Storage

The use of High Density Mobile Storage Solution should be easy with double and often triple storage capacity to gain improved order and control of files. High density mobile shelving will allow us to compact our storage space without losing any capacity and by eliminating aisle space. In addition, by switching to this system, we will create space for additional offices, workspaces or extra storage.

This units should include:

- ActiveSTOR – File Management System
- Enable us to build our own cabinets as much as possible as and when the need arises.
- Fireproof

SPECIFICATION FOR A RECEPTION COUCHES



Figure 36 (A) – Black PU Leather Couches

Features:

- 100% genuine leather
- Black PU leather couches with a wooden trim design
- Wooden armrest leather upper
- 2 x single seater
- 1 x double seater
- 1 x three seater (optional)



Figure 36 (B) – Modern office sofa

Specification & Features:

- 100% genuine leather,(PU or Fabric cover options)
- Metal frame
- Size: 1 seat – 90 x 78 x 79cm
 - o 2 seat – 135 x 78 x 79cm
 - o 3 seat – 185 x 78 x 79cm (optional)





Figure 36 (C) – Chesterfield classic office leather sofa

Specification & Features:

- Chesterfield 100% genuine leather sofas consist of:
 - 1280 x 722 pixel
 - 870 x 375 pixel
 - 825 x 550 pixel
- Handmade from finest materials with solid FSC certified hardwood timber frame and polyurethane injected
- Memory foam with Dacron silk wadding and topper layer
- Ornately carved legs in natural or walnut finish
- Size: - 1 seat
 - o 2 seat
 - o 3 seat (optional)
- 5 years warranty

Pica Pau



Ottoman 1820W x 610D x 500H.

Figure 36: PLUS (2 Quantity) PICA PAU OTTOMAN, 1 Black and 1

Figure 36: PLUS (2 Quantity) PICA PAU OTTOMAN, 1 Black and 1

Figure 37: Colour Two Tone Modular Reception Counters (4 Quantity)

Tokyo



Tub Chair: Standard with ML-01 legs. Seat Width: 640mm. Seat Depth: 440mm. 640W x 760D x 1000H.

Figure 38: 2 Quantity- 6 Seater Round Stool Set



6 Seater Round Stool Set DS6R.
Stools are 325mm in diameter. Table top is
1050mm in diameter. 1750 Diam. x 720H.

Figure 39: 5 Units Modular Training Table : Storm Grey (Break Out Area)



Figure 40 : Polyprop Seat: White x 20

Polyprop Seat.
Chrome or silver epoxy.



Figure 41: 5x White Restaurant Wood Look Table Top

Restaurant



Figure 42: 20x Iris Arm Chair



Figure 43: (2x black) (2x white) Filtro Bar Stool

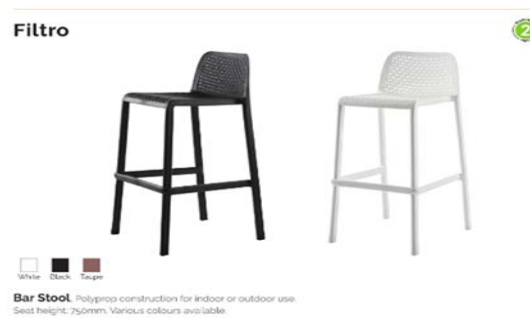


Figure 44: Two armchairs, one 3 seater, one center table, two side tables



Figure 45: 5x Floor Based Screens



Figure 46: (2x one seat) & (1x two seater) Astonio



Figure 47: : 30 SEATER BOARDROOM TABLE



Figure 48: 5X NO-BODI

Ottomans

Solid pine timber construction with corner support blocks. High quality foam and webbing.
Different leg options available [5 Year Warranty]





1



2



3



4

Leg options:







Square Wood Round Wood Aluminium Plastic Cotton

1. Some-bodi 450W x 450D x 470H
2. No-bodi 500 Diam. x 470H
3. Everi-bodi 900W x 450D x 470H
4. Everi-bodi Modular 900W x 450D x 470H (x4). Overall dimension: 900W x 900D x 470H (as shown).

Figures 49: 80 Training Room Chairs



Figure 50: 5x Meeting room Round Tables



Figure 51:5x Meeting Room 5 Star 5 Castor Base



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....