

34 Andesiet Drive
Reviera Park
MAFIKENG
2745



REQUEST FOR PROPOSAL

RFP/NW/2021/003

ACQUISITION OF FURNITURE FOR THE NORTH WEST OFFICE

PROPOSALS TO BE SUBMITTED BY

30 JUNE 2021

WEDNESDAY

NOT LATER THAN 11:00

Terms of Reference for the acquisition of office furniture for the HDA provincial office situated in Riviera Park area within the jurisdiction of Mahikeng Local Municipality in the Northwest province.

1. Introduction and background

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.

In the Northwest Province, the HDA has signed the Medium- Term Operational Plan (MTO) for a period of three years commencing at the beginning of the 2021/2022 financial. Giving effect to its operational relationship. The renewal of the agreement requires the establishment of the HDA office space in Mafikeng, which had previously not been established.

2. Purpose

The purpose of the Terms of Reference is to invite and find a suitably qualified service provider to submit proposals for the provision of office furniture for the HDA provincial office situated in Riviera Park area within the jurisdiction of Mahikeng Local Municipality in the North West Province. Further descriptions of the office space will be made available to the successful bidders.

3. Scope of Work

The scope of work for this Request for Proposal (RFP) as identified by the HDA includes the purchase, delivery and installation of office furniture. Further details regarding the required furniture items are provided on the table:

ROOMS	CLASS	CHAIRS	TABLE	CUPBOARDS	DUST BINS
Offices	Big Office x 1	1 x Cellular Office high back chair – Black executive with headrest	MAIN TABLE 1) Office will have a 2000mm workstation with 2 visitors' chairs each desk is to have the security cable feature for laptops. Laminate top fitted on form 2 frame with modesty panel.		1 x Desk Side Paper Waste Bin (12L)
	Big Open Plan Office	4 Operators High back chairs	The general workstation cluster for 4 Pupil with dividing screen and 1600mmx750 tops in laminated fitted on form with cable reticulation tray. Including 1200h push n pull filing units.	2 X 2 Door file storage cabinets 1530mmH 115mmW	2 x Desk Side Paper Waste Bin (12L)
	Big Open Plan Office	4 Operators High back Chairs	The general workstation cluster for 4 Pupil with dividing screen and 1600mmx750 tops in laminated fitted on form with cable reticulation tray. Including 1200h push n pull filing units.	0	2 x Desk Side Paper Waste Bin (12L)
	Small Open Plan Office	2 Operators high back Chairs	The general workstation cluster for 2 Pupil with dividing screen and 1600mmx750 tops in laminated fitted on form with cable reticulation tray. Including 1200h push % pull filing units.	0	2 x Desk Side Paper Waste Bin (12L)
	Standard Offices	5 Operators high back chairs 5 Visitors Chairs	The level 2 office will have a 1800mm workstation with two visitors' chairs. Each office desk is to have the security cable feature for laptops. Laminate top fitted on form 2 frame with modesty panel and 1200mm pedenza unit.	3 x 2 Door file storage cabinets 1530mmH 115mmW –(White structure with orange doors)	5 x Desk Side Paper Waste Bin (12L)

Boardroom 1	Big Boardroom	12 Boardroom High back chairs – VP70 High density VP30 Medium Density Foam	12-14 Seater - Meeting room table: – 2700 x1200mm - On form powder coated steel black <i>Flip up concealed plug sets are proposed for the meeting room tables. 1x SA clean, 1x SA normal, 1x SA new 2pin, 1x Schuko 2pin, 2x data bezels</i> Table finishes – reconstituted walnut flower grain veneer	4 doors server Unit: for meeting rooms that accommodates 12-14 seaters.	1x Desk Side Paper Waste Bin (12L)
Boardroom2	Small Boardroom	8 X Boardroom Mid Back chairs	6-8 Seater - Meeting room table: – 2100 x1200mm - On form powder coated steel black <i>Flip up concealed plug sets are proposed for the meeting room tables. 1x SA clean, 1x SA normal, 1x SA new 2pin, 1x Schuko 2pin, 2x data bezels</i> Table finishes – reconstituted walnut flower grain veneer	3 door server unit: To match the meeting table 1600 x 600 x 900 Four side by side lockable white doors	1 x Desk Side Paper Waste Bin (12L)
Reception and waiting Area		1) Operators high back chair 2) 1800 Quinn sofa with chrome legs Orange HF stonewash Night 3) Quinn chair Green	1x Curved Reception Unit – 2100mmx700mm Colour - Royal Mahogany Arc large coffee table set and side tables. oak monocoat top with chrome legs. Arc medium coffee table set and side tables. oak monocoat top with chrome legs.		1x Desk Side Paper Waste Bin (12L)

		HF stonewash Grass			
Printing Room		0	Table Unit 900mm high with Laminate royal mahogany top, and storage below with lockable doors	0	Paper Recycle Bins - wheelie bin – orange
Patio		Outdoor Patio set (x3 sets) <ul style="list-style-type: none"> • Chairs x4 • 1.4X1.3 Glass top round table 		0	1 Buzz Trading Dust Bin - Black (70L) 2x Dustbin Outdoor Foot-pedal 240l - Black 2x Standing Ashtray Litter Bin - Solid - Black (240mm Diameter x 600mm)
Bathrooms					4 x cream white office dust bins round (6L) plastic 4 x sanitary bins (12L) Automatic Sensor Paper towel dispenser
Server Room		1 Operator Chair	1 x The general workstation cluster	0	1 x Desk Side Paper Waste Bin (12L)
NOTE: All offices have ceramic tiles, therefore all furniture should be rubber proofed.					

The following are the requirements related to the services to be provided:

- All products will be new, guaranteed, quality office furnishings that are durable, easily maintained, pest resistant, visually, and acoustically pleasing;
- Selected vendors may be requested to present their proposal with samples and furniture specifications.
- The successful bidder will be responsible for confirming all workstations, offices and furniture are complete and fully functioning;
- The successful bidder will be responsible for the delivery and installation of furniture;
- All furniture in non-carpeted floors shall receive appropriate glides/felt padding to prevent slipping and scratching.

4. Duration

- 4.1. It is expected that the project shall take a period of two **(2) months**, and where any unforeseen delays arise, the HDA and the successful bidder shall review the agreed deadlines,
- 4.2. The successful bidder shall enter into a service level agreement with the HDA, whereupon all the delivery timeframes and milestones shall be agreed upon by both parties.

5. Supplier Requirements & Instructions

Information provided for all sections within this document as defined within each section. On the attached spreadsheet. Please provide your responses using this spreadsheet and this spreadsheet only. You may include additional supplemental information as part of your proposal. However, it should be clearly separate from your spreadsheet responses. If supplemental information is submitted, this information should follow the outline provided in spreadsheet.

6. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.

A full set of furniture specifications are included which represent preferred design intent. The proposed approach and methodology must be outlined for each of the following areas: project management, concept development, concept design, revisions to the concept design, client communication and collaboration and stakeholder involvement. Descriptions of the approach, methodology and schedule for detailed design, fabrication, and installation are required.

The proposed approach must demonstrate to the Evaluation Team understanding of the nature, scope, and purpose of this project, as well as the potential challenges and how they might be overcome.

Included with this must be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of client input, review, and approval, and required meetings. The schedule should identify who is responsible for each of the significant activities. The schedule must reflect key dates of delivery and should meet Client expectations on delivery dates.

Table 1: Technical Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

The general methodology of selection will be the first evaluation of proposals on their technical ability to perform the task.

- The benchmark of minimum **70 points** out of **100** points on technical functionality will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formula for Price and B-BBEE as per the PPPFA

Item no	Evaluation Criteria	Weight
A) Phase1: Qualifications and Experience:	<p>Previous working experience (depth and diversity) of team members in industrial design for projects of similar size, scope and complexity.</p> <p>10 years' experience and above =10 points 5-9 years' experience =7 points 3-4 years' experience =5 points 1-2 years' experience =3 point</p>	10
	<p>Education, certifications, and other relevant qualifications of project team members in their respective roles for this project.</p> <p>Master's in industrial design or similar = 10 points Degree/ Honours in Industrial design or similar = 7 points National Diploma in Industrial design or similar= 5 points Higher Certificate in Industrial design or similar= 3 points No qualification = 0 point</p>	10
	<p>Experience working collaboratively with clients, stakeholders, consultant groups and other trades to achieve successful completion of industrial designs.</p> <p>10 years' experience and above =10 points 5-9 years' experience =7 points 3-4 years' experience =5 points 1-2 years' experience =3 point</p>	10

	<p>Previous work examples that are similar in nature, scope, and complexity to this project.</p> <p>4 or more = 20 points 3-projects = 15 points 2-projects = 10 points 1-project = 5 points 0-projects = 0 points</p>	20
	<p>Previous work examples demonstrate creativity, innovation, technical skills and quality of work.</p> <p>4 or more = 10 points 3-projects = 7 points 2-projects = 5 points 1-project = 3 points 0-projects = 0 points</p>	10
	<p>Previous work examples demonstrate comparable or similar products or amenities that are highly durable, easily maintained, with low technological expertise and time required for maintenance.</p> <p>4 or more = 10 points 3-projects = 7 points 2-projects = 5 points 1-project = 3 points 0-projects = 0 points</p>	10
B) Phase2: Proposed Approach, Methodology and Project Plan	The proposed approach and methods are easy to visualize. They are detailed, well thought out, flexible and meet all the requirements of the RFP. Bidder has sufficient skills and resources to meet the project needs.	10
	The proposed project schedule reflects all required steps, activities, and deliverables. Demonstrates ability to meet deadlines and allocates sufficient time for each step.	10
	The proposed approach, project plan and schedule demonstrate an understanding of project challenges and how they might be overcome.	10
TOTAL		100

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

Table 2 – Price and BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20

The proposal will be evaluated as per PPPFA regulations.

5. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

6. General

6.1 Below are compulsory requirements for this service

6.1.1 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.

6.1.2 Kindly complete and submit the following:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: 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**

6.2 Further information regarding supply chain matter and queries can be send via email to: jennifer.monareng@thehda.co.za or at Tel: 011 544-1000

7 Terms and Conditions.

7.1 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.

7.2 No payment will be made where there is an outstanding information/work by the service provider/s.

8 Submission of Proposals

8.1 Proposals should be submitted on or before the **30 June 2021** by no later than 11h00 to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,**

8.2 The selection of the qualifying bidder 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 contractor.