

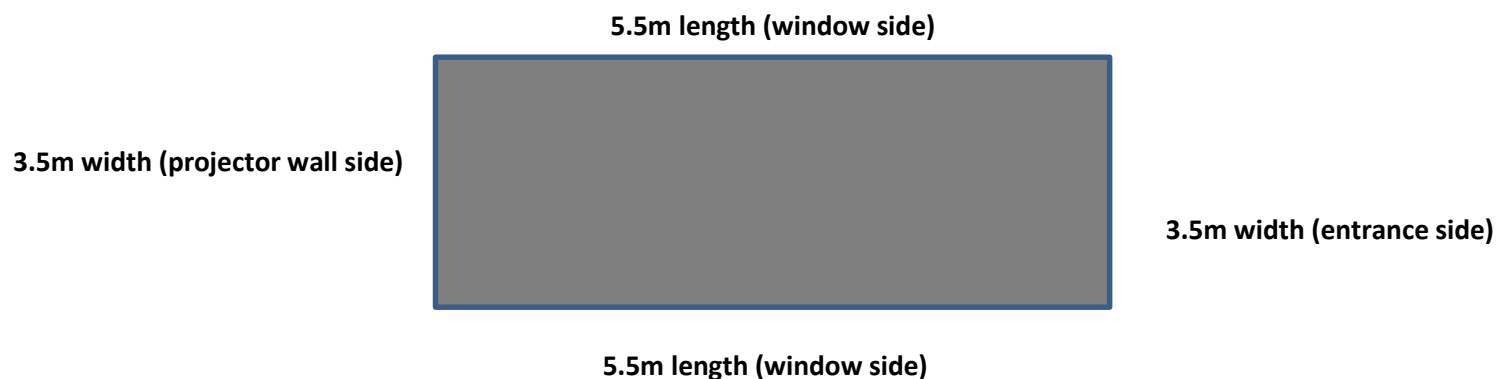
RFQ 045 / 2016-17

REQUEST FOR QUOTATION FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE – NEW CHDA MEETING ROOM FACILITY

Quotations are hereby requested from suitably qualified and experienced suppliers of office furniture for the once – off supply, delivery and installation of new meeting room furniture for our new office building situated at 15 Warner Street in Queenstown.

Space Dimensions:

The meeting room is 5.5m long and 3.5m wide, and the furniture is required to fit within this space, and accommodate a minimum of 8 people at a time comfortably.





Description of Items Required - Table:

- ✓ Provide a mini-boardroom table, in a rectangular shape, to fit within the space provided (minimum size is 2400 x 1200 x 738H)
- ✓ The table proposed must accommodate 8 people comfortably seated
- ✓ The table proposed must be in mahogany, or dark cherry finish or dark oak melamine or solid wood veneer

Description of Items Required - Seating:

- ✓ Provide comfortable seating option for 8 people as follows:
 - Easy to clean or stain - resistant fabric in black
 - Operator chairs, with good back support and is height – adjustable up and down
 - The chairs must also have height-adjustable armrests
 - The chairs must also accommodate people of different weight and size, and the armrests must be adjustable in and outward

- ✓ Provide comfortable seating option for 1 person as follows:
 - Easy to clean or stain - resistant fabric in black or green mesh
 - Operator chairs, with good back support and is height – adjustable up and down
 - A foot rest for DVT patient with the standalone chair



Requirements:

- ✓ Delivery to CHDA by 31 May 2017, unless by prior arrangement
- ✓ Onsite delivery to Queenstown must be included in the price
- ✓ Onsite setup and installation must be included in the price
- ✓ Graphic representation of proposed solution to accompany bidder's price quotation

The closing date and time for the submission of quotations is Wednesday 17 May 2017, 16h00.

Suppliers must take particular note of the following:

- Submit a copy of the National Treasury Central Supplier Database (CSD) registration summary report (If it was never submitted before)
- Service providers should also complete & submit the MBD 4 form to declare the interest of the Directors of the Company (If the MBD 4 Form was never submitted with the Supplier Database forms)
- Submit the valid B-BBEE certificate (If it was never submitted before)
- Submit a valid Tax Clearance Certificate or proof of valid status of Tax matters (If it was never submitted before)
- If a supplier is not a VAT vendor, VAT must not be included, otherwise all the prices must include VAT.



Evaluation criteria (Only applicable to quotations equal to/ above R 30 000.00)

- This is an 80/20 preference points system quotation
- Price is allocated up to 80 points
- B-BBEE is allocated up to 20 points

Enquiries should be directed to:

Ms Flicker Tiso, Finance and Administration Manager, or Mr Bongolethu Ngozi, SCM Officer

Chris Hani Development Agency

64 Price Alfred Street

Queenstown

Tel no. 045 838 2195

Emails: flicker@chda.org.za or bongolethu@chda.org.za

Mr Thukela Mashologu, Chief Executive Officer
64 Prince Alfred Street, Queenstown, Phone: 045 – 838 2195
National Anti – Corruption Hotline (0800 – 701 - 701)