

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR QUOTATIONS

**SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR THE
KWAZULU-NATAL REGIONAL OFFICE
25TH FLOOR EMBASSY BUILDING 199 ANTON LEMBEDE STREET**

RFQ/KZN/2015/001

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

12H00 NOON ON 21 JULY 2015

July 2015

1. Scope of Work

To ensure the delivery of an excellent service by undertaking the following:

- To adhere to the attached specifications for the office furniture;
- To ensure the delivery of the items is within a reasonable timeframe;
- Supply and delivery of a cost effective good quality item as per the specifications below:

ITEM	NO	SPECIFICATIONS	COLOUR
Desk	2	1600x800 melamine leg desk	Oak
Desk	3	1800x800 melamine leg desk	Oak
Mobile 3 standard drawer pedestal	5	On wheels, separate and lockable	Oak
Desk Extension	2	Four filing drawers, melamine	Oak
High Back Swivel & tilt Chair	12	Local, leatherette finish	Black
Custom optiplan 5 drawer top retrieval cabinet	1	1465h x 1330w x 595d to accommodate 3 rows of foolscape hanging files per drawer, melamine	Oak
Visitors Arm Chairs	6	leatherette	Black
Boardroom table	3	1400 x1400 box pedestal square that can join/separate veneer	Oak
2 Door 5 drawer server	1	1500x605x930h veneer	Oak
Roller door shelf credenza	1	900x550 melamine	Oak
Executive Desk	1	2100x950 Veneer with Leatherette inlay	Mahogany
L Extension for executive desk	1	1850x650 Veneer	Mahogany
Hinged door shelf credenza	1	1250x650 Veneer	Mahogany
High Back executive swivel and tilt leather chair	1	Leather	Black
Single seater chair	2	Leatherette 4 legs mahogany stain	Black
Coffee table	1	800 x 800 box Mahogany veneer	Mahogany

2, Discussions

The items supplied should be of a high standard and effective in the quoting and delivery of the office furniture

3. Timeframes

Delivery not to exceed more than 4 weeks

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

8. General

8.1. Below are compulsory requirements for this service

8.1.1. It is important to note that companies quote for the correct item listed on the abovementioned table.

8.1.2. Kindly submit the following documents:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- **Indicate with samples for quoting purposes**

8.2. Further information regarding technical matters can be sent an email to: belinda.benson@thehda.co.za or at cell 082 850 7706, and

8.3. Further information regarding supply chain matter and queries can be send via email to: jane.mahlangu@thehda.co.za or at tel: 011 5441000

9. Terms and Conditions.

9.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

9.2. No payment will be made where there is an outstanding information/work by the service provider/s.

10. Submission of Quotation

10.1. Quotations should be submitted on or before the **21 July 2015** by no later than 12h00 to:

Attention: Supply Chain Management

Block A, Riviera Office Park

6-10 Riviera Road, Killarney

Johannesburg

10.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.