



on the Go for Growth

SPECIFICATIONS FOR THE SUPPLY OF THE BASIC OFFICE FURNITURE:
LEPHALALE DISASTER MANAGEMENT CENTRE/FIRE STATION

The Waterberg District Municipality hereby invites service providers to submit quotations for the attached specifications for the Supply and Assembling of Office Furniture.

Quote No: Q/2010/03

Insertion date: 06 /08/2010

SPECIFICATIONS

All furniture to be:

- a) Ergonomically designed, constructed of durable and strong materials and of modular nature unless otherwise stated;
- b) Work surfaces to be hardwearing (melamine or similar), post-form profile;
- c) Design and Colouring of furniture should be consistent throughout the Centre, unless stated;
- d) Furniture colouring to be determined by WDM.

NORTH ELEVATION (FIRE)

Office No. 1 (measuring 3978m X 2870)

- Table with four way cluster unit with four (4) Drawer desk height pedestal with pencil tray and a Top for desk height pedestal (Colour- Cherry);
- 2X Letter tray (Colour-Cherry);
- 1X Waste paper bin (Colour- Cherry);
- 1X High back chair with PU flexi arms, passive synchro chrome base (Colour-Black);
- 2X Curved Integral visitors' chairs with chrome frame (Colour-Black); and
- 1X Roller shutter systems cabinet with three (3) dividing shelves with four (4) file storage space (Colour-Cherry).

Office No. 2 (measuring 3978m X 2870)

- Table with four way cluster unit with four (4) Drawer desk height pedestal with pencil tray and a Top for desk height pedestal (Colour- Cherry);
- 2X Letter tray (Colour-Cherry);
- 1X Waste paper bin (Colour- Cherry);
- 1X High back chair with PU flexi arms, passive synchro chrome base (Colour-Black);
- 2X Curved Integral visitors' chairs with chrome frame (Colour-Black); and

- 1X Roller shutter systems cabinet with three (3) dividing shelves with four (4) file storage space (Colour-Cherry).

Reception

- 1X White Board-Magnetic measuring 2400m X 1200m and installation;
- 1X Highback chair with synchro mechanism, curved beech arms and chrome spider base (Colour Black & Blue);
- 4X Letter trays (Colour-Oak);
- 1X Waste paper bin (Colour-Oak);
- Planter measuring 1050m X 350mm X 420mm (Colour-Oak)

Waiting Area

- 1X Waste paper bin;
- 2X Tea/coffee tables measuring 1200m X 650mm (Colour-Oak); and
- Water cooler for the visitors (standard size)

1st Kitchen

- 1X 320Litres Refrigerator with a freezer; and
- 1X Microwave oven.

WEST ELEVATION

Planning Communication Room OR Boardroom

- 1X Oval conference table measuring 6m X 1520m X 750mm (Colour-Cherry);
- 24X Medium back chairs with passive synchro, high chrome base with silver castors (Black); and
- 1X Oval Tea/Coffee table (Colour-Cherry).

EAST ELEVATION

Control Room

- 4X High back chair with PU flexi arms, passive synchro chrome base (Colour-Black);
- 2X Waste paper bin; and
- 2X White Boards-Magnetic measuring 2400m X 1200m.

SINGLE QUARTERS OR STAFF HOUSE (situated on the South Elevation)

Bedrooms 1 – 4

- 8 x single high quality sleeping beds; and
- 4X Grey blinds measuring 1200m X 1200m and installation.

Kitchen

- 1X Four (4) plate high quality stove;
- 1X 320Litres Refrigerator with a freezer; and
- 1X Microwave oven.

Dining Room

- 1X Rectangular supawood table measuring 1200m X 750mm; and
- 4X Upholstered alpine chairs (Colour-Burgundy).

NB! Compulsory site inspection will be held on the 11 August 2010 at Lephallale Disaster Centre @ 10:00

The following conditions will apply

- Price(s) quoted must be valid for at least sixty (60) days from the date of your offer; and be according to specification.
- Price(s) quote must be firm and Inclusive of VAT (IF VAT Registered); if vat registered vat certificate must be attached.
- A firm and warmth services;
- CIPRO Certificate with all shareholders or alternative company registration documents indicating shareholders.
- Valid Tax Clearance Certificate;
- Quotations will be evaluated on PPPFA 80/20 points system.
- The Following information must be indicated, percentage owned by HDI, Women; Youth and Disabled and if not indicated service provider will be allocated zero on preferential points.
- Water and lights statements or proof of residents (from Local Authority or Municipality) must be attached.
- Shareholders ID Copies must be attached.
- MBD forms 4 & 8 be completed.
- Sample pictures of the same **furniture to be supplied** must be attached (if catalogue is attached please mark the furniture being proposed to WDM).
 - **The municipality has the right to increase or decrease the scope of work according to the budget available.**
 - **The municipality has the right not to appoint.**

NB: THE LOWEST QUOTATION/PRICE DOES NOT MAKE YOU ELIGIBLE FOR APPOINTMENT

Evaluation Criterion

Price =80

Preferential Element (20)

HDI=8

Women=3

Youth=3

Disability=1

Location=5 (WDM=5, Provincial=3, National =1)

Quotations must be marked **“Supply and assemble Lephalale DMC Office Furnitures”** and be deposited in the **Quotation box of WDM Council Building, Harry Gwala Street, and Modimolle** or be faxed to **0866214148** or emailed to **lkutumela @waterberg.gov.za**. The closing date for submission is the **18 August 2010 @ 15:00**.

Failure to comply with these conditions may invalidate your offer. Any quotations received after the closing date & time will not be considered.

All queries regarding specification should be directed to Moses Sithole @ 014717 7101.

NB. Only quotations deposited in the quotation box, through post or to the given fax number will be accepted.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	☐	☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

Js367bW

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state*

YES / NO

3.6.1 If so, furnish particulars.

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3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

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* MSCM Regulations: "in the service of the state" means to be -

(a) a member of -

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.9.1 If so, furnish particulars

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3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

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3.11 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder