



# **BID DOCUMENT**

**THE SUPPLY AND DELIVERY OF SCHOOL FURNITURE TO VARIOUS SCHOOLS IN THE FREE STATE**

**PERIOD: THREE YEARS FROM DATE OF APPROVAL**

**BID NUMBER:** E6/2023/2024

**CLOSING DATE:** 5 APRIL 2024

**TIME:** 11:00

**VALIDITY PERIOD:** 120 DAYS

## **DOCUMENTS IN THE BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION 1**

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1: Pricing Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 5: NIP declaration
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

### **SECTION 2**

- ❖ Standard Conditions of Bid

### **SECTION 3**

- ❖ Specification/Terms of Reference
- ❖ Special Conditions of bid
- ❖ Functionality Criteria

### **SECTION 4**

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

### **SECTION 5 (PART TWO OF THE BID DOCUMENT)**

- ❖ EXCEL PRICING SCHEDULE

**LIST OF RETURNABLE DOCUMENTS**

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 3.1: Pricing schedule
SBD 4: Declaration of Interest
SBD 5: NIP declaration
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Priced and signed pricing schedule (Part 2 of bid document: excel spreadsheet)

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation to claim points for Specific Goals
SANS certificate/s and in cases where the certificate/s is not in the name of the bidder the approved letter from certificate holder should be attached.
In case where the bidder is not the manufacturer an arrangement/commitment letter/s with the manufacturer/s/supplier/s should be attached.

<b>Name of Bidder</b>	<b>Signature</b>	<b>Date</b>



# SECTION 1



**SBD 1**

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>E6/2023/2024</b>	CLOSING DATE:	<b>5 APRIL 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION:	<b>SUPPLY AND DELIVERY OF SCHOOL FURNITURE TO VARIOUS SCHOOLS IN THE FREE STATE</b>				
PERIOD:	<b>THREE YEARS FROM DATE OF APPROVAL</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: <b>N8 Gateway Office Park, Plot 22</b> <b>C/O Rudolf Greyling &amp; AW Louw Avenue</b> <b>Estoire, BLOEMFONTEIN, 9301</b> <b>THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>K Rampai</b>	CONTACT PERSON	TMS Molebatsi and MJ Morake Tel.071 676 0539/072 376 4543 E-mail <a href="mailto:t.molebatsi@fseducation.gov.za">t.molebatsi@fseducation.gov.za/</a> <a href="mailto:MJ.Morake@fseducation.gov.za">MJ.Morake@fseducation.gov.za</a>		
TELEPHONE NUMBER	<b>051-4041873</b>	TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:K.Rampai@fseducation.gov.za">K.Rampai@fseducation.gov.za</a>	E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	<b>MAAA.....</b>
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

OFFERED?			
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW</b>			

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SIGNATURE OF BIDDER:**

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

**DATE:**

.....



**SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: <b>E6/2023/2024</b>
Closing Time <b>11H00 on 5 APRIL 2024</b>	

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

<b>BID NUMBER</b>	<b>DESCRIPTION</b>
<b>E6/2023/2024</b>	<b>SUPPLY AND DELIVERY OF SCHOOL FURNITURE FOR VARIOUS SCHOOLS IN THE FREE STATE</b>
<b>PERIOD</b>	<b>THREE YEARS FROM DATE OF APPROVAL</b>
<b>PRICE</b>	<b>PLEASE COMPLETE THE ATTACHED EXCEL PRICING SCHEDULE (PART TWO OF BID DOCUMENT)</b>
<b>QUANTITIES</b>	<b>AS REQUIRED</b>

Does offer comply with specification?    **\*YES/NO** (Make an x on your answer)

If not to specification, indicate deviation(s) .....

.....

Is price Firm for contract period    **\*YES/NO** (Make an x on your answer)

Delivery basis (all delivery costs **must** be included in the bid price) .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**SBD 4**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name).....  
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid / contract number.
  - Description of the goods, works or services.
  - Date on which the contract was accepted.
  - Name, address and contact details of the government institution.
  - Value of the contract.
  - Imported content of the contract, if possible.
- 3.7 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
  - b. the contractor and the DTI will sign the NIP obligation agreement;
  - c. the contractor will submit a performance guarantee to the DTI;
  - d. the contractor will submit a business concept for consideration and approval by

- the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date:.....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method

envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference

points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or  
 any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
HDI: Race: Black owned:	5 points: (1%-25% black owned=1 point 26%-50% black owned= 3 points 51% and more black owned = 5 points)	
Promotion of enterprises located in a specific province (Free State based companies)	5 points	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM


- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company



State Owned Company  
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - (a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....



# SECTION 2

## **STANDARD BID CONDITIONS**

### **1. PRICES SBD 3.1/ EXCEL PRICING SCHEDULE**

- 1.1 The department issued a pricing schedule on an excel spreadsheet (available as part two of the bid document on e-portal and website) as a soft copy on which prices must be captured/typed.
- 1.2 Prices should be typed/captured on the excel spreadsheet/pricing schedule which includes formulas that will automatical calculate total amounts.
- 1.3 No hand written prices on the spreadsheet (pricing schedule) will be accepted.
- 1.4 After capturing the prices per item, the spreadsheet must be printed and **signed** on the last page of the document. **Attach the signed hard copy with the bid document.**
- 1.5 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.6 Bidder must price for all items on the pricing schedule. Failure to price/quote for all items will lead to disqualification of the offer.
- 1.7 Service provider must ensure that correct prices for the three years are captured as the department will not take responsibility for incorrect prices.

### **2. COMPLETION AND SUBMITTING OF BID DOCUMENT**

#### **A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED**

- 2.1 **SBD 1:**  
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**  
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.
- 2.3 **SBD 5:**  
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**  
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

#### **B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS**

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

- 2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

### **C. BID FORMS**

- 2.8 The bid forms should not be retyped or redrafted.
- 2.9 Only the bid documents issued by the Department of Education Free State must be used.
- 2.10 Bid documents to be completed in full.
- 2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

### **D. SUBMITTING OF BID DOCUMENTATION**

- 2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education**  
**Acquisition Management Sub-Directorate**  
**N8 Gateway Office Park**  
**Plot 22**  
**C/O Rudolf Greyling & AW Louw Avenue**  
**Estoire**  
**BLOEMFONTEIN**  
**9301**

**THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3**

**The bid number and closing date must be clearly indicated on the sealed envelope.**

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.16 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

**OR**

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

### 3. **LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

### 4. **FUNCTIONALITY**

The Department reserves the right to request a presentation should the need arise for this bid.

\*\*A bidder who scored less than **35 OUT OF 50 POINTS** on the total functionality points will automatically be disqualified.

### 5. **NO BRIEFING SESSION WILL BE CONDUCTED**

### 6. **EVALUATION ON PRICE AND PREFERENCE (90/10 preference point system)**

6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. “

The following formula will be used to calculate the points for price:

$$P_s = 80/90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.

6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.

6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.

6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	Total Number of Points allocated	Documents that should be attached in order to claim points:
HDI: Race: <b>Black owned:</b>	<b>5 points:</b> (1%-25% black owned= 1 point 26%-50% black owned= 3 points 51% and more black owned = 5 points)	<b>Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit</b>
The promotion of enterprises located in the Free State province for work to be done or services to be rendered in that province: Locality: <b><u>Free State based</u></b>	<b>5 points</b>	<b>Municipal/water/electricity account of the bidder's premises</b> <ul style="list-style-type: none"> <li>The account must be in the bidders name/Directors' name/s.</li> <li>The account should not be older than 3 months</li> </ul> <p style="text-align: center;"><u>Or</u></p> <b>SIGNED Lease agreement:</b> In case of lease agreement the following should be submitted with the lease agreement: <ul style="list-style-type: none"> <li>Certified copies of invoices (from Lessor) for the last three consecutive months; and</li> <li>Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.</li> </ul>
<b>TOTAL POINTS:</b>	<b>10</b>	

## 8. JOINT VENTURE AGREEMENT

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid.**
- 8.2 **Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**
- 8.3 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.**

- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account .Proof of the bank account should be submitted within 30 days after the awarding of the contract.
- 8.5 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit in order to claim points for specific goals.

**9. PAYMENT TO SUPPLIERS**

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

**10. LEGISLATION / LAWS**

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

**11. VALIDITY PERIOD OF BID**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

**12. QUANTITIES**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities.

Where quantities are specified, "as required" the quantities will be ordered as and when needed.

**13. SPECIFICATION – BIDDERS RESPONSE**

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

**14. QUALIFICATIONS OF BIDDERS**

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.

- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

**15. COMPLIANCE TO CONTRACT**

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

**16. JOB CREATION**

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.
- 16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:  
\_\_\_\_\_
- 16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:  
\_\_\_\_\_
- 16.1.3 Indicate whether the service of Free State Citizens will be utilized:  
**YES**  **NO**  **[TICK APPLICABLE BOX]**

**17. CENTRAL SUPPLIER DATABASE (COMPULSORY)**

*Please note that bidders should be registered on the Central Supplier Database.*

**PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.**

**18. LOCAL CONTENT**

Service providers are being encouraged to make use of local production and local content.

**19. MAXIMUM DELIVERY PERIOD**

As indicated in specification.

**20. PENALTIES**

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:



- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

**21. SUCCESSFUL BIDDERS**

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED  
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY  
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**23. VALID TAX MATTERS**

It is a condition that the Tax matters of the successful bidder/s are in order.

**24. SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

**25. DECLARATIONS**

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.



**26. THE BIDDER MUST COMPLETE THE FOLLOWING:**

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of  
\_\_\_\_\_(Company), hereby certifies that I take note and accept the  
above-mentioned Standard Conditions, Special Conditions of the Contract and the General  
Conditions of a Contract. I further declare that the information submitted is correct.

\_\_\_\_\_

**SIGNATURE**

Contact person of company: \_\_\_\_\_

Tel. of company: (\_\_\_\_)\_\_\_\_\_

Fax of company: (\_\_\_\_)\_\_\_\_\_

# SECTION 3

# SPECIFICATION/ TERMS OF REFERENCE FUNCTIONALITY



# **SPECIFICATION**



<b>DESCRIPTION</b>	
<b>SERVICE: SUPPLY AND DELIVER SCHOOL FURNITURE TO SCHOOLS IN THE FREE STATE PROVINCE FROM DATE OF APPROVAL FOR THREE YEARS</b>	
<b>BACKGROUND</b>	
Annually, existing schools require the replacement of furniture which has become uneconomical to repair. Some existing schools receive additional classrooms which must be resourced with furniture whilst some schools move to new buildings, and they must be resourced. Similarly new schools open annually and must be resourced.	
1.	<b>DELIVERABLES</b>  The service provider must supply and deliver furniture items to schools as it is clustered into the following services which composition is reflected in paragraphs 1.1.1 to 1.6.2:  <b>Service 1: Learner Classroom Furniture</b> <b>Service 2: Laboratory Furniture</b> <b>Service 3: Administrative Furniture</b> <b>Service 4: Steel Furniture</b> <b>Service 5: Teacher Classroom Furniture</b> <b>Service 6: Combination Desks</b>
1.1	<u>Service 1:</u> Supply and deliver to schools the following <b><u>Learner Classroom Furniture items:</u></b>



Paragraph	Specification	Bidder to complete the under-mentioned per item:			
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION			
		Y	N	D	e

1.1.1	Grade "R" Chair – Polypropylene				
-------	---------------------------------	--	--	--	--

**CHAIR GRADE R**

**Note:**

- SEAT INJECTION MOULDED POLYPROPYLENE COPOLYMER
- STACKABLE STEEL FRAME Ø 19.05X1.6MM TUBING WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH
- DURABLE FERRULES FITTED TO ALL LEG ENDS
- FIT SEAT TO STEEL FRAME WITH APPROVED SCREWS.
- CHAIR MUST COMPLY WITH SANS 660:2004 (Edition 3.2)

ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES	GRADE R	LOWER PRIMARY STACKABLE SCHOOL CHAIR
			"FIGURE" = +/- 1.2 "FIGURE" = +/- 1.5 "FIGURE" = +/- 1.1  UNSPECIFIED TOLERANCES = +/- 2.1	X/NO MEASUREMENTS TO BE SCALED FROM THE DRAWING	

Department of Basic Education DRAFT Specifications  
18

Paragraph	Specification	Bidder to complete the under-mentioned per item:										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION										
		Y	N	D								
1.1.2	<p><b>Lower Primary Chair – Polypropylene</b></p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p><b>CHAIR GRADE 1-3</b></p> </div> <div style="width: 45%; text-align: center;"> <p><b>LOWER PRIMARY STACKABLE SCHOOL CHAIR</b></p> </div> </div> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>SEAT INJECTION MOULDED POLYPROPYLENE COPOLYMER</li> <li>STACKABLE STEEL FRAME Ø 19,05X1,6MM TUBING WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE FERRULES FITTED TO ALL LEG ENDS</li> <li>FIT SEAT TO STEEL FRAME WITH APPROVED SCREWS.</li> <li>CHAIR MUST COMPLY WITH SANS 660:2004 (Edition 3.2)</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>                     "FIGURE" = +/- 1.2                      "FIGURE" = +/- 1.5                      "FIGURE" = +/- 1.1                       UNSPECIFIED TOLERANCES = +/- 2.1                       X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING                 </td> </tr> </tbody> </table> <p style="text-align: center;">                       basic education                      Department of Basic Education                      REPUBLIC OF SOUTH AFRICA                 </p> <p style="text-align: center;">Department of Basic Education DRAFT Specifications 19</p>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES				"FIGURE" = +/- 1.2 "FIGURE" = +/- 1.5 "FIGURE" = +/- 1.1  UNSPECIFIED TOLERANCES = +/- 2.1  X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING			
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES									
			"FIGURE" = +/- 1.2 "FIGURE" = +/- 1.5 "FIGURE" = +/- 1.1  UNSPECIFIED TOLERANCES = +/- 2.1  X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING									



Paragraph	Specification	Bidder to complete the under-mentioned per item:														
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION														
		Yes	No	Deviation												
1.1.3	<p><b>Higher Primary Chair – Polypropylene</b></p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p><b>CHAIR GRADE 4-6</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>SEAT INJECTION MOULDED POLYPROPYLENE COPOLYMER</li> <li>STACKABLE STEEL FRAME Ø 19.05X1.6MM TUBING WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE FERRULES FITTED TO ALL LEG ENDS</li> <li>FIT SEAT TO STEEL FRAME WITH APPROVED SCREWS.</li> <li>CHAIR MUST COMPLY WITH SANS 660:2004 (Edition 3.2)</li> </ol> </div> <div style="width: 45%;"> <table border="1"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>                     "FIGURE" = +/- 1.2                      "FIGURE" = +/- 1.5                      "FIGURE" = +/- 1.1                      UNSPECIFIED TOLERANCES +/- 2.1                 </td> </tr> <tr> <td colspan="3"></td> <td>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</td> </tr> </tbody> </table> </div> </div> <p style="text-align: center;">Department of Basic Education DRAFT Specifications 20</p> <div style="text-align: right;"> </div>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES				"FIGURE" = +/- 1.2 "FIGURE" = +/- 1.5 "FIGURE" = +/- 1.1 UNSPECIFIED TOLERANCES +/- 2.1				X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING			
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES													
			"FIGURE" = +/- 1.2 "FIGURE" = +/- 1.5 "FIGURE" = +/- 1.1 UNSPECIFIED TOLERANCES +/- 2.1													
			X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING													
	<b>Specification</b>	Bidder to complete the														





		under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.1.4	<p><b>Secondary Chair – Polypropylene</b></p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. SEAT: INJECTION MOULDED VIRGIN POLYPROPYLENE COPOLYMER (COLOUR: – ORANGE).</li> <li>2. STACKABLE STEEL FRAME: Ø19.05MM TUBING (SANS 657-4) WITH BAKED GREY EPOXY / POLYESTER POWDER COATING (SANS 1274) FINISH.</li> <li>3. DURABLE FERRULES FITTED TO ALL LEG ENDS.</li> <li>4. FIT SEAT TO STEEL FRAME WITH APPROVED SCREWS.</li> <li>5. CHAIR MUST COMPLY WITH SANS 660:2020. (EDITION 4).</li> <li>5. QUALITY VERIFICATION: SANS 660:2020-ANNEXURE 'A'.</li> </ol>			



Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.1.5	<p><b>Single Primary Stackable Table Grade 1-3</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>TABLE TOP – 21MM SOLID SALIGNA HARDWOOD (Eucalyptus Grandis) Ø25X1.6mm TUBING STACKABLE STEEL FRAME WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE PLUGS FITTED TO ALL OPEN ENDS</li> <li>PENCIL GROOVE 16X3mm</li> <li>ALL TIMBER COMPONENTS TO BE VARNISHED WITH TWO COATS OF ACID CATALYSED LACQUER</li> <li>FIT TOP STEEL FRAME WITH APPROVED SCREWS</li> <li>TABLE MUST COMPLY WITH SANS 660:2004 (Edition 3.2)</li> </ol> <p><b>SINGLE PRIMARY STACKABLE TABLE GRADE 1-3</b></p> <p><b>SINGLE STACKABLE SCHOOL TABLE</b></p> <p><b>GRADE 1-3</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <p>Department of Basic Education DRAFT Specifications 11</p>			
	Specification	Bidder to complete the under-mentioned per		



		item:										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION										
		Yes	No	Deviation								
1.1.6	<p><b>Lower Primary Double Table - Saligna</b></p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>DOUBLE PRIMARY STACKABLE TABLE GRADE 1-3</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>SOLID SALIGNA HARDWOOD TABLE TOP</li> <li>Ø25X1.6mm STACKABLE STEEL FRAME WITH LIGHT GREY POLYESTER/EPOXY COATING.</li> <li>PLASTIC STACKING BLOCK</li> <li>NYLON FERRULES/PLUGS TO ALL STEEL OPEN ENDS</li> <li>"ONE WAY" GALV SCREWS: 6XOFF NO. 10X40 4XOFF NO. 10X45 PENCIL GROOVE 16X3mm</li> </ol> <p style="text-align: center;"><b>DOUBLE LOWER PRIMARY STACKABLE SCHOOL TABLE</b></p> <p><b>NOTE "A" :TABLE HEIGHTS (TOL ± 7) – Put the height on the drawing</b>  <b>NO.2 TABLE: 500mm H</b></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <p><b>DOUBLE STACKABLE SCHOOL TABLE</b></p> </div> <p style="text-align: center;"><b>GRADE 1-3</b></p> <p style="text-align: center;">X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <div style="text-align: right; margin-top: 10px;"> <p><b>basic education</b>                  Department of Education                  REPUBLIC OF SOUTH AFRICA</p> </div> <p style="text-align: center; margin-top: 10px;">Department of Basic Education DRAFT Specifications 12</p>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES							
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES									



Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.1.7	<p><b>Higher Primary Double Table - Saligna</b></p> <p><b>DOUBLE PRIMARY STACKABLE TABLE GRADE 4-6</b></p> <p><b>DOUBLE STACKABLE SCHOOL TABLE</b></p> <p><b>GRADE 4-6</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <p><b>SPECIFIED TOLERANCES</b></p> <p><b>CHANGE</b></p> <p><b>DATE</b></p> <p><b>ISSUE</b></p> <p>Department of Basic Education DRAFT Specifications          10</p> <p>basic education          Department of Basic Education          REPUBLIC OF SOUTH AFRICA</p>			
	Specification	Bidder to complete the		



		under-mentioned per item:										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION										
		Yes	No	Deviation								
1.1.8	<p><b>Secondary Double Table – Saligna</b></p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>DOUBLE SECONDARY STACKABLE TABLE GRADE 7-12</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>LAMINATED TIMBER TABLE TOP (REF 2.1.6)</li> <li>Ø 25X1.6mm STEEL TUBING, STACKABLE WITH BAKED POLYESTER/EPOXY POWDER COATING (REF 2.1.18/19)</li> <li>PLUGS TO ALL LEG ENDS (REF 2.1.20)</li> <li>TAMPER PROOF SCREWS (10 OFF CSK)</li> </ol> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <p><b>basic education</b>              Department of              Basic Education              REPUBLIC OF SOUTH AFRICA</p> </div>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES				<p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p>			
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES									
			<p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p>									
Paragraph	Specification	Bidder to complete the under-mentioned per item:										



		INDICATE IF YOU COMPLY WITH THE SPECIFICATION																										
		Yes	No	Deviation																								
1.1.9	<p><b>Secondary Single Table – Saligna</b></p> <p><b>SINGLE SECONDARY STACKABLE TABLE GRADE 7-12</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>TABLE TOP – 21MM SOLID SALIGNA HARDWOOD (Eucalyptus Grendlies)</li> <li>Ø 25X1.6MM TUBING STACKABLE STEEL FRAME WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE PLUGS FITTED TO ALL OPEN ENDS</li> <li>PENCIL GROOVE 16X3MM</li> <li>ALL TIMBER COMPONENTS TO BE VARNISHED WITH TWO COATS OF ACID CATALYSED LACQUER</li> <li>FIT TOOP STEEL FRAME WITH APPROACHED SCREWS</li> <li>TABLE MUST COMPLY WITH SANS 660:2004 (Edition 3.2)</li> </ol> <table border="1"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td> </td> </tr> </tbody> </table> <p><b>SINGLE STACKABLE SECONDARY SCHOOL TABLE</b></p> <p><b>GRADE 7-12</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <p><b>basic education</b>                  Department of Education                  REPUBLIC OF SOUTH AFRICA</p> <p>Department of Basic Education DRAFT Specifications                  13</p>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES																							
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES																									



Paragraph	Specification	Bidder to complete the under-mentioned per item:										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION										
		Y e s	N o	D e								
1.1.10	<p><b>Higher Primary Single Table – Saligna</b></p> <p><b>SINGLE SECONDARY STACKABLE TABLE GRADE 4-6</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>TABLE TOP – 21MM SOLID SALIGNA HARDWOOD (Eucalyptus Gredles)</li> <li>Ø 25X1.6MM TUBING STACKABLE STEEL FRAME WITH BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE PLUGS FITTED TO ALL OPEN ENDS</li> <li>PENCIL GROOVE 16X3MM</li> <li>ALL TIMBER COMPONENTS TO BE VARNISHED WITH TWO COATS OF ACID CATALYSED LACCUER</li> <li>FIT TOOP STEEL FRAME WITH APPROACHED SCREWS</li> <li>TABLE MUST COMPLY WITH SANS 660:2004 (Edition 3.2)</li> </ol> <table border="1"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>SINGLE STACKABLE SECONDARY SCHOOL TABLE</b></p> <p><b>GRADE 4 - 6</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <p>Department of Basic Education DRAFT Specifications 15</p>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES							
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES									



1.2	<p><u>Service 2:</u> Supply and deliver to schools the following <b>Laboratory Furniture</b> items:</p>
-----	---





Paragraph	Specification	Bidder to complete the under-mentioned per item:										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION										
		Yes	No	Deviate								
1.2.1	<p>Laboratory Stool - Primary</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>CHAIR LAB GRADE 4-6</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Ø300MM POLYPROPYLENE COPOLYMER INJECTION MOULDED SEAT TO BE FITTED BY MEANS OF POP RIVETS (REF 2.1.8)</li> <li>Ø25X1.6MM STEEL TUBING WITH BAKED POLYESTER/EPOXY LIGHT GREY POWDER COATING (REF 2.1.18/19)</li> <li>Ø10MM STEEL ROD</li> <li>NYLON PLUGS TO ALL LEG ENDS (REF 2.1.20)</li> </ol> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>CHANGE</th> <th>SPECIFIED TOLERANCES</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <p><b>LAB CHAIR</b></p> <p><b>GRADE 4-6</b></p> <p>X: NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>basic education              Department of Education              FREE STATE PROVINCE              REPUBLIC OF SOUTH AFRICA</p> </div>	ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES							
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES									



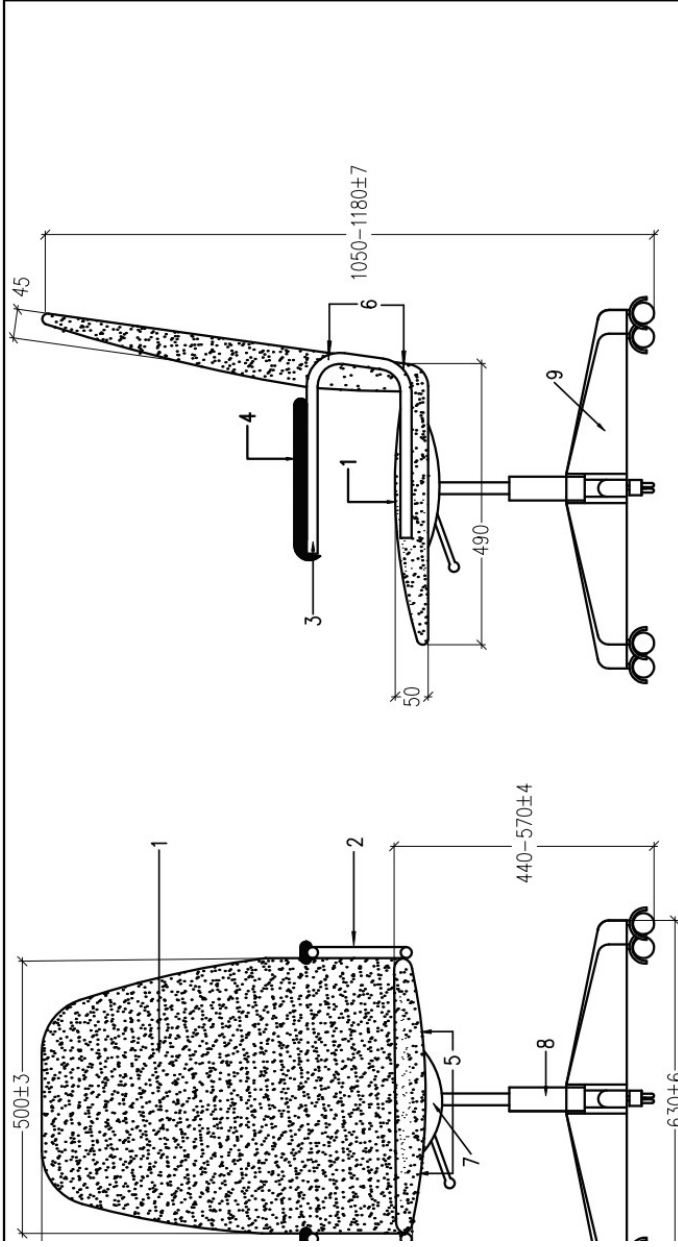
Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Y	N	D
1.2.2	Laboratory Stool - Secondary	es	o	e
<p><b>CHAIR LAB GRADE 7-12</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Ø300MM POLYPROPYLENE COPOLYMER INJECTION MOULDED SEAT TO BE FITTED BY MEANS OF POP RIVETS (REF 2.1.8)</li> <li>Ø25X1.6MM STEEL TUBING WITH BAKED POLYESTER/EPOXY LIGHT GREY POWDER COATING (REF 2.1.18/19)</li> <li>Ø10MM STEEL ROD</li> <li>NYLON PLUGS TO ALL LEG ENDS (REF 2.1.20)</li> </ol>		<p><b>LAB CHAIR</b></p> <p><b>GRADE 7-12</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p> <p>Department of Basic Education DRAFT Specifications 21</p>		
ISSUE	DATE	CHANGE	SPECIFIED TOLERANCES	



1.3

Service 3:

Supply and deliver to schools the following **Administrative Furniture** items:

Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.3.1	<p>High Back Chair - Office</p>  <p>FOAM (SANS 640) [SEAT (50MM THICK) MINIMUM              K) MINIMUM 16KG/M<sup>3</sup>] AND UPHOLSTERY(SANS 1324)              INTRACT QUALITY). FOAM TO BE GLUED              Y SHAPED PLYWOOD (SANS 929) SEAT AND BACK.              IBING (SANS 657-4) WITH BAKED BROWN              VANTIC /CANE 197A) FINISH</p> <p>5. SEAT FITTED WITH BOLTS &amp; T-NUTS TO STEEL FRAME.              6. BACK FITTED WITH BOLTS &amp; T-NUTS TO STEEL FRAME.              7. SWIVEL &amp; TILT MECHANISM.              8. GAS HEIGHT ADJUSTABLE SPINDLE.              9. FIVE (5) STAR REINFORCE NYLON BASE WITH DURABLE CASTORS (SANS 1292).              10. CHAIR TO COMPLY WITH SANS 1598-1-2013</p>			

Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.3.2	<p>Visitor Chair Without Armrest</p> <p>ROVED FOAM (SANS 640) (SEAT MINIMUM 23KG/M<sup>3</sup>; (M3) AND UPHOLSTERY (SANS 1324)-(100% POLYPROPYLENE (1). FOAM TO BE GLUED ONTO 16MM PARTICLE BOARD (SANS 50312). NAME ASSEMBLY : 22MM SQUARE TUBING (SANS 657-4) :POXY/POLYESTER POWDER COATING (SANS 1274) FINISH. TO ALL STEEL PARTS</p> <ol style="list-style-type: none"> <li>SEAT FITTED TO STEEL FRAME WITH APPROVED SCREWS.</li> <li>BACK FITTED WITH BOLTS &amp; T-NUTS TO STEEL FRAME.</li> <li>CHAIR TO COMPLY WITH SANS 1528-1:2013.</li> <li>QUALITY VERIFICATION SANS 1528-1:2013-ANNEXURE 'B'.</li> </ol>			



Paragraph	Specification	Bidder to complete the under-mentioned per item:				
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION				
		Yes	No	Deviation		
1.3.3	<p>Typist Chair</p> <p><b>ADMINISTRATOR CHAIR TYPIST</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>SEAT AND BACK APPROVED FOAM [SEAT (45MM THICK) MINIMUM 23KG/M3, BACK (25MM THICK) MINIMUM 16KG/M3] AND UPHOLSTERY (100% POLYPROPYLENE – CONTRACT QUALITY) FOAM TO BE GLUED ONTO ± 11MM SHAPED PLYWOOD SEAT AND BACK</li> <li>SEAT FITTED WITH BOLTS &amp; T-NUTS TO STEEL FRAME</li> <li>BACK FITTED WITH BOLTS &amp; T-NUTS TO STEEL FRAME</li> <li>GAS HEIGHT ADJUSTABLE SPINDLE</li> <li>FIVE (5) STAR REINFORCE NYLON BASE WITH DURABLE CASTORS CHAIR TO COMPLY WITH SANS/SABS 1244;1979</li> </ol>		<p><b>LOWER BACK TYPIST CHAIR WITH 5-STAR BASE</b></p>	<p><b>ADMIN</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p>	<p><b>SPECIFIED TOLERANCES</b></p> <p>"FIGURE" = +/- 1.2                  "FIGURE" = +/- 1.5                  "FIGURE" = +/- 1.1</p> <p>UNSPECIFIED TOLERANCES = +/- 2.1</p>	<p>basic education                  Department of Education                  REPUBLIC OF SOUTH AFRICA</p>
		<p>Department of Basic Education DRAFT Specifications</p> <p>32</p>				



Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.3.4	<p>Typist Desk</p> <p>5. ALL WOODEN COMPONENTS TO BE COATED WITH SYNTHETIC RESIN LACQUER.          6. FIT TOP AND CPU BOX TO STEEL FRAME WITH TAMPERPROOF SCREWS.          7. TABLE MUST COMPLY WITH SANS 1528-2:2013.          8. QUALITY VERIFICATION SANS 1528-2:2013-ANNEXURE 'A'.</p> <p>A HARDWOOD (Eucalyptus Grandis) - (SANS 1460)          B FORESTRY STEWARDSHIP COUNCIL CERTIFICATION.          C FROM MATCHING 16MM SUBSTRATE          D 29). ALL EDGES SEALED WITH MATCHING VENEER.          E : 25MM SQUARE TUBING (SANS 657-4)          F VV 7 DAI VETED DAWERED DAWERED (SANS 497A) FINISH</p>			



1.4

Service 4:  
Supply and deliver to schools the following **Steel Furniture** items:





Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.4.1	<p>Steel Cupboard with 2 doors</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. FOUR STEEL ADJUSTABLE SHELVES.</li> <li>2. APPROVED DURABLE CYLINDER LOCK THAT FORMS AN INTEGRAL PART OF THE HANDLE.</li> <li>3. SHEET METAL CONSTRUCTION WITH BAKED IVORY/KAROO EPOXY / POLYESTER POWDER COATING (SANS 1274) FINISH.</li> </ol>			



Paragraph	Specification	Bidder to complete the under-mentioned per item:		
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION		
		Yes	No	Deviation
1.4.2	<p>Steel Filing Cabinet with 4 Drawers</p> <p style="text-align: center;">NOTE:</p> <ol style="list-style-type: none"> <li>1. CENTRAL LOCKING DEVICE –CYLINDER TYPE.</li> <li>2. ACCEPTABLE CRADLES FOR SUSPENSION OF POCKET–TYPE FOLDERS.</li> <li>3. SHEET METAL CONSTRUCTION WITH BAKED IVORY/KAROO EPOXY / POLYESTER POWDER COATING (SANS 1274) FINISH.</li> <li>4. DURABLE HANDLES FITTED.</li> <li>5. FULL EXTENSION METAL DRAWER RUNNERS. EACH PAIR OF DRAWER RUNNERS MUST HAVE A CARRYING CAPACITY OF 50KG/PAIR.</li> <li>6. CABINET TO COMPLY WITH SANS 1528–3:2013.</li> <li>7. QUALITY VERIFICATION SANS 1528–3:2013–ANNEXURE 'B'.</li> </ol>			



1.5

Service 5:

Supply and deliver to schools the following **Teacher Classroom Furniture** items:





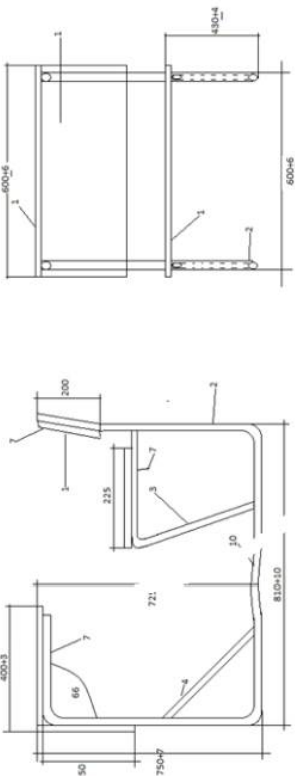


1.6

Service 6:

Supply and deliver to schools the following **Combination Desks** items:





Paragraph	Specification	Bidder to complete the under-mentioned per item:									
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION									
		Yes	No	Deviation							
1.6.2	<p><b>Combination Desk Single Secondary</b></p> <p><b>SINGLE COMBINATION SECONDARY DESK GRADE 7-12</b></p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>TOP FRONT SLAT, BACK, SLAT MANUFACTURED FROM 21MM SOLID SALIGNA, HARDWOOD (Eucalyptus Grandis)</li> <li>MAIN STEEL FRAME Ø31.7X.6MM TUBING</li> <li>SEAT SUPPORT RAIL Ø15.05X1.2MM TUBING</li> <li>SEAT Ø15.88X1.2MM TUBING COMPLETE STEEL FRAME BAKED LIGHT GREY EPOXY/POLYESTER POWDER COATING FINISH</li> <li>DURABLE PLUGS FITTED ON ALL OPEN ENDS</li> <li>ALL TIMBER COMPONENT TO BE VARNISHED WITH TWO COATS OF ACID CATALYSED LADOUER</li> <li>FIT ALL TIMBER COMPONENTS TO STEEL FRAME WITH APPROVED M5/M5 BOLTS AND NYLOCK NUTS</li> <li>DESK MUST COMPLY WITH SANS 880:2004 (Edition 3.2)</li> </ol>	 <p><b>SPECIFIED TOLERANCES</b></p>	<p><b>CHANGE</b></p>	<p><b>DATE</b></p>	<p><b>SINGLE COMBINATION SECONDARY DESK</b></p>	<p><b>GRADE 7-12</b></p> <p>X NO MEASUREMENTS TO BE SCALED FROM THE DRAWING</p>	 <p>basic education                  Department of Basic Education                  REPUBLIC OF SOUTH AFRICA</p>	<p>Department of Basic Education DRAFT Specifications</p> <p>8</p>	<p>Yes</p>	<p>No</p>	<p>Deviation</p>



Paragraph	Specification	Bidder to complete the under-mentioned per item:																										
		INDICATE IF YOU COMPLY WITH THE SPECIFICATION																										
		Yes	No	Deviation																								
		Yes	No																									
	The cost of deliveries <u>to form part</u> of the bid price.																											
Parag raph	<b>SPECIFICATION</b>																											
2.	<b>CONDITIONS OF BID:</b>																											
2.1	The bid is open for bidding by manufacturers and/or all potential suppliers.																											
	<table border="1" style="width: 100%;"> <tr> <td colspan="6"><b>BIDDER TO COMPLETE THE UNDER-MENTIONED TABLES:</b></td> </tr> <tr> <td colspan="6">INDICATE IF YOU ARE A MANUFACTURERE OR A SUPPLIER:</td> </tr> <tr> <td style="width: 20%;"><b>MANUFACTURER</b></td> <td style="width: 10%;">YES</td> <td style="width: 10%;">NO</td> <td style="width: 20%;"><b>SUPPLIER</b></td> <td style="width: 10%;">YES</td> <td style="width: 10%;">NO</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				<b>BIDDER TO COMPLETE THE UNDER-MENTIONED TABLES:</b>						INDICATE IF YOU ARE A MANUFACTURERE OR A SUPPLIER:						<b>MANUFACTURER</b>	YES	NO	<b>SUPPLIER</b>	YES	NO						
<b>BIDDER TO COMPLETE THE UNDER-MENTIONED TABLES:</b>																												
INDICATE IF YOU ARE A MANUFACTURERE OR A SUPPLIER:																												
<b>MANUFACTURER</b>	YES	NO	<b>SUPPLIER</b>	YES	NO																							
	<table border="1" style="width: 100%;"> <tr> <td colspan="3"><b><u>In case you are not the manufacturer for this equipment complete the following:</u></b> (Circle the relevant answer)</td> </tr> <tr> <td style="width: 50%;">Do you have a manufacturer for this equipment?</td> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> </tr> <tr> <td>Who is your manufacturer?</td> <td colspan="2"></td> </tr> <tr> <td>Is signed written arrangement/commitment letter/s with the manufacturer attached?</td> <td><b>Yes</b></td> <td><b>No</b></td> </tr> <tr> <td>Is the SANS certificate holder's approval letter attached in cases where the SANS certificate is not in bidders name?</td> <td><b>Yes</b></td> <td><b>No</b></td> </tr> </table>				<b><u>In case you are not the manufacturer for this equipment complete the following:</u></b> (Circle the relevant answer)			Do you have a manufacturer for this equipment?	<b>Yes</b>	<b>No</b>	Who is your manufacturer?			Is signed written arrangement/commitment letter/s with the manufacturer attached?	<b>Yes</b>	<b>No</b>	Is the SANS certificate holder's approval letter attached in cases where the SANS certificate is not in bidders name?	<b>Yes</b>	<b>No</b>									
<b><u>In case you are not the manufacturer for this equipment complete the following:</u></b> (Circle the relevant answer)																												
Do you have a manufacturer for this equipment?	<b>Yes</b>	<b>No</b>																										
Who is your manufacturer?																												
Is signed written arrangement/commitment letter/s with the manufacturer attached?	<b>Yes</b>	<b>No</b>																										
Is the SANS certificate holder's approval letter attached in cases where the SANS certificate is not in bidders name?	<b>Yes</b>	<b>No</b>																										
2.1.1	The potential supplier (other than the manufacturer) must submit with the bid, an undertaking by a manufacturer to manufacture the items that constitute the supply. The FSDoE will conduct an inspection of the manufacturer's facilities, prior to the award of the bid, to verify capability and ability and therefore the physical address of the manufacturer must be divulged in the <u>signed written agreement</u> that accompanies the bid. <b>Failure to attach the agreement will result in</b>																											





**disqualification of your offer.**

- 2.1.2 The department will conduct a site visit to the successful bidder/s as part of verifying manufactures facilities, capability, and ability to manufacture required items.
- 2.1.3 The bidders referred to in 2.1. above must submit a certificate from SANS confirming that their furniture is approved by SANS. SANS Certificate must be in the name of the manufacture indicated in paragraph 2.1 or with the supplier- indicated in 2.1. **Failure to attach SANS certificate will result in disqualification of your offer.**
- 2.1.4 In cases where the SANS certificates is not in the bidders name, approval should be required from the certificate holder. **Failure to submit the certificate holder's approval letter will lead to disqualification.**
- 2.1.5 The department reserves the right to appoint one or more suppliers for the supply and delivery of school furniture.
- 2.1.6 The department reserves to right to negotiate prices.
- 2.1.7 **The pricing schedule to be completed in full (1.1.1 up to 1.6.2). Failure to complete the pricing schedule in full will disqualify your offer.**

**Contact Persons:**

- 1) Mr TMS Molebatsi: Deputy Director: Finance and Supply Chain Management  
Cell No: 071 676 0539
- 2) Mr MJ Morake: Assistance Director: Supply Chain Management  
Cell No: 072 376 4543



# **FUNCTIONALITY**

# **CRITERIA**

---

## EVALUATION / ADJUDICATION CRITERIA E6/2023/2024

---

1. The bid will be evaluated as follows:
  - 1.1 Assessment on Functionality (***Separate from price***): **50** points
  - 1.2 Assessment on price: **90** points
  - 1.3 B-BBEE grading: **10** points
2. The value of this bid is estimated to exceed R50 000 000 and therefore the **90/10** system shall be applicable.
3. **FUNCTIONALITY CRITERIA**  
All bids will be subject to **evaluation on Functionality** and will be required to achieve a minimum **score of 35 points for functionality** in total to be further evaluated for price.

**NB: Bidders who score below 35 Points out of 50 Points in the assessment of functionality will not be considered.**

**All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation.** Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																				
<b>CAPABILITY AND CAPACITY IN DELIVERY OF SIMILAR GOODS (FURNITURE )</b>	<p><b>Total = 30 points</b>  <u>Signed Appointment letter/purchase order/contractual agreement for furniture (Maximum 15 points)</u></p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from at least R200 000 to R500 000 →3 point</p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from above R500 000 to R750 000 →6 points</p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from above R750 000 to R1 million →9 points</p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery from above R1 million to R2 million →12 points</p> <p>1 Appointment letter/purchase order/contractual agreement which stipulate a value of delivery of above →15 points</p>		<p><b><u>ANNEXURE A 1</u></b></p> <p>SIGNED Appointment letter/proof of contractual agreements/purchase order (reflecting the name of the bidder) for similar goods delivered.</p> <p>The appointment letter/purchase order/contractual agreement should be:</p> <ul style="list-style-type: none"> <li>• Signed</li> <li>• Reflecting the name of the bidder</li> <li>• On the letterhead of the department/company and in case of purchase order the department should be reflected.</li> <li>• Should not be older than seven (7) years.</li> <li>• Should indicate the description/details of goods delivered/service rendered.</li> <li>• Should be for similar goods.</li> </ul> <p>The following should reflect on the required documentation:</p> <ul style="list-style-type: none"> <li>• Date of appointment/date of order should be indicated.</li> </ul>	<p><b><u>APPOINTMENT LETTER/PURCHASE ORDER attached? Circle YES or NO.</u></b></p> <table border="1" data-bbox="1581 492 1801 565"> <tr> <td>YES</td> <td>NO</td> </tr> </table> <p><b><u>INDICATE IF IT IS APPOINTMENT LETTER, CONTRACTUAL AGREEMENT OR PURCHASE ORDER:</u></b> _____</p> <p><b><u>IS FOLLOWING INDICATED? Circle YES or NO.</u></b></p> <table border="1" data-bbox="1383 808 1923 1286"> <tr> <td>Signed?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Is name of company that bid reflecting?</td> <td></td> <td></td> </tr> <tr> <td>On letter head (appointment letter)/indication of department/company ordered (purchase order).</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Not older than 7 years?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Description/details of goods delivered/service rendered?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Is it for similar goods? (furniture)</td> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	Signed?	YES	NO	Is name of company that bid reflecting?			On letter head (appointment letter)/indication of department/company ordered (purchase order).	YES	NO	Not older than 7 years?	YES	NO	Description/details of goods delivered/service rendered?	YES	NO	Is it for similar goods? (furniture)	YES	NO
YES	NO																							
Signed?	YES	NO																						
Is name of company that bid reflecting?																								
On letter head (appointment letter)/indication of department/company ordered (purchase order).	YES	NO																						
Not older than 7 years?	YES	NO																						
Description/details of goods delivered/service rendered?	YES	NO																						
Is it for similar goods? (furniture)	YES	NO																						

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST														
	R2 million		<ul style="list-style-type: none"> <li>Value of contract/order</li> <li>Contactable reference</li> </ul>	<table border="1"> <tr> <td>Date: _____</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Value of contract R_____</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Contact details indicated?</td> <td>YES</td> <td>NO</td> </tr> </table> <p><b><u>PLEASE NOTE THAT LETTER MUST COMPLY WITH ALL THE ABOVE IN ORDER TO SCORE POINTS</u></b></p> <table border="1"> <tr> <td>POINTS SCORED</td> <td>/ 15</td> </tr> </table>	Date: _____	YES	NO	Value of contract R_____	YES	NO	Contact details indicated?	YES	NO	POINTS SCORED	/ 15			
Date: _____	YES	NO																
Value of contract R_____	YES	NO																
Contact details indicated?	YES	NO																
POINTS SCORED	/ 15																	
	<p><b><u>SIGNED Reference letter which stipulate a minimum value as indicated (Maximum 15 points):</u></b></p> <p>1 Reference letter which stipulate a value of delivery from at least R200 000 up to R500 000.00 →3 point</p> <p>1 Reference letter which stipulate a value of delivery from above R500 000.00 to R750 000.00 →6 points</p> <p>1 Reference letter which stipulate a value of delivery from above. →9 points</p>		<p><b><u>ANNEXURE A 2</u></b></p> <p>1) <u>SIGNED</u> reference letter from referees (corresponded with the appointment letter) for similar goods delivered (furniture)</p> <p>2) <i>Each letter must comply with all the under-mentioned criteria for points to be allocated:</i></p> <ul style="list-style-type: none"> <li><b>Signed</b></li> <li><b>Date</b> of letters should <b>not be older than 7 years</b></li> <li><b>Value of service must be stipulated</b></li> <li>Letters should be on <b>official letterhead/s of institution</b> to whom services were rendered/project was carried</li> </ul>	<p><b><u>REFERENCE LETTERS attached? Circle YES or NO.</u></b></p> <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> <table border="1"> <tr> <td>Does letter correspond with the appointment letter and is it for similar services/goods delivered?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Is letter signed?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>DOES LETTER MAKE REFERENCE TO COMPANY THAT BID?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Is quality indicated?</td> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	Does letter correspond with the appointment letter and is it for similar services/goods delivered?	YES	NO	Is letter signed?	YES	NO	DOES LETTER MAKE REFERENCE TO COMPANY THAT BID?	YES	NO	Is quality indicated?	YES	NO
YES	NO																	
Does letter correspond with the appointment letter and is it for similar services/goods delivered?	YES	NO																
Is letter signed?	YES	NO																
DOES LETTER MAKE REFERENCE TO COMPANY THAT BID?	YES	NO																
Is quality indicated?	YES	NO																

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST			
	<p>R750 000.00 to R1 million</p> <p>1 Reference letter which stipulate a value of delivery from above R1 million to R2 million</p> <p>1 Reference letter which stipulate a value of delivery of above R2 million</p>	<p>→ 12 points</p> <p>→ 15 points</p>	<p>out.</p> <ul style="list-style-type: none"> <li>• <b>Quality of service</b> must be stipulated.</li> </ul> <p><b>The reference letters should make reference to the company that bid.</b></p>	<p><b><u>DATE OF LETTERS NOT older than 7 years</u></b> <b><u>Indicate date:</u></b> Date of letter: _____</p>	<p><b><u>Indicate value</u></b> R _____</p>	<p>YES</p>	<p>NO</p>
				<p>On OFFICIAL LETTERHEAD of institution to whom services were rendered? Indicate client: _____</p>	<p>YES</p>	<p>NO</p>	
				<p>POINTS SCORED</p>	<p>/ 15</p>		
<p><b><u>PLEASE NOTE THAT LETTER MUST COMPLY WITH ALL THE ABOVE IN ORDER TO SCORE POINTS</u></b></p>							
				<p>TOTAL POINTS SCORED</p>	<p>/ 30</p>		

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																						
<b>DELIVER STRATEGY/ METHODOLOGY AND PROOF OF CAPACITY</b>	<b>Total = 15 points</b> <i>Detailed</i> activities versus time frames and demonstration on arrangements for timely delivery and how timely delivery will be ensured.	<b>→15 points</b>	<p><b><u>ANNEXURE B</u></b>            Detailed delivery Strategy that clearly states every aspect on how the supply and delivery will be conducted and proof of capacity:</p> <p><b><u>Annexure B1</u></b>  <b><u>Delivery plan</u></b>  <b>Activities versus time frames:</b>            ✓ <b>Time frames</b> which demonstrate the delivery of furniture within one month after issuing of purchase order  <i>(3 points)</i>            ✓ <b>Detail activities/deliverables</b>  <i>(3 points)</i></p> <p><b><u>ANNEXURE B 2</u></b>            ✓ Demonstrate <b>how</b> the project will be managed and how the service provider will ensure <b>uninterrupted service</b> and <b>timely delivery</b>  <i>(2 points)</i></p> <p><b><u>Annexure B3</u></b>  <b><u>Transport arrangements:</u></b>  <i>(Total 3 points)</i></p>	<p><b><u>DETAILED DELIVERY STRATEGY attached?</u></b></p> <table border="1" data-bbox="1423 412 1892 469"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table> <p><b>IS FOLLOWING INDICATED ON DELIVERY STRATEGY? Circle YES or NO.</b></p> <table border="1" data-bbox="1398 568 1911 656"> <tr> <td><b>Demonstration of Time frames (within 1 month after issuing of purchase order)</b></td> <td>YES</td> <td>NO</td> </tr> </table> <p><b><u>COMMENTS:</u></b></p> <table border="1" data-bbox="1398 716 1911 773"> <tr> <td><b>POINTS SCORED</b></td> <td><b>/3</b></td> </tr> </table> <table border="1" data-bbox="1398 786 1911 873"> <tr> <td><b>Detailed activities indicated?</b></td> <td>YES</td> <td>NO</td> </tr> </table> <p><b><u>COMMENTS:</u></b></p> <table border="1" data-bbox="1398 933 1911 990"> <tr> <td><b>POINTS SCORED</b></td> <td><b>/3</b></td> </tr> </table> <table border="1" data-bbox="1398 1013 1911 1154"> <tr> <td><b>How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery</b></td> <td></td> <td></td> </tr> </table> <p><b><u>COMMENTS:</u></b></p> <table border="1" data-bbox="1398 1214 1911 1271"> <tr> <td><b>POINTS SCORED</b></td> <td><b>/2</b></td> </tr> </table> <table border="1" data-bbox="1398 1279 1911 1336"> <tr> <td><b>COF/Arrangement letter from car hiring company?</b></td> <td>YES</td> <td>NO</td> </tr> </table>	YES		NO		<b>Demonstration of Time frames (within 1 month after issuing of purchase order)</b>	YES	NO	<b>POINTS SCORED</b>	<b>/3</b>	<b>Detailed activities indicated?</b>	YES	NO	<b>POINTS SCORED</b>	<b>/3</b>	<b>How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery</b>			<b>POINTS SCORED</b>	<b>/2</b>	<b>COF/Arrangement letter from car hiring company?</b>	YES	NO
YES		NO																								
<b>Demonstration of Time frames (within 1 month after issuing of purchase order)</b>	YES	NO																								
<b>POINTS SCORED</b>	<b>/3</b>																									
<b>Detailed activities indicated?</b>	YES	NO																								
<b>POINTS SCORED</b>	<b>/3</b>																									
<b>How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery</b>																										
<b>POINTS SCORED</b>	<b>/2</b>																									
<b>COF/Arrangement letter from car hiring company?</b>	YES	NO																								

FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																											
			<p>Proof capacity to deliver quantities by</p> <ul style="list-style-type: none"> <li>Submitting of Certificate of Fitness (COF) that proof capacity of vehicle/s</li> </ul> <p><b>or</b></p> <p><b>SIGNED Arrangement letter to bidder from car hiring company/manufacturer/courier services indicating the capacity of vehicle that will be used and willingness to deliver on behalf of the company.</b></p> <p><b><u>Annexure B4</u></b> <b><u>Human resources capacity:</u></b> <b><i>(Total 4 points)</i></b></p> <ul style="list-style-type: none"> <li>Demonstrate number of People (2 points) that will be involved in the process by submitting an organogram</li> <li>Indicate these people's roles and responsibilities (2 points)</li> </ul>	<table border="1" data-bbox="1398 318 1913 573"> <tr> <td data-bbox="1398 318 1759 386"><b>Is capacity of vehicle/s indicated?</b></td> <td data-bbox="1759 318 1843 386">YES</td> <td data-bbox="1843 318 1913 386">NO</td> </tr> <tr> <td colspan="3" data-bbox="1398 386 1913 488"><b><u>COMMENTS:</u></b></td> </tr> <tr> <td data-bbox="1398 488 1759 573"><b>POINTS SCORED</b></td> <td colspan="2" data-bbox="1759 488 1913 573" style="text-align: right;"><b>/3</b></td> </tr> </table> <table border="1" data-bbox="1398 630 1913 1016"> <tr> <td data-bbox="1398 630 1759 698"><b><u>Is organogram attached?</u></b></td> <td data-bbox="1759 630 1843 698">YES</td> <td data-bbox="1843 630 1913 698">NO</td> </tr> <tr> <td data-bbox="1398 698 1759 789"><b><u>Number of people involved in the process indicated on organogram? (2 points)</u></b></td> <td data-bbox="1759 698 1843 789">YES</td> <td data-bbox="1843 698 1913 789">NO</td> </tr> <tr> <td data-bbox="1398 789 1759 857"><b><u>Is roles and responsibilities indicated? (2 points)</u></b></td> <td data-bbox="1759 789 1843 857">YES</td> <td data-bbox="1843 789 1913 857">NO</td> </tr> <tr> <td colspan="3" data-bbox="1398 857 1913 922"><b><u>COMMENTS:</u></b></td> </tr> <tr> <td data-bbox="1398 922 1759 1016"><b>POINTS SCORED</b></td> <td colspan="2" data-bbox="1759 922 1913 1016" style="text-align: right;"><b>/4</b></td> </tr> </table> <table border="1" data-bbox="1398 1073 1913 1179"> <tr> <td data-bbox="1398 1073 1772 1179"><b>TOTAL POINTS SCORED</b></td> <td colspan="2" data-bbox="1772 1073 1913 1179" style="text-align: right;"><b>/15</b></td> </tr> </table>	<b>Is capacity of vehicle/s indicated?</b>	YES	NO	<b><u>COMMENTS:</u></b>			<b>POINTS SCORED</b>	<b>/3</b>		<b><u>Is organogram attached?</u></b>	YES	NO	<b><u>Number of people involved in the process indicated on organogram? (2 points)</u></b>	YES	NO	<b><u>Is roles and responsibilities indicated? (2 points)</u></b>	YES	NO	<b><u>COMMENTS:</u></b>			<b>POINTS SCORED</b>	<b>/4</b>		<b>TOTAL POINTS SCORED</b>	<b>/15</b>	
<b>Is capacity of vehicle/s indicated?</b>	YES	NO																													
<b><u>COMMENTS:</u></b>																															
<b>POINTS SCORED</b>	<b>/3</b>																														
<b><u>Is organogram attached?</u></b>	YES	NO																													
<b><u>Number of people involved in the process indicated on organogram? (2 points)</u></b>	YES	NO																													
<b><u>Is roles and responsibilities indicated? (2 points)</u></b>	YES	NO																													
<b><u>COMMENTS:</u></b>																															
<b>POINTS SCORED</b>	<b>/4</b>																														
<b>TOTAL POINTS SCORED</b>	<b>/15</b>																														



FUNCTIONAL CATEGORY	MAXIMUM POINTS	MAXIMUM ALLOCATED POINTS/	DOCUMENTARY PROOF IN ORDER TO CLAIM POINTS	COMMENTS/CHECKLIST																			
<b>PROOF OF FINANCIAL STABILITY TO DELIVER SERVICE</b>	<b>Total = 5 points</b>																						
	No Financial Statement	→0 points	<p align="center"><b><u>ANNEXURE C</u></b></p> <p>Signed financial statement signed off by a registered Chartered accountant <i>or</i> signed Financial statement signed by registered accountant <b><i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i></b></p> <p><i>Or</i></p> <p>Signed Agreement letter from credit provider stipulating the credit amount that can be accessible to <i>your</i> company. The credit provider should be registered with NCR.</p>	<p><b>FINANCIAL STATEMENTS attached? CIRCLE YES or NO.</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>YES</td> <td>NO</td> </tr> </table> <p><b><u>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</u></b></p> <table border="1" style="width: 100%;"> <tr> <td>Signed?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Compiled by CA or registered accountant?</td> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	Signed?	YES	NO	Compiled by CA or registered accountant?	YES	NO											
	YES	NO																					
Signed?	YES	NO																					
Compiled by CA or registered accountant?	YES	NO																					
Unsigned Financial Statement not prepared by a Qualified Accredited Accountant	→0 points	<p><b>OR</b></p> <table border="1" style="width: 100%;"> <tr> <td>IS LETTER FROM CREDIT PROVIDER ATTACHED?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>IS LETTER SIGNED?</td> <td></td> <td></td> </tr> <tr> <td>REGISTERED WITH NCR?</td> <td></td> <td></td> </tr> </table> <p><b><u>DOES LETTER COMPLY WITH THE FOLLOWING?</u></b></p> <table border="1" style="width: 100%;"> <tr> <td>Is Credit amount stipulated?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td><b>POINTS SCORED</b></td> <td colspan="2" style="text-align: right;"><b>/5</b></td> </tr> <tr> <td><b>TOTAL POINTS</b></td> <td colspan="2" style="text-align: right;"><b>/50</b></td> </tr> </table>	IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO	IS LETTER SIGNED?			REGISTERED WITH NCR?			Is Credit amount stipulated?	YES	NO				<b>POINTS SCORED</b>	<b>/5</b>		<b>TOTAL POINTS</b>	<b>/50</b>	
IS LETTER FROM CREDIT PROVIDER ATTACHED?	YES	NO																					
IS LETTER SIGNED?																							
REGISTERED WITH NCR?																							
Is Credit amount stipulated?	YES	NO																					
<b>POINTS SCORED</b>	<b>/5</b>																						
<b>TOTAL POINTS</b>	<b>/50</b>																						
Signed Financial Statement prepared by a Qualified Accredited Accountant OR agreement letter from credit provider	→5 point																						

# **PRICING SCHEDULE**

**(PART 2 OF BID DOCUMENT)**

**PLEASE ENSURE THAT YOU CAPTURE  
THE PRICES ON THE EXCELL  
SPREADSHEET.**

**PRINT THE COMPLETED SHEETS AND  
SUBMIT THE SIGNED PRICING  
SCHEDULE WITH BID DOCUMENTS.**

# SECTION 4

# **SPECIFIC GOALS**

## **ATTACH:**

- 1) Proof of HDI status: Black owned by submitting:
  - Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.
- 2) Proof of Free State based company by submitting:
  - **Municipal/water/electricity account of the bidder's premises:**
    - The account must be in the bidders' name/Directors' name/s.
    - The account should not be older than 3 months.

**Or**

- **SIGNED Lease agreement:**

In case of lease agreement, the following should be submitted with the lease agreement:

- Certified copies of invoices (from Lessor) for the last three (3) consecutive months.
- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

# ATTACH:

**1) CERTIFIED COPY OF  
COMPANY REGISTRATION  
CERTIFICATE REFLECTING  
ACTIVE MEMBERS**

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF  
INCORPORATION/  
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT  
ETC.**

**2) ID DOCUMENTS OF  
DIRECTORS**

# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE A1:**

**SIGNED APPOINTMENT  
LETTER/**

**PURCHASE**

**ORDER/CONTRACTUAL  
AGREEMENT**

**(Ensure that the letters comply with criteria)**

# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE A2:**

## **SIGNED REFERENCE LETTERS**

**(Ensure that the letters comply with criteria)**

# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE B1:**

# **Strategy/ methodology plan**

- ✓ Realistic time frames versus
- ✓ detailed activities



# FUNCTIONALITY

# ATTACH:

# ANNEXURE B2:

# Strategy/ methodology plan

- ✓ How the project will be managed and how the service provider will **ensure uninterrupted service** and **timely delivery**

# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE B3:**

## **Transport arrangements:**

Proof capacity to deliver the quantities by Submitting of  
Certificates of Fitness (COF) that proof capacity of  
vehicle/s

*or*

Arrangement letter to bidder from car hiring  
company/manufacture/courier services indicating the  
capacity of vehicle that will be used

# **ATTACH:**

## **ANNEXURE B4:**

### **Human resources capacity:**

- Organogram that:  
Demonstrate number of people that will be involved in the process to ensure timely delivery
- Indicate roles and responsibilities

# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE C:**

**SIGNED FINANCIAL  
STATEMENTS PREPARED BY A  
REGISTERED ACCOUNTANT OR  
CHARTERED ACCOUNTANT**

**Or**

**AGREEMENT LETTER FROM  
CREDIT PROVIDER**

# ATTACH:

## Documentation as requested Conditions of bid:

- **Agreement letter from manufacturer in case where bidder is not the manufacturer.**
  
- **SANS certificate.**
  
- **If SANS certificate is not in name of bidder an approval letter from certificate holder should be attached.**

**IN CASE OF JOINT**  
**VENTURE:**  
**ATTACH SIGNED**  
**JOINT VENTURE**  
**AGREEMENT (signed**  
**by both parties) and**  
**complete under-**  
**mentioned annexure:**

**JOINT VENTURE ANNEXURE**

**E6/2023/2024: SUPPLY AND DELIVERY OF SCHOOL FURNITURE**

**ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:**

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

**SIGNED ON BEHALF OF BIDDER**

**Date:** \_\_\_\_\_

<b>CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS</b>			
<b>PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:</b>			
<b>SBD FORM</b>	<b>DESCRIPTION</b>	<b>TO BE COMPLETED BY</b>	<b>COMMENTS ON COMPLIANCE BY SERVICE PROVIDER</b>
<b>STANDARIZED BID FORMS</b>			
<b>SBD 1</b>	Invitation to bid	To be completed and signed by the service provider.	
<b>SBD 4</b>	Declaration of interest	To be completed and signed by the service provider.	
<b>SBD 5</b>	The Naional Industrial Participation Programme	To be completed and signed by the service provider	
<b>SBD 6.1</b>	Preference points claim form	To be completed and signed by the service provider in order to claim points	
<b>SBD 3.1/ Excel spreadsheet/ pricing schedule</b>	Pricing schedule <u>Prices will be firm for the full duration of the period</u>	Service Provider must: <ul style="list-style-type: none"> <li>• Indicate prices on excel spreadsheet/pricing schedule,</li> <li>• Ensure that you indicate on the SBD 3.1 form if your prices are firm.</li> <li>• Indicate if offer comply with specification</li> <li>• Complete excel spreadsheet and submit signed hard copy together with your bid documents.</li> </ul>	
<b>PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:</b>			
<b>CSD REPORT</b>			
Ensured that it is attached.			
<b>FUNCTIONALITY</b>			
Ensured that all documentation to evaluate functionality criteria is attached.			
<b>SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS</b>			
Ensured that all documentation as requested is attached.			
<b>SPECIFIC GOALS</b>			
Ensured that all documentation to claim points for specific goals is attached.			
<b>JOINT VENTURE AGREEMENT (if applicable)</b>			
<b>Joint Venture agreement</b> <i>(Compulsory if applicable)</i>	In the event that a joint venture bid is submitted a <b>signed</b> joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement ( <b>signed by all the parties</b> ) will lead to disqualification of the bid.		



# **GENERAL CONDITIONS OF CONTRACT IS APPLICABLE**

**[www.treasury.gov.za](http://www.treasury.gov.za)**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>