

O. R. TAMBO DISTRICT MUNICIPALITY

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O.R. TAMBO
DISTRICT MUNICIPALITY

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SPECIFICATION FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

ORTDM SCMU 06-11/12

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. Size: Approximately 2000X1000X735 and 2000X1000X750 Finish: Veneer -Mahogany/Rosewood	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. Size: Approximately 2000X1000X735 and 2000X1000X750 Finish: Veneer -Mahogany/Rosewood	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	Filling Trays, Waste Paper Bin - all to match	3
3	EXECUTIVE SECRETARIES	Desk	L- Shaped with lockable drawers and filling storage Size: Approximately 1200X1500 and 2000X1000X750 Finish:Melamine- Mahogany/Rosewood	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. Size: Approximately 1200X1500 and 2000X1000X750 Finish: Venner-Mahogany/Rosewood	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	Filling Trays, Waste Paper Bin - all to match	11
5	SECRETARY	Desk	L- Shaped with lockable drawers and filling storage Approximately: 1200X1500 and 2000X1000X750 Finish: Melamine- Mahogany/Rosewood	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 Approximately: 1200X1500 and 2000X1000X750 Finish: Melamine- Mahogany/Rosewood	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 standalone item or to form multiple configurations suited to an open plan scenario	90

			Approximately: 1600X1200 and 1800X750 Finish: Melamine- Mahogany/Rosewood	
		Chair	Normal Back, swivel and tilt adjustable with arm rest	90
8	BOARD ROOM	Table	To accommodate 20 people Approximately: 3650X1500X750 and 6000X1000X750 Finish: Veneer- Mahogany/Rosewood	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 Approximately: 3600X1000X750 and 3600X1200X750 Finish: Veneer- Mahogany/Rosewood	12
		Chair	Normal Back, swivel and tilt adjustable with arm rest	120
10	EXECUTIVE WAITING AREAS	Seating	Sofa dark leather upholstery	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

THE FOLLOWING ARE THE CONDITIONS OF PROPOSAL

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 client.
- h) All finishes and fixtures will be approved by the 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.