



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

BID DOCUMENT

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS

BID NUMBER: PO2025/26:006

CLOSING DATE: 21 August 2025

TIME: 11:00

VALIDITY PERIOD: 150

NON-COMPULSORY BRIEFING SESSION:

DATE: 11 August 2025

TIME: 10H00 AM

VENUE: Microsoft Teams

[Join the meeting now](#)

Meeting ID: 364 547 323 667 2

Passcode: JP2tV2a2

Kindly take note of the following attached documentations:

Section 1: Standard Bidding Documents

Section 2: Special Conditions Specification

Section 3: General Conditions

Standard Bidding Documents (SBD) forms MUST be completed in full, in black ink (whether hand written or typed). Any changes on the SBD form must be countersigned by the bidder. The use of Tippex or any similar material is not permitted.

Bidders must submit the original bid document and completed SBD forms. In addition, bidders must submit two additional copies of the bid document, (that is, one hard copy (photocopy) and one soft copy in a PDF format, in a suitable electronic medium, e.g. flash drive or portable hard drive etc. Failure to do so may result in the bid/proposal being disqualified. All three bid documents must be submitted in a sealed envelope.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PRESIDENCY					
BID NUMBER:	PO2025/26:006	CLOSING DATE:	21 August 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
UNION BUILDINGS					
GOVERNMENT AVENUE					
ACARDIA					
PRETORIA, 0001					
			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM: Acquisition Office		CONTACT PERSON	Ms Nkhensani Muthobi	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenders@presidency.gov.za		E-MAIL ADDRESS	Nkhensani@presidency.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

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

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of bidder.....	Bid number: PO2025/26:006
Closing Time: 11:00	Closing date: 21 August 2025

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS

Item No	DESCRIPTION	FINISH	QUANTITY	Unit price (vat inclusive) Year 1	Unit price (vat inclusive) Year 2	Unit price (vat inclusive) Year 3
1	DESK EXECUTIVE WORKSTATION: COMPONENTS LIST: 1 x Rectangular main desktop (2000mm x 1000mm); 1 x Cable cover with slot for cables. 1 x Steel reticulation channel (120mm x 100mm x 1900mm); 1 x Power pack with input cable. 1 x Wooden modesty panel (1900mm x 350mm); 2 x Wooden panel legs with power outlet caps (1000mm x 680mm);	Dark Oak Veneer	1			

	<p>1 x Rectangular L-Extension top (1150mm x 600mm); 1 x 3-Drawer top retrieval filing cabinet (800mm x 600mm x desk height); 10 x Steel fixing brackets.</p> <p>DESKS AND L-EXTENSIONS:</p> <p>Work surfaces to be manufactured from 50mm thick high-density particle board with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with A-Grade 0.5mm dark stained Oak veneer finish. Veneered surfaces are to be sealed and coated in a hardwearing lacquer that conforms to BS or DIN standards suitable for office furniture.</p> <p>WORK SURFACE EDGING:</p> <p>Veneer work surfaces to have a 3mm thick solid timber edge in dark stained Oak finish, with all corners profiled leaving no sharp corners. Edging to be finished with lacquer to the same standard as the tops. All edging to be applied using high-grade hot-melt adhesive.</p> <p>RETICULATION SLOT:</p> <p>The main desktop to have a cut out of 430mm x 130mm. The inside edges of the cut out to be finished off. A wooden removable power outlet cap with finger grips and brushes to be supplied that will fit into the cut out in the main top.</p> <p>The power outlet cap must be of such a design that it will be flush with the top of the main desk when fitted.</p>					
2	<p>CLERICAL WORKSTATION:</p> <p>COMPONENTS LIST:</p> <p>1 x Rectangular main desktop (1600mm x 750mm); 1 x Cable cover with slot for cables. 1 x Steel reticulation channel (120mm x 100mm x 1500mm); 1 x Power pack with input cable; 1 x Wooden modesty panel (1500mm x 350mm);</p>	Dark Oak Veneer	1			

	<p>2 x Wooden panel legs with power outlet caps (750mm x 680mm); 1 x Rectangular L-Extension top (1150mm x 600mm); 1 x 3-Drawer top retrieval filing cabinet (800mm x 600mm x desk height); 10 x Steel fixing brackets.</p> <p>DESKS AND L-EXTENSIONS:</p> <p>Work surfaces to be manufactured from 50mm thick high-density particle board with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with A-Grade 0.5mm dark stained Oak veneer finish.</p> <p>Veneered surfaces are to be sealed and coated in a hard-wearing lacquer that conforms to BS or DIN standards suitable for office furniture.</p> <p>WORK SURFACE EDGING:</p> <p>Veneer work surfaces to have a 3mm thick solid timber edge in dark stained Oak finish, with all corners profiled leaving no sharp corners. Edging to be finished with lacquer to the same standard as the tops. All edging to be applied using high-grade hot-melt adhesive.</p> <p>RETICULATION SLOT:</p> <p>The main desktop to have a cut out of 430mm x 130mm. The inside edges of the cut out to be finished off. A wooden removable power outlet cap with finger grips and brushes to be supplied that will fit into the cut out in the main top.</p> <p>The power outlet cap must be of such a design that it will be flush with the top of the main desk when fitted.</p>					
3	<p>STORAGE SYSTEM:</p> <p>THREE DRAWER TOP RETRIEVAL FILING CABINET</p>	Dark Oak Veneer	1			

	<p>The dimensions of the cabinet must be 800mm wide x 600mm deep x 700mm high.</p> <p>The filing cabinet is designed to house top retrieval filing systems and stationery in the most efficient, most cost effective, most robust and most aesthetically pleasing way.</p> <p>THE UPRIGHTS</p> <p>The cabinet uprights should form the foundation of the cabinet and carry the total weight of the contents of the cabinet. It must be constructed of at least 1.6 mm thick cold rolled steel for maximum rigidity and strength and powder coated to 70 microns.</p> <p>The levelling feet or ferrules should be welded to the underside of the uprights.</p> <p>The cabinet should have a solid base, to ensure the cabinet stays square, for optimal functioning of the drawers.</p> <p>THE SLIDES</p> <p>All slides should be constructed of precision cold rolled profiles. The profiles should be post electro galvanized to ensure smooth running. The Slides should be double extension ball bearing slides allowing extension.</p> <p>The slides must have a load bearing of 85 Kg.</p> <p>THE ANTI-TILT MECHANISM</p> <p>All cabinetry to have an anti-tilt mechanism incorporated in to the cabinet. The anti-tilt is essential to the cabinet to ensure that only one drawer can be open at a time (if two or more drawers are open at once, the weight outside the cabinet can exceed the weight inside the cabinet, resulting in toppling which can be dangerous).</p> <p>Both sides of every drawer must house anti-tilt assemblies.</p>					
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	<p>THE LOCK</p> <p>The lock works in conjunction with the anti-tilt mechanism ensuring that <u>no</u> drawers can be opened when the lock is activated. The lock <i>facia</i> must be manufactured from super wood for extra strength.</p> <p>The lock barrel should be removable by an expert. If the keys are lost, the cabinet can be opened, a new barrel inserted, and new keys can be supplied. The cabinet should remain locked during this procedure.</p> <p>Two keys should be provided per cabinet. All locks should be opened by means of a Master Key.</p> <p>THE CLADDING</p> <p>The cladding on the backs, sides and bases of the cabinet should be manufactured from 16mm thick, high-density particle board with A-Grade 0.5mm dark stained Oak veneer finish.</p> <p>The cladding should be attached to the frame using high quality chipboard screws. Cross-dowel joining method to be used on the base joints of the cabinet, with cam-dowel joining methods on the top joins.</p> <p>DRAWER FRAMES</p> <p>The drawer frames should be designed to house A4 top retrievable filing in the bottom 2 drawers and stationery in the top drawer. All drawers must have solid bases, to prevent any obstacle from falling through the drawer bases.</p> <p>All drawer frames are to be at least 530mm long (cabinet is 600mm), for maximum utilisation of the under counter storage space. This includes the top drawer. The top drawer should be fitted with a compartmentalised stationary tray, where stationery can be housed.</p>	Ivory	1			
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	DRAWER FRONTS Drawer fronts should be manufactured from 16mm thick, high-density particle board with A-Grade 0.5mm dark stained Oak veneer finish. The handles should be Aluminum Oval Arch handles (225mm wide). Heavy duty 5 bay bulk filling Cabinet and Installation 25 Shelves (5 per bay) Width – 1100mm, Height – 2130 mm to 2200 mm, Length – 2600 mm to 2950 mm, Depth – 360mm, Walk in space - 800mm, Material – Steel, Locking Mechanism, Carpeted flooring, Dust rubbers on cabinets, Installation.					
4	WALL UNIT 1800x1990x600mm consisting of the following: 2x Top unit with four framed glass doors and eight wooden shelves 2x Bottom unit four solid doors and four shelves.	Dark Oak Veneer	1			
5	SYSTEM CABINET System cabinet 1500X1200mm consisting of the following: Silver roller shutter doors 3 x steel shelves each.	Dark Oak Veneer	1			
6	TV STAND 1200 X 500 X 900mm of the following: 2 framed glass hinge doors 4 x drawers 2 x shelves for decoder and VCR.	Dark Oak Veneer	1			
7	SYSTEM CUPBOARD 1500 x 900 x 1200mm 4 shelves Solid buttons Stationery Cupboard 4 shelves (1800 x 900mm).	Dark Oak Veneer	1			
8	CREDENZA 1200 x 600mm 2 x shelves	Dark Oak Veneer	1			

	Silver roller shutter doors.					
9	SEATING: CHAIRS Genza High back operators chair Chrome back bar Fixed loop arms Tension adjustment Gas height adjustment Imarc single lever 5-lock Synchro mechanism Leather padded armrests	Colour: Black Material: bonded Leather; Mesh back	1			
10	Genza Mid back operators chair With Cosmos Height Adjustable arms Single Lever Imarc 5-lock mechanism Tension adjustment Gas height adjustment Polished Aluminium 5-star castor base	Colour: Black Material: Mesh	1			
11	VISITORS CHAIR					
11A	Genzo visitors chairs with chrome sleigh base frames and leather padded armrests and chrome back bar.	Colour: Black Material: bonded Leather	1			
11B	Genzo visitors chairs with chrome sleigh base frames and padded armrest and chrome back bar.	Colour: Black Material: Mesh	1			
12	ERGONOMIC CHAIRS					
12.A	Metro Mid Back Ergonomic Office Chair with adjustable seat					

	height lumbar support, adjustable arm rests recline feature, 5-point wheelbase, light weight chair.	Colour : Black Material Mesh	1			
12.B	Different World task Chair with adjustable seat height, Netted lumbar support, adjustable arm rests recline feature, 5- point wheelbase, light weight chair.	Colour: Black Material: bonded Leather	1			
12.C	Mid Back Office Chair with adjustable seat height, lumbar support, adjustable arm rests recline feature, 5- point wheelbase, light weight chair	Colour: Black Material bonded Leather	1			
12.D	Task Chair with adjustable seat height, lumbar support, adjustable arm rests recline feature, 5- point wheelbase, adjustable head rest Medium weight chair	Colour: Black Material: bonded Leather	1			
12.E	Headrest Chair with adjustable seat height, lumbar support, adjustable arm rests recline feature, 5- point wheelbase, adjustable head rest Medium weight chair	Colour: Black Material: bonded Leather	1			
12.F	High Back Office Chair with adjustable seat height, lumbar support, adjustable arm rests, recline feature, an optional and adjustable headrest, 5- point wheelbase, light weight chair	Colour: Black Material bonded Leather	1			
12.G	Orthopaedic adjustable seat height, lumbar support, 6-point star wheelbase with foot grip, padded with extra thick high-density automotive graded moulded foam, multi adjustable arms rests with arms pads that can slide forward/backwards, XXL weight chair.	Colour: Black Material: Upholstered fabric	1			
12.H	Orthopaedic adjustable headrest chair with gas lift height adjustment, 5-point wheelbase, medium weight chair	Colour: Black Materia: Mesh	1			
12. I	5-Star Ergonomic Rating, height adjustable upholstered headrest. Height adjustable backrest with integral lumbar support. Seat and backrest with extra thick premium upholstery and high-density automotive grade moulded foam. Multi-adjustable armrests. Free-	Colour: Black	1			

	Float mechanism lockable in 4 positions. Seat depth adjustment. Forward-tilt seat adjustment. Seat height adjustment (floor to top of seat). Min 52cm, Max 63cm. 700mm diameter black nylon 6-star base with 60mm rubber castors					
13	ERGONOMIC ACCESSORIES					
	Office Adjustable Footrest	Black Steel	1			
14	SOFA SEATING Cube double seater couch with dark stained feet (1800mm wide x 850mm deep x 850mm high) and Scatter cushion (400 x 400mm)	Colour: Brown light Material: Fabric100% polyester	1			
15	Cube one seater couch with dark stained feet (900mm wide x 850mm deep x 850mm high)	Colour: Brown light Material: Fabric100% polyester	1			
16	BOARDROOM FURNITURE					
16.A	Rectangular conference table (1800 x 1000mm) with slab legs and cross panel	Dark Oak Veneer	1			
16.B	Rectangular conference table (1400 x 800mm) with slab legs and cross panel	Dark Oak Veneer	1			
16.C	Round conference table, seating 4 persons (1200mm)	Dark Oak Veneer	1			
16.D	Round conference table, seating 6 persons (1800mm)	Dark Oak Veneer	1			
16.E	10 – Seater meeting table (3200 x1200mm) with 50 x 50mm square wooden legs.	Dark Oak Veneer	1			

16.F	14-Seater meeting table(4200 x 1200mm) with 50 x50mm square wooden legs	Dark Oak Veneer	1			
17	Oval Coffee Table with chrome base and legs (1200 x 600mm)	Dark Oak Veneer	1			
18	Hat and coat stand With Eight Steel Hooks	Dark Oak Veneer	1			
19	Coat stand (Dumb valet)	Dark Oak Veneer	1			
20	Performance steel accessories packs (consists of steel dustbin, 2 tier letter tray, paper cube and pencil cup)	Colour Grey Material: Steel	1			
21	Kick Step Stool Stepper with Spring loaded wheels Weight capacity 150 kg Height 400 mm Top diameter 280 mm Base diameter 420 mm	Colour :Basalt Grey/ Black Material: PP(Polypropylene)	1			
22	Crossbar chair Material: Quality plastic (virgin materials only, no recycled contents) Designed for both indoor and outdoor use	Colour: Taupe	1			
23	Round Table Sky Dunning Size: 105cm (diameter) x 74cm (height) Material: Weather-resistant resin Suitable for indoor and outdoor use	Olive Green	1 1			
24	Maintenance and repairs – The Bidder will be required to assist with maintenance and repair(s) of the office furniture as and when		3 years			

	required for the duration of the contract.					
25	Warranty – The warranty for the office furniture should be 3 years.		3 years			
Sub-total Price						
Overall total						

- 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

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

*Delete if not applicable

PRICE ADJUSTMENTS

NON-FIRM PRICES SUBJECT TO ESCALATION

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	P PERCENTAGE OF BID PRICE

SBD 3.2

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

Any enquiries regarding bidding procedures may be directed to the –

Department: The Presidency

Contact Person: SCM Acquisition Office

E-mail address: tenders@presidency.gov.za

Or for technical information –

Contact person: Ms Nkhensani Muthobi

E-mail address: Nkhensani@presidency.gov.za

NB: All enquiries should be made at least 10 days before the closing date

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 interest 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 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 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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
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.

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) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but

is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) “**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:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest 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 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—
- 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
 - 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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women		10		
Youth		7		
Person with disabilities		3		

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:.....

.....

.....



APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

The purpose of the specification is for the appointment of a service provider to supply, deliver and assemble office furniture to The Presidency for the period of three (3) years.

2. BACKGROUND

2.1 The Presidency is in the process of appointing a service provider for the supply, delivery and assembling of office furniture for a period of three (3) years. The service is required in three (3) Presidency locations namely: Pretoria, Cape Town and Durban.

2.2 The procurement of Office Furniture is aligned to the requirements of the Public Finance Management Act and Treasury Regulations relating to Asset Management. The established systems and processes includes the following key functions.

- Acquisition of Assets in line with the Procurement Plan
- Maintenance of the Asset Register
- Safeguarding of Assets
- Verification of Assets
- Asset Disposal Management

3. SCOPE OF WORK

- 3.1 The appointed bidder will be required to supply, deliver and assemble the office furniture.
- 3.2 The bidder will be required to take measurement of the floor space before installation.

Specifications

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS

Item No	DESCRIPTION	FINISH	QUANTITY
1	<p>DESK</p> <p>EXECUTIVE WORKSTATION:</p> <p>COMPONENTS LIST:</p> <p>1 x Rectangular main desk top (2000mm x 1000mm); 1 x Cable cover with slot for cables; 1 x Steel reticulation channel (120mm x 100mm x 1900mm); 1 x Power pack with input cable; 1 x Wooden modesty panel (1900mm x 350mm); 2 x Wooden panel legs with power outlet caps (1000mm x 680mm); 1 x Rectangular L-Extension top (1150mm x 600mm); 1 x 3-Drawer top retrieval filing cabinet (800mm x 600mm x desk height); 10 x Steel fixing brackets.</p> <p>DESKS AND L-EXTENSIONS:</p> <p>Work surfaces to be manufactured from 50mm thick high-density particle board with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with A-Grade 0.5mm dark stained Oak veneer finish. Veneered surfaces are to be sealed and coated in a hard wearing lacquer that conforms to BS or DIN standards suitable for office furniture.</p> <p>WORK SURFACE EDGING:</p> <p>Veneer work surfaces to have a 3mm thick solid timber edge in dark stained Oak finish, with all corners profiled leaving no sharp corners. Edging to be finished with lacquer to the same standard as the tops. All edging to be applied using high-grade hot-melt adhesive.</p>	Dark Oak Veneer	1


	<p>RETICULATION SLOT:</p> <p>The main desktop to have a cut out of 430mm x 130mm. The inside edges of the cut out to be finished off. A wooden removable power outlet cap with finger grips and brushes to be supplied that will fit into the cut out in the main top.</p> <p>The power outlet cap must be of such a design that it will be flush with the top of the main desk when fitted.</p>		
2	<p>CLERICAL WORKSTATION:</p> <p>COMPONENTS LIST:</p> <p>1 x Rectangular main desk top (1600mm x 750mm); 1 x Cable cover with slot for cables; 1 x Steel reticulation channel (120mm x 100mm x 1500mm); 1 x Power pack with input cable; 1 x Wooden modesty panel (1500mm x 350mm); 2 x Wooden panel legs with power outlet caps (750mm x 680mm); 1 x Rectangular L-Extension top (1150mm x 600mm); 1 x 3-Drawer top retrieval filing cabinet (800mm x 600mm x desk height); 10 x Steel fixing brackets.</p> <p>DESKS AND L-EXTENSIONS:</p> <p>Work surfaces to be manufactured from 50mm thick high-density particle board with a minimum density of 720 kilogram per cubic meter complying with SABS Standards. Boards to be finished with A-Grade 0.5mm dark stained Oak veneer finish.</p> <p>Veneered surfaces are to be sealed and coated in a hard wearing lacquer that conforms to SABS or standards suitable for office furniture.</p> <p>WORK SURFACE EDGING:</p> <p>Veneer work surfaces to have a 3mm thick solid timber edge in dark</p>	Dark Oak Veneer	1


	<p>stained Oak finish, with all corners profiled leaving no sharp corners. Edging to be finished with lacquer to the same standard as the tops. All edging to be applied using high-grade hot-melt adhesive.</p> <p>RETICULATION SLOT:</p> <p>The main desktop to have a cut out of 430mm x 130mm. The inside edges of the cut out to be finished off. A wooden removable power outlet cap, with finger grips and brushes to be supplied that will fit into the cut out in the main top.</p> <p>The power outlet cap must be of such a design that it will be flush with the top of the main desk when fitted.</p>		
3	<p>STORAGE SYSTEM:</p> <p>THREE DRAWER TOP RETRIEVAL FILING CABINET</p> <p>The dimensions of the cabinet must be 800mm wide x 600mm deep x 700mm high. The filing cabinet is designed to house top retrieval filing systems and stationery in the most efficient, most cost effective, most robust and most aesthetically pleasing way.</p> <p>THE UPRIGHTS</p> <p>The cabinet uprights should form the foundation of the cabinet and carry the total weight of the contents of the cabinet. It must be constructed of at least 1.6 mm thick cold rolled steel for maximum rigidity and strength and powder coated to 70 microns.</p> <p>The levelling feet or ferrules should be welded to the underside of the uprights. The cabinet should have a solid base, to ensure the cabinet stays square, for optimal functioning of the drawers.</p> <p>THE SLIDES</p> <p>All slides should be constructed of precision cold rolled profiles. The profiles should be post electro galvanised to ensure smooth running. The Slides should be double extension ball bearing slides allowing extension.</p>	Dark Oak Veneer	1

	<p>The slides must have a load bearing of 85 Kg.</p> <p>THE ANTI-TILT MECHANISM</p> <p>All cabinetry to have an anti-tilt mechanism incorporated in to the cabinet. The anti-tilt is essential to the cabinet to ensure that only one drawer can be open at a time (if two or more drawers are open at once, the weight outside the cabinet can exceed the weight inside the cabinet, resulting in toppling which can be dangerous).</p> <p>Both sides of every drawer must house anti-tilt assemblies.</p> <p>THE LOCK</p> <p>The lock works in conjunction with the anti-tilt mechanism ensuring that <u>no</u> drawers can be opened when the lock is activated. The lock <i>facia</i> must be manufactured from Suparwood for extra strength.</p> <p>The lock barrel should be removable by an expert. If the keys are lost the cabinet can be opened and a new barrel inserted and new keys can be supplied. The cabinet should remain locked during this procedure.</p> <p>Two keys should be provided per cabinet. All locks should be able to be opened by means of a Master key.</p> <p>THE CLADDING</p> <p>The cladding on the backs, sides and bases of the cabinet should be manufactured from 16mm thick, high density particle board with A-Grade 0.5mm dark stained Oak veneer finish.</p> <p>The cladding is attached to the frame using high quality chipboard screws. Cross-dowel joining method to be used on the base joints of the cabinet, with cam-dowel joining methods on the top joins.</p> <p>DRAWER FRAMES</p> <p>The drawer frames should be designed to house A4 top retrievable filing in</p>		
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	<p>the bottom 2 drawers and stationery in the top drawer. All drawers must have solid bases, to prevent any obstacle from falling through the drawer bases.</p> <p>All drawer frames are to be at least 530mm long (cabinet is 600mm), for maximum utilization of the under counter storage space. This includes the top drawer. The top drawer should be fitted with a compartmentalised stationary tray, where stationery can be housed.</p> <p>DRAWER FRONTS</p> <p>Drawer fronts are manufactured from 16mm thick, high density particle board with A-Grade 0.5mm dark stained Oak veneer finish. The handles should be Aluminum Oval Arch handles (225mm wide).</p> <p>Heavy duty 5 bay bulk filling Cabinet and Installation</p> <p>25 Shelves (5 per bay) Width – 1100mm, Height – 2130 mm to 2200 mm, Length – 2600 mm to 2950 mm, Depth – 360mm, walk in space - 800mm, Material – Steel, Locking Mechanism, Carpeted flooring, Dust rubbers on cabinets, Installation.</p>	Ivory	1
4	<p>WALL UNIT</p> <p>1800x1990x600mm consists of the following: 2x Top unit with four framed glass doors and eight wooden shelves 2x Bottom unit four solid doors and four shelves.</p>	Dark Oak Veneer	1
5	<p>SYSTEM CABINET</p> <p>System cabinet 1500X1200mm consists of the following: Silver roller shutter doors 3 x steel shelves each</p>	Dark Oak Veneer	1
6	<p>TV STAND</p> <p>1200 X 500 X 900mm consists of the following: 2 framed glass hinge doors 4 x drawers 2 x shelves for decoder and VCR</p>	Dark Oak Veneer	1



7	SYSTEM CUPBOARD 1500 x 900 x 1200mm 4 shelves Solid buttons Stationery Cupboard 4 shelves (1800 x 900mm)	Dark Oak Veneer	1
8	CREDENZA 1200 x 600mm 2 x shelves Silver roller shutter doors	Dark Oak Veneer	1
9	SEATING: CHAIRS Genza High back operators chair Chrome back bar Fixed loop arms Tension adjustment Gas height adjustment Imarc single lever 5-lock Synchro mechanism.	Colour: Black Material bonded Leather	1
10	Genza Midback operators chair With Cosmos Height Adjustable arms Single Lever Imarc 5-lock mechanism Tension adjustment Gas height adjustment Polished Aluminium 5-star castor base.	Colour: Black Material Mesh	1
11	VISITORS CHAIR		

11A	Genzo visitors chairs with chrome sleigh base frames and leather padded armrests and chrome back bar.	Colour: Black Material bonded Leather	1
11B	Genzo visitors chairs with chrome sleigh base frames and padded armrest and chrome back bar	Colour :Black Material Mesh	1
12	ERGONOMIC CHAIRS		
12.A	<p>Metro Mid Back Ergonomic Office Chair with adjustable seat height lumbar support, adjustable arm rests recline feature, 5- point wheelbase, light weight chair.</p> 	Colour : Black Material Mesh	1

12 B	<p>Different World task Chair with adjustable seat height, Netted lumbar support, adjustable arm rests recline feature, 5- point wheelbase, light weight chair.</p> 	<p>Colour: Black Material Mesh</p>	1
12.C	<p>Mid Back Office Chair with adjustable seat height, lumbar support, adjustable arm rests recline feature, 5- point wheelbase, light weight chair.</p>	<p>Colour: Black Material Mesh</p>	1

			
12.D	<p>Task Chair with adjustable seat height , lumbar support, adjustable arm rests recline feature, 5- point wheelbase, adjustable head rest Medium weight chair</p> 	<p>Colour: Black Material Mesh</p>	1
12.E	<p>Headrest Chair with adjustable seat height, lumbar support, adjustable arm rests recline feature, 5- point wheelbase, adjustable head rest Medium weight chair.</p> 	<p>Colour: Black Material bonded Leather</p>	1

12.F	<p>High Back Office Chair with adjustable seat height, lumbar support, adjustable arm rests, recline feature, an optional and adjustable headrest, 5- point wheelbase, light weight chair.</p> 	<p>Colour: Black Material bonded Leather</p>	1
12.G	<p>Orthopaedic adjustable seat height, lumbar support, 6-point star wheelbase with foot grip, padded with extra thick high-density automotive graded moulded foam, multi adjustable arms rests with arms pads that can slide forward/backwards, XXL weight chair.</p> 	<p>Colour: Black Material: Upholstered fabric</p>	1

12.H	<p>Orthopaedic adjustable headrest chair with gas lift height adjustment, 5-point wheelbase, medium weight chair</p> 	<p>Colour: Black Material Mesh</p>	1
12.I	<p>5-Star Ergonomic Rating, height adjustable upholstered headrest. Height adjustable backrest with integral lumbar support. Seat and backrest with extra thick premium upholstery and high-density automotive grade moulded foam. Multi-adjustable armrests. Free-Float mechanism lockable in 4 positions. Seat depth adjustment. Forward-tilt seat adjustment. Seat height adjustment (floor to top of seat). Min 52cm, Max 63cm. 700mm diameter black nylon 6-star base with 60mm rubber castors</p> 	<p>Colour: black</p>	1
13	<p>ERGONOMIC ACCESSORIES</p>		
	<p>Office Adjustable Footrest</p>	<p>Black Steel</p>	1

14	SOFA SEATING Cube double seater couch with dark stained feet (1800mm wide x 850mm deep x 850mm high) and Scatter cushion (400 x 400mm)	Colour: Brown light Material: Fabric100% polyester	1
15	Cube one seater couch with dark stained feet (900mm wide x 850mm deep x 850mm high)	Colour: Brown light Material: Fabric100% polyester	1
16	BOARDROOM FURNITURE		
16.A	Rectangular conference table (1800 x 1000mm) with slab legs and cross panel	Dark Oak Veneer	1
16.B	Rectangular conference table (1400 x 800mm) with slab legs and cross panel	Dark Oak Veneer	1
16.C	Round conference table, seating 4 person (1200mm)	Dark Oak Veneer	1
16.D	Round conference table, seating 6 person(1800mm)	Dark Oak Veneer	1
16.E	10 – Seater meeting table (3200 x1200mm) with 50 x 50mm square wooden legs.	Dark Oak Veneer	1
16.F	14-Seater meeting table(4200 x 1200mm) with 50 x50mm square wooden legs	Dark Oak Veneer	1
17	Oval Coffee Table with chrome base and legs (1200 x 600mm)	Dark Oak Veneer	1
18	Hat and coat stand With Eight Steel Hooks	Dark Oak Veneer	1
19	Coat stand (Dumb valet)	Dark Oak Veneer	1

20	Performance steel accessories packs (consists of steel dustbin, 2 tier letter tray, paper cube and pencil cup)	Colour Grey Material : Steel	1
21	Kick Step Stool Stepper with Spring loaded wheels Weight capacity 150 kg Height 400 mm Top diameter 280 mm Base diameter 420 mm	Colour :Basalt Grey/ Black Material: PP(Polypropylene)	1
22	Crossbar chair, Material: Quality plastic (virgin materials only, no recycled contents) Designed for both indoor and outdoor use	Colour: Taupe	1
23	Round Table Sky Dinning Size: 105cm (diameter) x 74cm (height) Material: Weather-resistant resin Suitable for indoor and outdoor use	Colour: Olive Green	1
24	Maintenance and repairs – The Bidder will be required to assist with maintenance and repair(s) of the office furniture as and when required for the duration of the contract.		3 years
25	Warranty - for the office furniture		3 years

4. REQUIREMENT FOR THE PROJECT

- 4.1 Bidder's experience in supplying, delivery or delivering and assembling of office furniture in the workplace. **Bidder must attach original of The Presidency returnable project reference form (Annexure A) signed, dated with contact person and contact number.**
- 4.2 The bidder must provide key projects completed.
- 4.3 The bidder must provide the methodology on how to supply, delivery and installation of office furniture.

5. SPECIAL CONDITIONS OF PROJECT/CONTRACT

- 5.1 The bidder must ensure that the human resources deployed to this project have the necessary knowledge, skills, experience and capacity to successfully undertake the above-mentioned scope of work.
- 5.2 The bidder must ensure that all resources are managed directly by the Supplier and report to The Presidency.
- 5.3 The awarded bidder will enter into a Service Level Agreement (SLA) with The Presidency.
- 5.4 The Presidency reserves the right not to award the contract.
- 5.5 The bidder (Directors, members of a close corporation and employees) involved with the contract or having access to information relating to the contract must be prepared to go through the required process of security screening and background checks prior to the appointment.
- 5.6 Telegraphic, telefax or late tender/bid will not be accepted and will be disqualified.
- 5.7 The bidder must complete the attached SBD 3.2 form for pricing, completed in full with black ink. Failure to do so will result in the bid being disqualified.
- 5.8 Standard Bidding Document (SBD) forms must be completed in full with a black ink pen only, and not to be re-typed. The use of typex or related material is not allowed.
- 5.9 The contract may be terminated by The Presidency during its period after thirty (30) days written notice is issued, should the contractor be found to be negligent or not perform in accordance with the set contractual stipulations, bid document proposals received and services level agreement that will be signed.
- 5.10 Payment will be made within 30 days after receipt of original and valid invoice upon the delivery of the goods and delivery of the required services to The Presidency.
- 5.11 Pricing will be based on the item listed on the specification.
- 5.12 The Presidency reserves the right to appoint more than one contractor to finalise aspects of the work outlined, if it deems fitting.
- 5.13. The Presidency will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bids thereof.
- 5.14. Bidders must bid according to the specification, deviating from specifications will result in a disqualification.
- 5.15. The Bidder must ensure that all pages of the bid document are received. Bid documents must be submitted in the original format and not be removed from bid documents.

5.16. The Bidder must ensure that all furniture have a warranty for 3 years.

6. SECURITY REQUIREMENTS

The Presidency will subject the successful bidder including their staff assigned to the project to a security screening exercise. In the event that the outcome of the security screening exercise is negative, the successful bidder(s) will be disqualified.

7. DURATION OF CONTRACT

The duration of the contract for supply, delivery and assembling of the Office furniture to The Presidency will be for the period of three (3) years.

8. MONITORING AND EVALUATION OF THE PROJECT

- 8.1. All work should be carried out in accordance with the period scheduled as agreed with the Project Manager within the agreed scope of work and terms and conditions of the Service Level Agreement (SLA) or contract to be agreed upon by The Presidency and the successful bidder.
- 8.2. Monitoring, evaluation and performance for the supply, delivery and in assembling of the Office Furniture will be performed by the Project Manager in The Presidency.

9. LEGISLATION APPLICABLE TO THE BID

9.1 Bids will be subject to the Supply Chain Management conditions as follows:

- i) The Preferential Procurement Policy Framework Act 50 of 2000
- ii) Preferential Procurement Regulations, 2022
- iii) The Public Finance Management Act 1 of 1999
- iv) The Presidency Supply Chain Management Policy

10. SPECIAL CONDITIONS AND REQUIREMENTS OF THE BID

- a. Bidders are requested to submit means of verification for specific goals (women, youth and persons with disabilities, e.g. ID documents and verification from the CSD), failing which the points for specific goals claimed will be forfeited.
- b. A Service Level Agreement/contract shall be signed with the awarded bidder.
- c. **Completed bid documents must be deposited in the bid/tender box, as indicated in par 16 below. Telegraphic, telefax, emails or late tenders/bids will not be accepted and will be disqualified.**
- d. All corrections made in the bid document must be initialled or signed off by the bidder to obviate unnecessary delays resulting from the need to require the bidder to give written confirmation before finalisation of evaluation.

- e. **Bidders shall submit:**
- i) **Original bid documents (mandatory),**
 - ii) **a hard copy of the original documents, and,**
 - iii) one soft copy (digital / electronic) in PDF format, in a suitable electronic medium, e.g. flash drive or portable hard drive etc. Failure to do so may result in the bid/proposal being disqualified. **The onus is on the bidder to ensure that electronic PDF copies of the documents are indeed saved on the electronic device submitted.**
 - iv) **Failure to ensure all three sets of documents as per i – iii above may result in the bid/proposal being disqualified/invalidated.**
 - v) All proposals received will be evaluated in accordance with the 80/20 point system as prescribed in the Preferential Procurement Regulation, 2022. A three (3) phases approach will be followed during the evaluation process.

11. BID EVALUATION PROCESS

A three (3)-phase approach will be followed during the evaluation process. All proposals received will be evaluated in accordance with the **80/20-point** system as prescribed in the Preferential Procurement Regulation, 2022

11.1 FIRST PHASE: MANDATORY AND ADMINISTRATIVE COMPLIANCE

During this phase, screening will be conducted to ensure compliance with the mandatory submission of documents as listed below. **Bidders who have not complied with the mandatory submission of ALL the documents shall be disqualified at this stage of the evaluation and will not be considered in the next phase.**

NB: All the required documentation must be signed by a duly authorised representative where a signature is required.

11.1.1 MANDATORY DOCUMENTATION

- a) Completed and signed Invitation to bid document (SBD 1)
- b) Completed and signed Price Schedule (VAT and all other applicable costs inclusive) SBD 3.2: non-firm price for purchase.
- c) Joint Ventures and consortium

In the case where bidders are bidding as Joint Ventures and/or consortium, the following must be complied:

- Submit a Joint Ventures and/or consortium agreements signed for teaming parties by persons who are duly authorised to do so. The agreement should state the details of the

persons who are authorised to sign the documents on behalf of the teaming parties. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.)

- Submit SARS issued pin code which will be verified for both companies.
- Submit a consolidated Central Supplier Database Registration (CSD).

For technical evaluation, members from those teamed companies will be assessed based on the requirements indicated in the project as a single company for incorporated Joint Venture and/or consortium and individually party for unincorporated Joint Venture and consortium.

11.1.2 ADMINISTRATIVE COMPLIANCE

- Completed and signed Bidders' disclosure form (SBD 4)
- Completed and Signed Preference points claim form (SBD 6.1)
- Names and certified ID copies of employees to be assigned to this project. Assigned employees would be subjected to security screening.
- Certified ID copies of owner(s). Owners may be subjected to a security screening exercise, where applicable as per the specification.
- Copy of Bidder's company registration document(s) with the CIPC.
- SARS Tax pin of the Bidder.
- Copy of proof of registration with CSD.

Only bidders who have met the mandatory requirements will be considered for the second phase.

11.2 SECOND PHASE: FUNCTIONAL/TECHNICAL EVALUATION

Only proposals that have met the criteria for mandatory compliance will qualify for this phase. During the second Phase, the ability of the bidder to execute the project will be evaluated.

Criteria	Sub- criteria	Weight
1. Bidder's experience The bidder must demonstrate experience in supplying, delivering and assembling office furniture in the workplace. The Bidder must attach The Presidency's returnable project reference form (Annexure A), the form must indicate the project completed, signed and dated. To	<ul style="list-style-type: none"> The bidder must have a minimum of 3 years' experience in the supply, delivery and assembling of office furniture. Minimum one (1) returnable project reference form from a previous client confirming that the service provided was good on all categories under service performance A. <p>Bidder who did not provide both of the above = 0 point</p>	40

include details of the contact person and contact number.	<p>One (1) returnable project reference form from previous client confirming that the service provided was good. Three (3) years' experience in the supply, delivery and assembling of office furniture in the workplace = 15 points</p> <p>Two (2) returnable project reference forms from previous clients confirming that the service provided was good. Four (4) -years' experience in the supply, delivery and assembling of office furniture in the workplace = 20 points</p> <p>Three (3) and more returnable project reference forms from previous clients confirming that the service provided was good. Five (5) and more years' experience in the supply, delivery and assembling of office furniture in the workplace = 40 points</p>	
<p>2. Key Projects completed</p> <p>The Bidder must attach The Presidency's returnable project reference form(Annexure A), the form must indicate the project completed , signed and dated. To include details of the contact person and contact number.</p>	<ul style="list-style-type: none"> • 0 or Project completed = 0 Points • 1- 2 Project completed = 15 Points • 3 or more projects completed = 30 Points 	30
3. Methodology and approach	<p>The bidder must provide a detail project plan which must indicate how the furniture will be installed including work schedule of clear deliverable and time frames for each task to be completed.</p> <p>No project plan or project without clear deliverables and time frames for each task = 0 Points</p> <p>Project plan with clear deliverables and time frame for each task to be completed = 30 Points</p>	30
TOTAL POINTS		100
Minimum threshold		60

Only proposals that scored at least 60 points or more out of 100 points will proceed to Phase 3 of the evaluation.

12. THIRD PHASE: PRICE AND SPECIFIC GOALS

The bid will be awarded to the bidder who scored the highest points in terms of price and specific goals. In accordance with the PPPFA, the submission will be adjudicated on the 80/20 points system. Price will make up the total of 80 points, and specific goals will be allocated the remaining 20 points. The evaluation criterion for this phase is as set below:

Criteria applicable	Weight
Price	80
Specific goals	20
Total	100

For the purpose of this tender, bidders will be evaluated on pricing as per plan/template provided. The points for Specific Goals could be distributed as follows:

Specific goals	Means of Verification	Points
Women	ID docs + CSD verification	10
Youth	ID docs + CSD verification	7
Persons with Disabilities	Confirmation letter + CSD verification	3

Bidders are requested to submit means of verification for specific goals (women, youth and the person with disabilities, e.g. ID documents and verification from the CSD), failing which the points for specific goals claimed will be forfeited.

13. CONFIDENTIALITY

No communication will be undertaken with any bidder until the winning bidder has been informed of his/her winning bid. (alternatively – until the winning bidder is informed of the outcome of the adjudication)

Information relating to the evaluation of proposals and recommendations concerning an award shall not be disclosed to either the bidder who submitted the proposals nor other persons not officially involved or concerned with the process¹. The Presidency necessarily operates under the conditions of the PAIA provisions. No material or information derived from the procurement and provision of the service under this contract may be used for any purposes other than those of The Presidency, except where authorised is granted in writing to do so.

ACCEPTANCE OF THE SPECIAL CONDITIONS AND GENERAL CONDITIONS OF CONTRACT

THE BIDDER MUST COMPLETE BELOW.

I _____ in my capacity as the duly authorised representative of the bidder, hereby certify that I take note and accept the above-mentioned Special Conditions of the Contract.

SIGNATURE

CAPACITY.....

Alternative Name and Contact details of the bidder (optional): _____

14. DISCLAIMER

The Presidency reserves the right not to award the tender. Any work produced by the bidder will be the property of The Presidency and should not be shared with any third party, unless authorised by The Presidency.

15. BRIEFING SESSION

The Non-Compulsory briefing session will be conducted online via Microsoft Teams as follows:

DATE: 11 August 2025

TIME: 10H00 AM

VENUE: Microsoft Teams

Join the meeting now

Meeting ID: 364 547 323 667 2

Passcode: JP2tV2a2

16. SUBMISSION OF PROPOSALS

Completed bid documents should be sealed and clearly marked as follows:

The Presidency

Bid Number: **PO2025/26:006**

Completed bid documents must be deposited in the official bid/tender box of The Presidency located at the public entrance of the Union Buildings on Government Avenue, Pretoria on or before **21 August 2025 @11:00.**

Bidders must ensure that they received all pages of this document.

17. ENQUIRIES

17.1 Bid Enquiries:

Tenders@presidency.gov.za

17.2 Technical Enquiries:

Contact Person: Ms Nkhensani Muthobi

Email: Nkhensani@presidency.gov.za

NB: All enquiries should be made at least 10 days before closing



“ANNEXURE A”

RETURNABLE PROJECT REFERENCE FORM

Project Description:	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE TO THE PRESIDENCY FOR A PERIOD OF THREE (3) YEARS
Bid No:	PO2025/26:006

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I (Name, Surname & Designation Preferably contract Manager)

From (Company Name)

Declare that the company was the recipient (client) of the following professional services (project name) successfully executed by

..... (Name of bidder)

Project Description:

.....

Project Location:

.....

Commencement Date (DD/MM/YY) Completion Date (DD/MM/YY):.....

Contract Value:

.....

A. Please score the service performance of the Bidder on the above-mentioned project, by inserting “Yes” in the relevant box below:

Category	Very poor	Poor	Fair	Good	Excellent
Experience of the team deployed on the project					
Quality of work					
Quality of the goods supplied					
Overall service performance					

B. Would you consider/recommend working with this bidder in future?

Yes	No	Reason

C. Would you recommend this bidder to offer the same services to The Presidency?

Yes	No	Reason

.....
Signature (Company Head or Delegated officer)

.....
Name of Signatory

Contact Numbers:.....

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC), relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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1. Definitions

1 The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of Bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organisation purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2 Application

2.1 These general conditions are applicable to all Bids, contracts and orders including Bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, SCC are also laid down to cover specific supplies, services or works.

2.3 Where such SCC are in conflict with these general conditions, the special conditions shall apply.

3 General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4 Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

14 Use of contract documents and information; inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6 Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7 Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the

bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9 Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.

The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11 Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12 Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13 Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the

prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in rand unless otherwise stipulated in SCC.

17 Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23 Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the

discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (a) the name and address of the supplier and / or person restricted by the purchaser;
- (b) the date of commencement of the restriction
- (c) the period of restriction; and
- (d) the reasons for the restriction.

23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25 Force majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser

in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27 Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
