

P.O. Box 3209,
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Sunninghill
2157



REQUEST FOR QUOTATIONS

**FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO SUPPLY AND DELIVER 8 EXECUTIVE CHAIRS; 16
VISITORS CHAIRS ; 50 CHAIRS AND 40 CUPBOARDS
FOR THE HOUSING DEVELOPMENT AGENCY HEAD
OFFICE, 4 KIKUYU ROAD, SUNNINGHILL, 2157**

RFQ/JHB/2022/048

APPLICATIONS TO BE SUBMITTED BY

NOT LATER THAN

30 MARCH 2023 AT 11H00

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

2. OVERALL OBJECTIVE

The objective of this bid is to appoint a service provider to supply and deliver seventy four (74) chairs and forty (40) two hinged door cupboards to the HDA that is durable, fit for purpose and ergonomically designed.

3. SCOPE OF WORK

3.1 The HDA seeks to appoint a suitable and reputable office furniture service provider to supply, deliver and assemble various CE (EN 1335) certified office work chairs and cupboards with a three year warranty. We require the following:

3.1.1 Eight (8) Executive High Back Lumbar Support Chairs with the following features:

- 2 Way adjustable lumbar support
- Adjustable 4D Armrests
- Black Mesh Back
- Upholstered Vulcan Fabric Seat
- Black plastic base
- Depth adjustable seatrest
- Synchronised tilt mechanism
- Black frame, with black back and black seat
- Adjustable headrest with spring tension
- At least 125kg weight capacity

EXECUTIVE CHAIR



3.1.2 Sixteen (16) visitors chairs.

- Black mesh back
- Black seat upholstered in Vulcan material
- 4-legged chrome frame
- Polyurethane arms integrate into frame
- Castors
- At least 125kg capacity

VISITORS CHAIR



3.1.3 Fifty (50) high back operators chairs with:

- 2 Way adjustable lumbar support
- Adjustable 4D Armrests
- Upholstered Vulcan fabric Seat
- Black plastic base
- Depth adjustable seatrest
- Synchronised tilt mechanism
- Black frame, with black back and black seat
- At least 125kg weight capacity

HIGH BACK OPERATORS CHAIRS



- 3.2 Forty (40) lockable Oak Melamine, two door hinged cupboards measuring 900mm x 450mm x 1500mm (Height) with three shelves.

4. DELIVERABLES

- 4.1 The service provider is to stipulate dimensions, materials, durability, weight and maximum weight bearing capacity of all office chairs.
- 4.3. The service provider to provide 3 year service and warranty on the maintenance and support.
- 4.4. All chairs to be supplied, delivered and assembled within the required area within a period of one month after the signing of the Service Level Agreement (SLA).
- 4.5. The service provider will report directly to the Facilities Manager.

5. PRICING

- 5.1 The price quoted must be per unit, inclusive of VAT.
- 5.2 All costs must be inclusive of supply, delivery and assembly.

6. GENERAL

6.1. Below are compulsory requirements for this service

- 6.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.
- 6.1.2. Kindly submit the following documents:
- CSD registration.
 - SBD Forms (SBD4, SBD6.1,) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance
- 6.2. Further information regarding technical matters can be directed via email to: desire.riga@thehda.co.za on Tel: 011 544 1000.
- 6.3. Further information regarding supply chain matter and queries can be sent via email to Procurement@thehda.co.za or on Tel: 011 544 1000

7. TERMS AND CONDITIONS.

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

8. SUBMISSION OF QUOTATION

- 8.1. Quotations should be submitted on or before the **30 March 2023** by no later than **11h00** **procurement@thehda.co.za**
- 8.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.