



HEAD OFFICE – SUPPLY CHAIN MANAGEMENT

PHYSICAL ADDRESS – 7 Beatrice Street- Albertina Sisulu Building- King Williams Town- 5600

POSTAL ADDRESS: Private Bag X0039 Bisho 5605 | REPUBLIC OF SOUTH AFRICA

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RFQ-25/26-0018

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF SERVICE PROVIDER TO MANUFACTURE AND OR ASSEMBLER OF OFFICE FURNITURE AND TO SUPPLY, DELIVER AND INSTALL THE OFFICE FURNITURE

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:

Ms. N. Ngalwana/ Mr M Vukubi
Tel: 071 886 2748/082 779 9347

Contact Person for Specification:

Ms N Nkalashe/ Mr L Ntungo
0827766170 /066 409 3339

Private Bag X0039
Bisho

5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOP WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICE OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, BEATRIC STREET, KING WILLIAM'S TOWN.

Closing Date: 12th August 2025

Closing Time: 11h00



**Province of The Eastern
Cape**

Department of Social
Development
Private Bag X 0039 Bhisho
5605
SOUTH AFRICA

BID SPECIFICATION DOCUMENT

**SPECIFICATION FOR THE APPOINTMENT OF SERVICE PROVIDER TO
MANUFACTURE AND OR ASSEMBLER OF OFFICE FURNITURE AND TO
SUPPLY, DELIVER AND INSTALL THE OFFICE FURNITURE**

1. BACKGROUND

The Provincial Office has been allocated new office accommodation at One Vision Building (Erf 5000) next to the Office of the Premier in Bhisho; hence the need of the office furniture for HOD; Chief Directors and Directors.

2. OBJECTIVE

The main objective of this bid is to appoint a Service Provider to supply, deliver and to install office furniture at One Vision Phase 2 Bhisho.


3. SCOPE



The successful bidder is expected to:




- a. Supply, deliver and install office furniture at One Vision Building on behalf of the Department of Social Development Bhisho, according to the specification below.
- b. The bidder is to provide a five-year repair, maintenance, and relocation warranty certification for all the office furniture items mentioned in the specification below. In addition, the bidder must provide a maintenance plan and a five-year guarantee as from date of delivery and installation.
- c. Install the office furniture so that it is ready for use.
- d. The Department is requesting Office Furniture Manufacturers and or Assembler's of office furniture to provide the following:

Table 1: Minimum Specifications:

#	Specification	Quantity
1	Executive L-Shaped desk consisting of: <ul style="list-style-type: none">▪ 2200w x 2000d Executive Desk 80mm▪ Desk top - Walnut veneer✓ 80mm thick top✓ Solid walnut 80mm squared profile✓ Grommeted to threaded steel inserts in top✓ M6 Pozi threaded bolt fitted to grid of steel inserts – underside✓ No chipboard screws to be used▪ Side storage - Walnut veneer	1

	<ul style="list-style-type: none"> ▪ 2 x Standard draws <ul style="list-style-type: none"> ✓ Soft touch/touch & release mechanism ✓ Telescopic ball bearing runners ✓ 1 x Hinged door section ▪ Soft touch/touch and release mechanism <ul style="list-style-type: none"> ✓ Hidden plynth base ▪ Legs and modesty panel– Black MDF <ul style="list-style-type: none"> ✓ 80mm thick legs & modesty panel ✓ Routed grooved profiles spaced at 80mm – 15mm deep ✓ Grommeted to threaded steel inserts in top ✓ M6 Pozi threaded bolt fitted to grid of steel inserts – underside ✓ No chipboard screws to be used ▪ Lazer cut spacing brackets <ul style="list-style-type: none"> ✓ CNC LAZER cut spacing brackets ✓ Grommeted to top and legs 	
2	<p>Executive boardroom table consisting of:</p> <ul style="list-style-type: none"> ▪ 2000w x 1200d boardroom table ▪ Boardroom top - Walnut veneer <ul style="list-style-type: none"> ✓ 80mm thick built-up top ✓ Solid walnut 80mm squared profile ✓ Grommeted to threaded steel inserts in top ✓ M6 Pozi threaded bolt fitted to grid of steel inserts – underside ▪ Legs – Black MDF <ul style="list-style-type: none"> ✓ 80mm thick legs & modesty panel ✓ Routed grooved profiles spaced at 80mm – 15mm deep ✓ Grommeted to threaded steel inserts in top ✓ M6 Pozi threaded bolt fitted to grid of steel inserts – underside ✓ No chipboard screws to be used 	1

	<ul style="list-style-type: none"> ▪ Modesty panel ✓ 16mm Walnut veneer ✓ 450mm Deep ▪ Lazer cut spacing brSackets ✓ Cnc LAZER cut spacing brackets ✓ Grommetted to top and legs 	
3	<p>Wall unit – Quadruple (four) combination consisting of</p> <ul style="list-style-type: none"> • 2200H x 3600W x 450D Combined wall unit • 2 x 2200H x 900W Solid door bottom / 2 Solid door top unit • 2 x 2200H x 900W Solid door bottom/ Open offset pigeonhole unit • Walnut veneer Combination – Walnut veneer / black Duco finish • Full 32mm thick top • Full 32mm thick base Height adjustable ferrules • 32mm Solid walnut wood profile • Adjustable shelves <ul style="list-style-type: none"> • Lockable 	1
4	<p>Serving multi purpose unit</p> <ul style="list-style-type: none"> • 1800W x 600D x 900H • Walnut veneer finish • 32mm Thick solid walnut wood profile ▪ Black stub legs 	1

	<ul style="list-style-type: none"> ▪ 2 x Middle hinged doors middle section ▪ Adjustable shelves ▪ Lockable • 2 x Full hinged doors side sections • Adjustable shelf • Lockable 	
5	<p>Executive high back chair</p> <ul style="list-style-type: none"> ▪ GENUINE leather upholstery ▪ Ruched detail ▪ 1 Piece fully moulded high back shell ▪ Poly armrest Genuine leather capping ▪ Swivel & tilt action ▪ Forward knee tilt mechanism ▪ Gas height adjustment ▪ 5 Star nylon castor base 	1
6	<p>Visitors' armchairs</p> <ul style="list-style-type: none"> ▪ GENUINE leather upholstery ▪ Ruched detail ▪ 1 Piece fully moulded high back shell ▪ Poly armrest Genuine leather capping ▪ Metal sleigh base frame Black powder coated 	4
7	<p>Executive desk consisting of:</p> <ul style="list-style-type: none"> • 2200W x 1000D Executive Desk ✓ Desktop - Walnut veneer 	4

- ✓ 32mm Thick top
- ✓ Solid walnut 32mm squared profile
- Legs – Black MDF
- ✓ 40mm thick legs & modesty panel
- ✓ Routed grooved profiles spaced at 80mm – 15mm deep
- ✓ Grommeted to threaded steel inserts in top
- ✓ M6 Pozi threaded bolt fitted to grid of steel inserts – underside
- ✓ No chipboard screws to be used o Lazer cut spacing brackets
- ✓ Cnc LAZER cut spacing brackets 1 x Roller door pedenza storage unit
- Modesty panel
- ✓ 16mm Walnut veneer
- ✓ 450mm Deep
- 1 x 1200 x 600 x 732H Pedenza storage unit
- ✓ Black P.V.C Roller door slatts
- ✓ 1 x Adjustable shelf
- ✓ Lockable
- ✓ 2 x Std. Draws, 1 x D/Filer draw
- ✓ Metal draw runners
- ✓ PVC draw inners
- ✓ Black bar handles
- ✓ Central lock mechanism
- ✓ Height adjustable ferrules



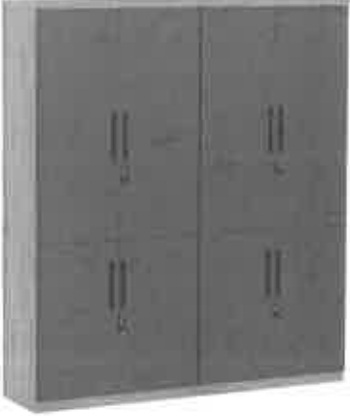

8 **Wall unit – Double (2) combination consisting of:**

- 1800H x 1800W x 450D Combined wall unit
- 2 x 1800H x 900W Solid door bottom / 2 Solid door top unit • Walnut veneer Combination – Walnut veneer / black Duco finish
- Full 32mm thick top
- Full 32mm thick base Height adjustable ferrules
- 32mm Solid wood profile
- Adjustable shelves
- Lockable



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9	<p>Round conference table:</p> <ul style="list-style-type: none"> ▪ 1 x 1200 Round table ✓ Table top - Walnut veneer ✓ 32mm thick top ✓ Solid 32mm squared profile ▪ Legs – Black MDF ✓ 48mm thick legs ✓ Grooved profiles ▪ Lazer cut brackets ✓ Grommeted to fit top and legs 	4
10	<p>Executive high back chair</p> <ul style="list-style-type: none"> ▪ GENUINE leather upholstery ✓ Ruched detail ▪ 1 Piece fully moulded high back shell ▪ Poly armrest - Genuine leather capping ▪ Swivel & tilt action ✓ Forward knee tilt mechanism ▪ Gas height adjustment ▪ 5 Star nylon castor base 	4



		
11	<p>Executive visitor's arm chairs</p> <ul style="list-style-type: none"> ▪ GENUINE leather upholstery ▪ Ruched detail ▪ 1 Piece fully moulded high back shell ▪ Poly armrest Genuine leather capping ▪ Sleighbase frame Black powder coated finish 	16
12	<p>Elite workstation consisting of:</p> <ul style="list-style-type: none"> • 1800 x 900 Straight steel desk • (Floating top by 10-13mm Above frame) • Melamine finish of choice • 32mm Flat PVC profile • Full 32mm Thick top CNC Grommited to fasten to frame • 2 Wire management portholes • Rectangular tube metal framed leg • Square framed closed steel leg • 75mm x 25mm Metal frame • 1 x Metal support box beams • Boltss into leg • Adjustable levelling feet • Modesty panel • Melamine finish • 1200 x 600 Roller door pedenza storage 	8

	<ul style="list-style-type: none"> • Melamine finish of choice • Full 22mm Thick top & base • 32mm banded PVC profile • Silver Roller doors • 1 x Adjustable shelf • Lockable Desk height pedestal • 2 x Standard drawers • 1 x Deep filing drawer with steel cradle • Milano grip handle • Metal draw runners • Metal draw inners • Central lock mechanism • Height adjustable ferrules 	
13	<p>Single hinged door wall units</p> <ul style="list-style-type: none"> • 1800mm H x 900mm W x 450mm D • Melamine finish of choice • Combination – White / Colour • Full 32mm thick top • Full 32mm Thick base • 32mm Banded PVC profile • 4 x Adjustable shelves 4 shelves per side • Adjustable • Melamine hinged doors top - colour 450mm wide • Lockable • Solid hinged doors bottom 450mm wide • Lockable 	8

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	<ul style="list-style-type: none"> • 4 x Silver stub legs 	
14	<p>Extra strong high back chair</p> <ul style="list-style-type: none"> • Full black GENUINE leather upholstery • 1 Piece fully moulded high back shell • Plywood shell with added support • Nylon XXXL heavy duty arm • Steel inner support bar • Swivel & tilt action • Forward knee tilt mechanism • Gas height adjustment • 5 Star nylon heavy duty castor base • Reinforced 	8



4. **COMPULSORY SITE VISIT**

Bidders are required to attend a compulsory site visit at One Vision (Erf 5000) Building next to Office of Premier in Bhisho. Date and times are indicated in the RFQ notice.

5. **DELIVERY PERIOD**

Office furniture must be delivered and installed at One Vision Building Bhisho within a period of 80 working days after receipt of an official order.

Contact Ms N Nkalashe: 0827766170

Mr L Ntungo: 066 409 3339

6. **PRICES**

6.1 Bidders must submit quotation by completing the attached pricing schedule (Annexure B)

6.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1, 000,000.00 (excluding VAT) in a 12-month period to register for VAT.

6.3 Bidders must ensure that there are no errors in the prices quoted.

6.4 The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by Department and the appointed service provider prior to contract acceptance

6.5 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

6.6 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated.

7. **PAYMENT**

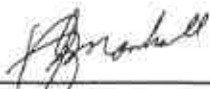
7.1 The successful bidder will bill the Department after all the goods have been delivered.

7.2 Payment will be made within 30 days of submission of a properly completed invoice.

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8. SPECIAL CONDITIONS

- 8.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration can be performed online at the National Treasury's website, www.treasury.gov.za.
- 8.2 Bidders must complete declaration of interest form SBD4.
- 8.3 The bidder is to have a minimum of 3(three) years' experience in the manufacture and/or assembly of office furniture and in the supply, delivery and installation of office furniture.
- 8.4 Services must be rendered within the stipulated period but not exceeding 45 (forty-five) working days from receipt of official works order. Failure to deliver within the stipulated time frame will result to the cancellation of the contract.
- 8.5 The appointment will be limited to manufacturers and or assemblers of Office Furniture who have who meet criteria listed below and such information be clearly stated in the company profile to be submitted:
- i. Functional Warehouse (preferably within the Eastern Cape, for ease of access in case of necessary inspection)
 - ii. Machinery and equipment
 - iii. Experience
 - iv. Workforce
 - v. Logistics
- 8.6 The Department requires that the office chairs be fully upholstered in genuine leather and not any faux leather material. The bidder will be required to sign Annexure A confirming that only Black GENUINE leather upholstery will be provided on the chairs, and this will form part of the bid documents.
- 8.7 An In Loco inspection of shortlisted service providers will be conducted by the Department before awarding of the tender to view sample of chair, material for workstations and cabinets
- 8.8 Once a bid has been awarded, the awarded bidder views the placement of each of the office furniture at One Vision Building in conjunction with the Department prior to manufacturer/assembler of the office furniture.



DIRECTOR ASSET MANAGEMENT

DATE: 07 July 2025

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9. EVALUATION

9.1 PRE-EVALUATION CRITERIA

- 9.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 9.1.2 Completed and signed SBD4.
- 9.1.3 No correction fluids of any kind must be used. In cases where corrections are necessary **ON PRICE**; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- 9.1.4 Three award letters and/or contracts and signed reference letter/s. (The reference letter/s must correspond to the award letter and/or contract). This is to confirm experience in manufacturing and/or assembling of office furniture. (refer to section 8.3)
- 9.1.5 Copy of a company profile in relation to manufacture and or assembly of office furniture (Refer paragraph 8.5)
- 9.1.6 Annexures A, B and C to be fully completed and signed
- 9.1.7 Attendance of compulsory briefing session and site visit.

9.2 EVALUATION AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

Criteria	Points
Points for price	80
Points for specific goals	20
SPECIFIC GOALS	NUMBER OF POINTS
1 Gender (Women ownership)	6
2 No Franchise (Black ownership)	2
3 Disability	3
4 Youth	3
5 Locality (Eastern Cape)	6
TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- 9.2.1 In order to obtain preference points for specific goals, bidders must complete SBD 6.1.
- 9.2.2 Locality will be confirmed as follows:

- a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
- b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.

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- c. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.
- d. Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
- e. In the event of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV,

9.2.3 In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

10. BID POLICIES, PROCEDURES AND CONDITIONS:

- 10.1 Quotations are valid for 60 days.
- 10.2 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.
- 10.3 Service Providers must complete the preferential points claim forms (SBD 6.1) to claim preference points. Service Providers who have completed (SBD 6.1) will not be eliminated but will not qualify for rating points.
- 10.4 The Department reserves a right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract if the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- 10.5 The Department may, if necessary, negotiate a market related price.
- 10.6 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.
- 10.7 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions Of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- 10.8 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

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11. CONSORTIUM / JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid by a consortium, must comply with the following requirements: -

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium.
- 11.2 All parties must be registered on CSD.

12. DISCLAIMER

- 12.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).



DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 25/07/25

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**ANNEXURE A
BLACK GENUINE LEATHER UPHOLSTERY**

1. Clause 8.6 of Special Conditions reads: The Department requires that Black genuine leather fully upholstery chair is provided as a requirement of this bid. The bidder is to sign Annexure A that only Black genuine leather fully upholstery chair will be provided as part of the bid documents.
2. The purpose of this annexure is to ensure that:
 - a. the Bidder guarantees that only Black genuine leather fully upholstery chair/s as per the specification is provided.
 - b. the guarantor person understands the basic elements required for this guarantee, is an agreement to be a legally enforceable contract of mutual assent, expressed by a valid offer and acceptance by the Department.
3. The Department reserves the right to enforce, in the event it finds that the provided chairs are not as per clause 8.6 of the special conditions, the replacement of the chairs at full replacement cost, as per this specification, by a selected supplier who has been chosen.

SUPPLIER NAME : _____

NAME OF GUARANTOR: _____

SIGNATURE OF GUARANTOR: _____

ID NUMBER OF GUARANTOR: _____

PHYSICAL ADDRESS OF GUARANTOR: _____

DATE : _____

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**ANNEXURE B
PRICING SCHEDULE**

	DESCRIPTION (As detailed in the specification)	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Executive L-Shaped desk 2200w x 2000d Executive Desk 80mm	1		
2	Executive boardroom table consisting of: 2000w x 1200d boardroom table	1		
3	Wall unit – Quadruple (four) combination 2200H x 3600W x 450D Combined wall unit 2 x 2200H x 900W Solid door bottom / 2 Solid door top unit 2 x 2200H x 900W Solid door bottom/ Open offset pigeonhole unit	1		
4	Serving multipurpose unit 1800W x 600D x 900H	1		
5	Executive high back chair GENUINE leather upholstery -Ruched detail	1		
6	Visitors' armchairs GENUINE leather upholstery – Ruched Detail	4		
7	Executive desk consisting 2200W x 1000D Executive Desk	4		
8	Wall unit – Double (2) combination consisting of: 1800H x 1800W x 450D Combined wall unit 2 x 1800H x 900W Solid door bottom / 2 Solid door top unit	4		
9	Round conference table:	4		
10	Executive high back chair GENUINE leather upholstery	4		
11	Executive visitor's armchairs GENUINE leather upholstery	16		
12	Elite workstation consisting of: •1800 x 900 Straight steel desk	8		
13	Single hinged door wall units •1800mm H x 900mm W x 450mm D	8		
14	Extra strong high back chair Full black GENUINE leather upholstery Nylon XXXL heavy duty arm	8		
	GRAND TOTAL			
	VAT			
	TOTAL (Including VAT)			

NB: The Department does not pay VAT to service providers that are not registered with SARS as VAT Vendors.

SUPPLIER NAME : _____

CONTACT PERSON : _____

SIGNATURE : _____

DATE : _____

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**ANNEXURE C
MAINTENANCE PRICING SCHEDULE**

The bidder is to provide five-year repairs and maintenance warranty certification for the workstations and chairs. Plus, the bidder to provide maintenance plan and five-year guarantee as from date of delivery and installation.

Description of Item	Unit rate including VAT
Hourly rate on site (Bhisho/KWT)	
Kilometre rate	
Confirmation of spare parts for repairs of the workstation and High back chairs (Yes/No)	

NB: The Department does not pay VAT to service providers that are not registered with SARS as VAT Vendors.

SUPPLIER NAME : _____

CONTACT PERSON : _____

SIGNATURE : _____

DATE : _____

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Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION

I, the undersigned (Bidder's representative)

.....commit in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature

.....
Date

.....
Name of bidder

.....
Position

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**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	RFQ Number: RFQ-25/26-0018
Closing Time 11:00	Closing date: 12th August 2025

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model:
- Country of origin:
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery:
*Delivery: Firm/not firm
- Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



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.

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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.

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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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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.

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- 1.7 A tenderer must submit, together with its tender, the a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

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) “**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:

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

Where

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

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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 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)	Percentage owned
Gender (women ownership)	6		
Race (black ownership)	2		
Disability	3		
Locality (Buffalo City Metro)	6		
Youth	3		
Total	20		

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:

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ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Indicate YES or NO

*Wd**

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:	

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CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating delivery instructions is forthcoming.
- 3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

- 4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

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