

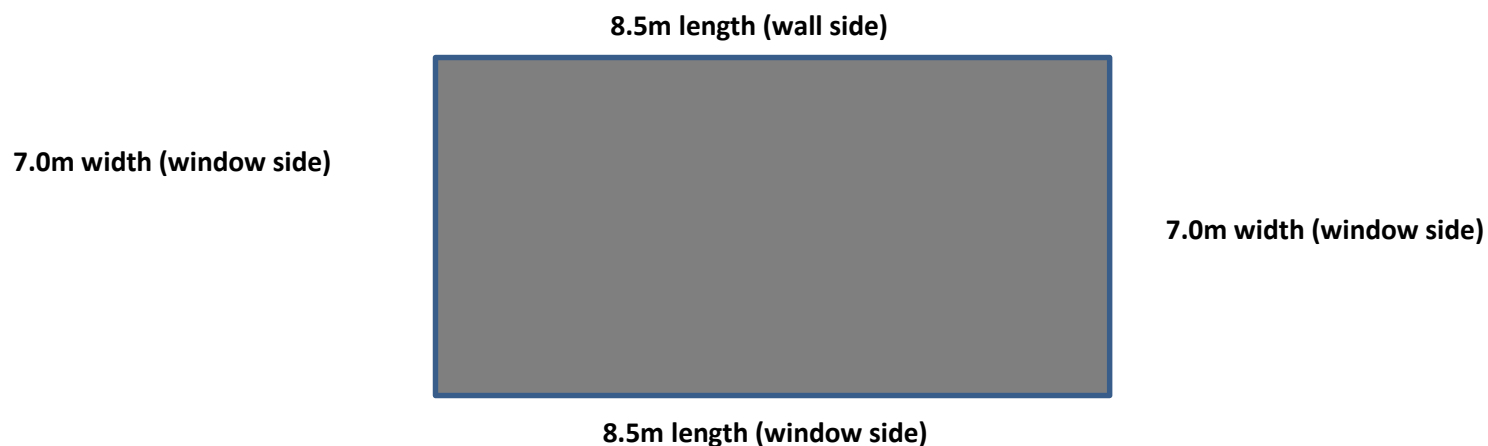
RFQ 046 / 2016-17

REQUEST FOR QUOTATION FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE – BOARDROOM

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

Space Dimensions:

The boardroom is 8.5m long and 7.0m wide, and the furniture is required to fit within this space, and accommodate a minimum of 30 people at a time comfortably.



Description of Items Required - Table:

- ✓ Provide a suitable boardroom table, to fit within the space provided
- ✓ The table solution must allow for a single unit, or a modular unit, which can be arranged in a U-shape or 2 L-shapes around the room
- ✓ The table solution proposed must accommodate 30 people comfortably seated
- ✓ The table solution 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 30 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

Description of Items Required – Audio-visual Storage:

- ✓ Provide storage for audio-visual equipment within the space provided by the 8.5m projection wall
- ✓ The storage solution proposed must be in mahogany, or dark cherry finish or dark oak melamine or solid wood veneer, and allow for storage for a DVD-player, decoder and have cabinets which can be used for ad-hoc storage of documents, etc
- ✓ The storage unit will be placed below a wall-mounted audio-visual screen of 79”

Description of Items Required – Server Unit:

- ✓ Provide storage for catering equipment within the space provided by the 7.0m window
- ✓ The storage solution proposed must be in mahogany, or dark cherry finish or dark oak melamine or solid wood veneer, and allow for storage for a urn, coffee/tea items, plates, glasses
- ✓ The storage unit must allow for storage for a hidden bar fridge
- ✓ The server unit must also allow for on-top placement of snacks, catering trays, etc for group events of up to 30 people

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)