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**REQUEST FOR PROPOSAL**

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**ACQUISITION OF FURNITURE FOR NORTHERN CAPE OFFICE**

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**RFP/NC/2021/003**

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**RE-ADVERTISEMENT**

**PROPOSALS TO BE SUBMITTED BY**

**16 AUGUST 2021**

**NOT LATER THAN 12:00**

## 1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, HDA provides project delivery support services to organs of state at local, Provincial and national level. Informal settlements upgrading, and project management services are a particular focus of the organisation.

## 2. Scope of Work

The scope of this RFP as identified by The HDA includes the purchase, delivery and installation of furniture. Delivery of all furnishers will be at the **Housing Development Agency Montrio Corporate Park, 10 Oliver Road, Monument heights, Kimberly, 8301, Block 3, First floor, Northern Cape.**

Please see list below of furniture required:

QTY	Description	Price including VAT
1	Reception desk 2700(L) x 800 (D) 1080 (H) white gloss construction with 16 mm counter & modesty  Clad in technistone, crystal diamond P,  Charcoal formica kickplate White formica work surface, and mobile pedestal	
1	Hinge door bench end storage (White) 1500 (W) x 450 (D) x 1100(H)	
1	1800 Quinn sofa with chrome legs Grey –HF stonewash –Night	
2	Quinn chair Green –HF stonewash –Grass	
1	Wall Unit (Acacia) - 2x hinge doors with open compartment with adjustable shelves 1800 (W) x 450 (D) x 1250	
1	Boardroom table - 6000 (L) x 1600 (W) x 730(H)  Table finish: Reconstituted walnut flower grain veneer  Meeting room table: On Form 2 powder coated white frame	

	<p>Plug sets: Flip up concealed plug sets are proposed for the meeting room tables. 1x SA clean, 1x SA normal, 1x SA new 2pin, 1x Schuko2pin, 2x data bezels</p>	
1	<p>Boardroom table 4800 (L) x 1200 (W) x 730 (H) (mini boardroom)</p> <p>Table finish: Reconstituted walnut flower grain veneer.</p> <p>Meeting room table: On Form 2 powder coated white frame</p> <p>Plug sets: Flip up concealed plug sets are proposed for the meeting room tables. 1x SA clean, 1x SA normal, 1x SA new 2pin, 1x Schuko2pin, 2x data bezels</p>	
2	<p>Boardroom server 2x hinge doors &amp; 4 x drawers – 1800 (W) x 600 (D) x 950 (H)</p> <p>Server finish</p> <p>Walnut flower grain veneer</p> <p>White doors</p>	
1	<p>Bowed front desk 25mm wood grain top with fold up white legs and modesty fits to tower pedestal and L- extension 1400 (L) x 750 (W) x725 (H) Desk is to have the security cable feature for laptops, laminated top fitted on form 2 frame with modesty panel and 1200mm pedenza unit.</p> <p>And 1200 mm meeting table.</p>	
2	<p>Rectangular desk 25mm wood grain top with fold up white legs and modesty fits to tower pedestal 1400 (L) x 750 (W) x725 (H)</p> <p>Desk is to have the security cable feature for laptops, laminated top fitted on form 2 frame with modesty panel and 1200mm pedenza unit.</p>	
3	<p>Mobile Pedestals 1x Floating pen &amp; pencil tray ,1 standard drawer 300 (W) x 450 (D) x 615 (H)</p>	
3	<p>Hinge door filing cabinets - 900 (W) x 400 (D) x 1800 (H) (white)</p>	
4	<p>Hinge door cabinet 850 (W) x 400 (D) x1450(H)</p>	

3	<p>Two Way side by side module 25mm worktops, pedestal base units, roller door top unit, Spine top units, power columns (monument oak paired with white) 400 (L) x 1200 (W)</p> <p>General workstation: The general workstation cluster is to have pull out drawers with concealed pencil trays etc. inside. The dividing screens is in approved HDA fabric and can be used as a pin board. In addition to this there is a white board to the right of the operator. Each workstation is to have the security cable feature for laptops. 1600x750 tops in laminate fitted on form 2 frame with cable reticulation tray. Includes front fabric upholstered screen, basic line in fabric: HF fabrics, stonewash, mandarin. Includes 1200h push n pull units and writable board on side of unit.</p>	
5	<p>Operator's chair: Black Mesh back chair. - This is the general workstation chair that will be used for hot desks, general workstations,</p>	
6	<p>Task chair with headrest, Black mesh back with lumber support/ black nylon height adjustable arms with oft PU top</p>	
1	<p>Medium chair swivel seat, fixed height, fixed aluminium arms with soft black touch polyurethane top</p>	
10	<p>Mesh back chair. This is the visitors chair for offices type 1 &amp; 2 DAT-O mesh visitor chair. DA. U0280 Back: black mesh. Seat: HF fabrics, stonewash green Available from Dauphin</p>	
32	<p>VISITA Mesh meeting chair. VT. V0280 Fixed integrated black frame with black polypropylene arm pads. Swivel mechanism Chrom4 legged base on glides Back: black web. Seat: WW Vulcan black fabric</p>	
11	<p>The canteen tables are proposed to be in 800x800 white tops with beechwood legs. RT-826A table from Sit In Trend</p>	
5	<p>Arm chairs Stackable polypropylene shell anodized aluminium legs / UV resistant/French blue x1, lime green x1 sea foam green x 1, orange x 1, Red x 1</p>	
1	<p>Wall Unit 3 x open shelves &amp; 2 x solid doors (900 (W) x 450 (D) x 1900 (H) White</p>	

1	50 – 80 mm solid profiled edge with desk (includes 2 x cable outlets) with 3 x drawer pedestal - 2000 (L) x 1000 (W) 760 (H) (mahogany).	
1	Credenza 1500 (W) x 450 (D) x 670 (H) (white).	
1	Hinge door cabinet (2 x solid doors) - 900 (W) x 400 (W) 1500 (H) includes shelves (White)	
1	Hinge door cabinet (2 x Glass Doors) - 900 (W) x 400 (W) x 1500 (H) includes shelves (white)	
1	Hinge door cabinet (2 x Glass Doors on top with adjustable shelves and solid doors including adjustable shelf to bottom section) - 900 (W) x 400 (W) x 1500 (H) (White)	
2	Library Single seater 800 (W) X 800 (D) 880 (H)	
1	Rustic coffee table (Natural walnut) – top (Black) - Base 900 x 490 (H)	
1	Urban loop Coffee table (Natural Walnut)- top (BLK) – base 1200 (L) x600 (W)x 400 (H)	
1`	Side table (Natural walnut) – top (BLK) – base 600 (L) x600 (W) x520 (H)	
1	desks (white) with open L – extension - 32 mm bowed front top with panel legs & modesty panel / 1000 mm Open L-extension / aluminium detail to modesty panel. - 2000 (L) x 2000 (W) x 732 (H)	
1	Wall Unit (white - 2 x glass doors & 2 x solid doors, 900 (W) x 450 (D) x 1900 (H)	
1	Wall Unit (white) – 3 x Open shelves & 2 solid doors 900 (W) x 450 (D) x 1900 (H)	
1	25mm outdoor table rectangular with panel legs, bench 1500 (L) x 400 (W) x 450 (H) (2) and Table 1800 (L) x 900 (W) x 750 (H) (1) Balcony furniture	
	<b>TOTAL INCUSIVE OF VAT</b>	

All products will be new, guaranteed, quality office furnishings that are durable, easily maintained, pest resistant, visually, and acoustically pleasing.

Selected vendors will present their proposal with samples and furniture specifications. Mock-up floor plans will also be required.

Vendor is responsible for confirming all workstations, offices and furniture are complete and fully functioning. Vendor is responsible for delivery and installation.

All furniture in non-carpeted floors shall receive appropriate glides/felt padding to prevent slipping and scratching.

### 3. Supplier Requirements & Instructions

Information is to be provided for all sections within this document as defined within each section. You may include additional supplemental information as part of your proposal. However, it should be clearly separate from your responses.

### 4. Evaluation criteria linked to numeric values

Criteria to be considered in evaluating the bid – 80/20 in terms of the Preferential Procurement Policy Framework Act is applicable. *Table below will be applied to evaluate each bid*

CRITERIA	WEIGHT
<b>Company experience</b>	
A detailed company profile and experience <ul style="list-style-type: none"> <li>• +10 years = 20 points</li> <li>• 6-9 years = 15 points</li> <li>• 2-5 years = 10 points</li> <li>• Up to 1 year = 5 points</li> </ul>	20
<b>References</b>	
Reference letters from clients currently or previously supplied with office furniture( reference letters should not be older than 3 years). <ul style="list-style-type: none"> <li>• +5 reference letters = 20 points</li> <li>• 2-4 reference letters = 10 points</li> <li>• 0-1 reference letters = 5 points</li> </ul>	20
<b>After sales</b>	
After sales service guarantee the office chairs furniture <ul style="list-style-type: none"> <li>• 5 years = 20 points</li> <li>• 3 years = 15 points</li> <li>• 2 years = 10 points</li> <li>• 1 year = 5 points</li> </ul>	20
<b>Response to the scope and deliverables</b>	
Implementation plan, Costing and timeframes <ul style="list-style-type: none"> <li>• Dimensions, materials, durability, weight of item and maximum weight bearing capacity for each item is clearly defined and meets with the HDA's specified requirements. (20)</li> </ul>	40

<ul style="list-style-type: none"> <li>Guaranteed delivery within the timeframe of one month. (10)</li> <li>Detailed delivery and assembly plan. (10)</li> </ul>	
<b>Total</b>	<b>100</b>

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system:

**Table 1 – Price and B-BBEE**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

## 5. Requirements and retainable documents

5.1.1 Kindly complete and submit the following:

- SBD Forms (SBD4, SBD6.1, SBD6.2, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- CSD Report**
- A signed Service Level Agreement**

## 6 Terms and Conditions.

- HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- No payment will be made where there is an outstanding information/work by the service provider/s.

## 7. Contract

- In addition to the letter of appointment, the appointed contractor shall be required to enter into a Services Level Agreement with the HDA.

## **8. General**

- 8.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- 8.1.2 Further information regarding this tender can be sent by an email to: [Nqobile.Mkhwanazi@thehda.co.za](mailto:Nqobile.Mkhwanazi@thehda.co.za) or Tel: 011 544-1000.

## **9. Submission of Quotation**

- 9.1. Quotations should be submitted on or before the 16 August 2021 by no later than 12h00 to the following address:
- The Procurement Officer  
The Housing Development Agency,  
Block A, 6-10 Riviera Road, Killarney, 2193,**
- 9.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.