



# **CALL FOR FURNITURE PROPOSALS**

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**O. R. TAMBO DISTRICT MUNICIPALITY –  
INFRASTRUCTURE BUILDING**

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## 1. PROJECT BRIEF:

The O.R. Tambo District Municipality is in the process of completing the renovations and new offices to the INFRASTRUCTURE BUILDING at the Myezo Park. The Municipality is calling for proposals from a suitably qualified professional to supply and furnish this building.

## 2. SUBMISSION DOCUMENTATION AND ADJUDICATION CRITERIA:

2.1 All proposals are to be submit the following documentation in Table 01 to qualify for this tender:

TABLE: 01	
No.	Item
1.	Company Profile / CV
2.	BEE Certification
3.	Valid Tax Clearance Certificate

2.3 Proposals will be adjudicated according the criteria as indicated in table 02

TABLE: 02	
Commercial, Financial & Technical Evaluation	Weight
<b>BEE</b> Valid BEE Certificates to be submitted including the assessments made by the accredited agent.	10%
<b>Pricing</b> Lowest price technical acceptable (the sum of all items) tender = 50% 1 - 5% above the lowest priced technical acceptable tender = 40% 6 - 10% above the lowest priced technical acceptable tender = 30% 11 - 15% above the lowest priced technical acceptable tender = 20% 15 - 20% above the lowest priced technical acceptable tender = 10% More than 20% above the lowest priced technical acceptable tender = 5%	50%
<b>Technical</b> <b>Previous work experience:</b> 10+ years experience = 10% 7 - 9 years experience = 8% 5 - 6 years experience = 5% 1 - 4 years experience = 3% Less than 1 year experience = Technically Unacceptable 0%	10%
<b>Quality Control policy, Procedures and Plan.</b>	5%
<b>SHE Plan</b>	5%
<b>Capacity</b> Reference from 5 Clients including Financial Value's, and timelines of Projects Completed	10%
<b>Lead Time</b> 6 Weeks from order date = 10% 8 Weeks from order date = 8% 10 Weeks from order date = 5% more than 10 weeks of the order date = 0%	10%
<b>Total Evaluations</b>	100%

## 3. PROPOSAL PROCEDURES

The two envelope system will be use.

- **Envelope 1**  
This envelope will contain the proposal document and all the mandatory requirements as mentioned in Table 01.
- **Envelope 2**  
This envelope will contain your financial proposal.

Both envelopes will need to be marked clearly so as to be differentiated for each other. On opening of the proposals, Envelope 01 will be opened first. If all the requirements are met and the proposal fitting, only then Envelope 02 will be opened.

If however the proposal in Envelop 01 does not meet the requirements and is unsuccessful, Envelope 02 will not be opened and will be returned as such.

#### **4. CONDITIONS OF PROPOSAL**

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All proposals must:

- a) Make available their show room.
- b) Make available samples of the agreed furniture before fabrication of those item(s)
- c) Be available for site visits where the furniture is being fabricated.
- d) Indicate the capacity of your company to deliver the required furniture.
- e) The successful proposal must be involved during the moving of the existing furniture from the said site to the alternative venue.
- f) The proposal must be indicate responsibility for the installation of the new furniture into the building.
- g) Approved shop drawings are required indicating detailed specifications of fitting and finishes by the architect and the client.
- h) All finishes and fixtures will be approved by the architect and client prior to fabrication.
- i) All materials and fixtures are to be compliant with SABS norms and standards as a minimum requirements
- j) Successful proposals are to supply SABS compliance certificates of all materials and fixtures.

TABLE 03				
Item No.	Office Type	Furniture Required	Basic Description	Number of Units Required
1	EXECUTIVE	Desk	L- Shaped with leather inlay and lockable drawers and filling storage	13
		Chair	Dark Leather, high back, swivel & tilt with arm rests	13
		Small Lounge Suite	Upholstered dark leather - cushioned	13
		Coffee Table	to match	13
		Wall Unit	to match	13
		Accessories	Filing Trays, Coat Stands etc... all to match	13
2	STRATEGIC DIRECTORS	Desk	L-Shaped desk, lockable drawers and filling storage.	3
		Chair	High back, swivel & tilt with arm rests	3
		Meeting Table	Round Table to accommodate 4- 6 people with matching chairs	3
		Meeting Table Chairs	to match	18
		Visitors Chairs	to match	9
		Accessories	Filing Trays, Waste Paper Bin - all to match	3
3	EXECUTIVE SECRETARIES	Desk	L- Shaped with lockable drawers and filling storage	16
		Chair	High back, swivel & tilt with arm rests	16
		Filing Cabinet(s)	Lockable unit to match furniture	16
		Accessories	Filing Trays and waste paper bin all to match	16
4	DEPUTY OFFICES	Desk	L-Shaped desk, lockable drawers and filling storage.	11
		Chair	High back, swivel & tilt with arm rests	11
		Meeting Table	Round Table to accommodate 4- 6 people with matching chairs	11
		Meeting Table Chairs	to match	11
		Visitors Chairs	to match	33
		Accessories	Filing Trays, Waste Paper Bin - all to match	11
5	SECRETARY	Desk	L- Shaped with lockable drawers and filling storage	11

		Chair	Normal Back, swivel and tilt adjustable with arm rest	11
		Storage	Filling Cabinet with adjustable shelving to match	11
6	MANAGERS	Desk	L- Shaped with lockable drawers and filling storage	32
		Chair	Normal Back, swivel and tilt adjustable with arm rest	32
		Storage	Filling Cabinet with adjustable shelving to match	32
7	GENERAL OFFICE	Desk	To either act a stand alone item or to form multiple configurations suited to an open plan scenario	90
		Chair	Normal Back, swivel and tilt adjustable with arm rest	90
8	BOARD ROOM	Table	To accommodate 20 people	3
		Chair	Chairman's chair - high back, swivel, tilt and adjustable with arm rests	3
		Chair	Chairs with arm rests to match	57
		Chair	Floor Fixed "Gallery" chair with flexible writing surface	30
9	MEETING ROOM	Table	Table to accommodate 8 - 10 people	12
		Chair	Normal Back, swivel and tilt adjustable with arm rest	120
10	EXECUTIVE WAITING AREAS	Seating	Sofa dark leather upholster	12
		Coffee Table	to match	6
11	WAITING AREAS	Seating	Floor fixed public seating configuration to accommodate 4 - 6 people	3
		Coffee Table	to match	3
12	NETWORKING OFFICES (Tea-Room)	Table	Round high table	2
		Table	Standard round table	6
		Chair	Bar type Chairs	6
		Chair	chairs to match standard table	18
13	RECEPTION AREA	Desk	N/A	0
		Chair	Normal Back, swivel and tilt adjustable with arm rest	6

END