

RFQ 047 / 2016-17

REQUEST FOR QUOTATION FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE – RECEPTION WAITING ROOM

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

Space Dimensions:

The waiting room is 6.5m long and 4.2m wide, and the furniture is required to fit within this space, and accommodate a minimum of 6 people at a time comfortably.



Description of Items Required - Seating:

- ✓ Provide a suitable seating option, to fit within the space provided
- ✓ The seating solution proposed must accommodate minimum of 6 - 8 people comfortably seated
- ✓ The seating option must be in a dark, easy to clean fabric, highly durable

Description of Items Required – Coffee Table:

- Provide coffee table for display of reading material, decorative flowers to visitors

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

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National Anti – Corruption Hotline (0800 – 701 - 701)