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REQUEST FOR PROPOSAL

ACQUISITION OF FURNITURE FOR NORTHERN CAPE OFFICE

RFP/NC/2021/003

PROPOSALS TO BE SUBMITTED BY

28 JUNE 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	
1	Hinge door bench end storage (White) 1500 (W) x 450 (D) x 110 (H)	
1	Double seater couch (PC colour) powder coated frame (Coral) chrome frame 1400 (W) x 700 (D) x 795 (H)	
2	Tub chair with solid rubber wood legs in natural stain (Slub brick) and (Slub Teal) - 700 (W) x 700 (D)x 700 (H)	
1	Wall Unit (Acacia) - 2x hinge doors with open compartment with adjustable shelves 1800 (W) x 450 (D) x 1250	
1	Boardroom table 38mm Top with inlay in paired finish - 6000 (L) x 1600 (W) x 730(H) (mahogany) (main boardroom)	
1	Boardroom table 38mm top / metal legs white finish with aluminium ends 4800 (L) x 1200 (W) x 730 (H) (mini boardroom)	
2	Boardroom server 2x hinge doors & 4 x drawers – 1800 (W) x 600 (D) x 950 (H) in mahogany and in white	

1	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)	
1	Conference end (Acacia) 25 wood grain top conference end leg (white)900 (W) x 1050 (D) x 25mm	
2	Rectangular 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)	
3	Mobile Pedestals 1x Floating pen & pencil tray ,1 standard drawers 300 (W) x 450 (D) x 615 (H)	
3	Hinge door filing cabinets - 900 (W) x 400 (D) x 1800 (H) (white)	
4	Hinge door cabinet 850 (W) x 400 (D) x1450(H)	
3	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)	
5	High back chairs Knee – tilt mechanism / Aluminium arms with leather - look upholstery	
6	Task chair with headrest, Black mesh back with lumber support/ black nylon height adjustable arms with oft PU top	
1	Medium chair swivel seat, fixed height, fixed aluminium arms with soft black touch polyurethane top	
10	Visitor's chair, Chrome sleigh frame with black arm capping black leather -look upholstery	
32	Medium swivel chair & tilt mechanism fixed aluminium arms with black soft leather touch polyurethane top	
1	Round high table (white) - 625(H) (W) 750 X 625 (H)	
5	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	
1	Wall Unit 3 x open shelves & 2 x solid doors (900 (W) x 450 (D) x 1900 (H) (Mahogany	

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) (mahogany).	
1	Hinge door cabinet (2 x solid doors) - 900 (W) x 400 (W) 1500 (H) includes shelves (mahogany)	
1	Hinge door cabinet (2 x Glass Doors) - 900 (W) x 400 (W) x 1500 (H) includes shelves (mahogany)	
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) (mahogany)	
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	Focus desks (mahogany) 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	Focus Wall Unit (Mahogany - 2 x glass doors & 2 x solid doors, 900 (W) x 450 (D) x 1900 (H)	
1	Focus Wall Unit (Mahogany) – 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	
	TOTAL INCUSIVE OF VAT	

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

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the HDA has a policy for the appointment of service providers.

Bidders will be evaluated based on functionality. The minimum threshold for the functionality of 70 of 100 points. Bidders who fail to meet minimum threshold will be disqualified.

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 70 points of functionality will be set aside.

CRITERIA	WEIGHT
Company experience	
A detailed company profile and experience <ul style="list-style-type: none"> • +10 years = 20 points • 6-9 years = 15 points • 2-5 years = 10 points • Up to 1 year = 5 points 	20
References	
Signed and dated 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"> • +5 reference letters = 20 points • 2-4 reference letters = 10 points • 0-1 reference letters = 5 points 	20
After sales	
After sales service guarantee the office furniture. <ul style="list-style-type: none"> • 5 years = 20 points • 3 years = 15 points • 2 years = 10 points • 1 year = 5 points 	20
Response to the scope and deliverables	
Implementation plan, Costing and timeframes <ul style="list-style-type: none"> • Dimensions, materials, durability, weight of item and maximum 	40

weight bearing capacity for each item is clearly defined and meets with the HDA's specified requirements. (20)	
<ul style="list-style-type: none"> Guaranteed delivery within the timeframe of one month. (10) Detailed delivery and assembly plan. (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 1 – Price and B-BBEE

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

5. General

5.1. 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, SBD6.2, 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**

5.2. Further information regarding this tender can be sent by an email to: Nqobile.Mkhwanazi@thehda.co.za or Tel: 011 544-1000.

6. 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 Quotation

- 8.1. Quotations should be submitted on or before the 28 June 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,**

- 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 particular bid/proposal, and the HDA reserves the right not to appoint the service provider.