



Quality Council for Trades & Occupations

[www.qcto.org.za](http://www.qcto.org.za)

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### INVITATION TO TENDER

**FOR THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AND BLINDS FOR QCTO'S OPEN PLAN OFFICES FOR A PERIOD OF THIRTY - SIX (36) MONTHS.**

**TENDER NO: QCTO 09/2024**

Closing Date	Address for Submission
<b>Date: 28 May 2024</b> <b>Time: 11:00</b>	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

**Late Submissions will not be considered.**

<b>Company Name</b>		
<b>Address</b>		
<b>Contact person</b>		
<b>Contact numbers</b>	(w)	(cell)
<b>Email address</b>		

## 1 TABLE OF CONTENTS

1. INTRODUCTION .....	3
1.2. PRICING .....	5
1.3. PARTNERSHIPS AND LEGAL ENTITIES .....	5
1.4. CONSORTIUMS AND JOINT VENTURES .....	5
2. AIM OF PROPOSAL .....	6
3. BACKGROUND .....	6
4. SCOPE OF SERVICES .....	7
5. PROJECT TIMELINES .....	8
6. SPECIAL CONDITIONS OF THE CONTRACT .....	8
7. EVALUATION CRITERIA .....	8
7.1. STAGE 1: MANDATORY REQUIREMENTS .....	9
7.2. STAGE 2: FUNCTIONALITY .....	9
7.3. STAGE 3: PRICE AND SPECIFIC GOALS .....	12
7.4. CALCULATING THE FINAL SCORE .....	13
8. ACCEPTANCE OF PROPOSAL .....	13
9. TENDER VALIDITY PERIOD .....	13
10. ENQUIRIES .....	14
11. ANNEXURE A: COVER PAGE FOR PRICING .....	15

## 1. INTRODUCTION

QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others is to develop standards for occupational qualifications including trades and skills programmes, accredit skills development providers, assessment centres, manage assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

Prospective Service Providers who are interested in the supply, delivery and installation of office furniture and blinds for QCTO's open-plan offices or a period of thirty - six (36) months and in accordance with the General Conditions of the offer, as well as the specifications are requested to complete this tender document, together with all the standard bidding documents in full.

### Briefing Session Information

Compulsory Virtual Briefing session

Briefing session to be held on MS Teams

Date: 07 May 2024

Time: 11:00am – 12:00am

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zjg0ZWMxYTQtYmU2MS00NjU0LThjZTMtZjE4ZWVhNmZkYmY2%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d)

[join/19%3ameeting\\_Zjg0ZWMxYTQtYmU2MS00NjU0LThjZTMtZjE4ZWVhNmZkYmY2%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zjg0ZWMxYTQtYmU2MS00NjU0LThjZTMtZjE4ZWVhNmZkYmY2%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d)

[18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zjg0ZWMxYTQtYmU2MS00NjU0LThjZTMtZjE4ZWVhNmZkYmY2%40thread.v2/0?context=%7b%22Tid%22%3a%221aaf8259-7fdc-4376-8b09-18fa797adeed%22%2c%22Oid%22%3a%22b2cce4c5-0f85-4867-adcb-dec76827efbe%22%7d)

Meeting ID: 363 647 201 204

Passcode: st6DBK

### Compulsory Site Viewing

[After the briefing session, bidders will have to attend site view](#)

- Bidders must email [tenders@qcto.org.za](mailto:tenders@qcto.org.za) with the names of representatives who will be attending the viewing, and a time slot will be allocated.
- Date: 13 May 2024.
- No walk-ins will be allowed without an appointment.
- A maximum of two individuals per bidding company will be allowed for the viewing
- Please make sure you sign the attendance register.

### 1.1. TENDER SUBMISSION AND COMPLIANCE

Prior to submission, the tenderers must check that all pages are properly numbered and that all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

**NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.**

Each page should be initialled with black ink.

Bidders must adhere to the below list for submission.

I/We have attached to this document:	Tick if submitted		Office use
<ul style="list-style-type: none"> <li>• Four hard copies of the technical bid document, including the duly completed terms of reference document (initialled by authorised signatories)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>• Submission one tender pricing together with the completed SBD 3.2 (Separately sealed in an envelope labelled <b>PRICING</b>).</li> </ul>	Yes	No	

I/We have attached to this document:	Tick if submitted		Office use
<ul style="list-style-type: none"> <li>One (1) USB Submission of the technical bid document including the duly completed terms of reference document (initialled by authorised signatories)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Duly Completed Standard Bidding Documents (SBD 1, SBD 4, SBD 6,1)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Proof of Briefing session attendance (Screenshot of session)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>Duly Completed Standard Bidding Documents SBD 6.2 and Annexure C, D, E</li> </ul>	Yes	No	

## 1.2. PRICING

1.2.1. The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.2. The completed form/s must be submitted together with the pricing proposal.

1.2.2. Bidders are required to indicate their costs inclusive of all applicable taxes.

1.2.3. QCTO will not provide upfront payments.

1.2.4. All other cost increases will be negotiated, not exceeding the actual inflation rate (CPI).

**NB: FAILURE TO PROVIDE THE PRICING PROPOSAL WILL INVALIDATE THE BID AND RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL.**

## 1.3. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the tender.

## 1.4. CONSORTIUMS AND JOINT VENTURES

1.4.1. If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in

respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.

1.4.2. It is recognised that tenderers may wish to form consortia to provide the services.

1.4.3. In response to this invitation to tender, a consortium shall comply with the following requirements: -

1.4.4.

1.4.4.1. A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.

1.4.4.2. The tender document shall be signed so as to be legally binding on all consortium members;

1.4.4.3. One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;

1.4.4.4. The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

## **2. AIM OF PROPOSAL**

The aim of this proposal is for QCTO to appoint a suitably qualified and experienced service provider for the supply, delivery and installation of office furniture and blinds for QCTO's open-plan offices for a period of thirty - six (36) months. The appointment of the successful bidder will be for a period of thirty-six (36) months commencing on the date as prescribed in the Letter of Award and signed Service Level Agreement.

## **3. BACKGROUND**

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment, and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
  
- Certification;
- Research and Knowledge Development; and
- Stakeholder Management and Advocacy.

#### **4. SCOPE OF SERVICES**

The appointed service provider will be required to supply, deliver and install of office furniture and blinds for QCTO's open-plan offices for a period of 36 months

##### **4.1. The scope of work includes but is not limited to:**

- 4.1.1. To appoint a bidder that will supply, deliver and install the office furniture and blinds
- 4.1.2. To select a bidder who can best meet the requirements.
- 4.1.3. To appoint a bidder that will supply quality office furniture and blinds to the QCTO as per specification.
- 4.1.4. To appoint a bidder that will supply the QCTO with blinds, office furniture and additional office furniture as per the specifications for a total period of 36 months as per SLA.
- 4.1.5. Only bids that meet the local content thresholds for office furniture and blinds will be accepted.
- 4.1.6. If the raw material or input to be used for a specific item is not available locally, bidders should obtain written authorisation from the Department of Trade and Industry (DTI) should there be a need to import such raw material or input.
- 4.1.7. A copy of the authorisation letter must be submitted together with the bid document at the closing date and time of the bid. For further information, bidders may contact the Furniture: Office Furniture unit with the DTI on telephone number (012) 394 3717/1390.
- 4.1.8. A person awarded a contract in relation to the designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold as per the provided Specification.
- 4.1.9. The appointed service provider will be expected to provide QCTO with a Warranty certificate, excluding normal wear and tear.

## 5. PROJECT TIMELINES

The service provider must ensure that projects are completed within thirty -six (36) months in line with the signed SLA. Although the total duration shall be thirty (36) months, the QCTO shall review the bidder's performance at the end of every six (06) months and reserves the right to terminate the contract due to non-performance.

## 6. SPECIAL CONDITIONS OF THE CONTRACT

The successful bidders will be expected to enter into a Service Level Agreement (SLA) with the QCTO. The service level agreement will include, amongst others, the following:

- i. Period of agreement;
- ii. Non-performance;
- iii. Financial penalties and termination of the contract;
- iv. Terms of deliverables;
- v. Reviews;
- vi. Confidentiality; and
- vii. Disputes.

**The QCTO has a standard template for Service Level Agreements into which both parties (QCTO and the successful bidder) will provide inputs. This SLA shall be the sole document governing the business relationship between the QCTO and the successful bidder. No additional agreements may supersede or govern the SLA.**

## 7. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's or related information and capabilities, and, in these instances, the bidders will be obliged to provide QCTO with all necessary assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;



The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

### 7.1. STAGE 1: MANDATORY REQUIREMENTS

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements, and such documents must be signed by a duly authorised representative.

I/We have attached to this document:	Tick if submitted		Office use
<ul style="list-style-type: none"> <li>• Proof of company/closed corporation registration and a copy of CM/CK certificates</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>• Copies of the identity documents of those with equity/shares</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>• CSD Registration (National Treasury)</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>• Letter of Good Standing (COIDA) issued by the Department of Labour</li> </ul>	Yes	No	
<ul style="list-style-type: none"> <li>• Reviewed or Audited Financial statements</li> </ul>	Yes	No	

**Note:** Failure to meet or submit any or all the above mandatory requirements will lead to bidder being disqualified.

### 7.2. STAGE 2: FUNCTIONALITY

Only bidders that qualified during the Mandatory Evaluation will be evaluated on functionality. At this stage, the evaluation process will be based on the service provider's responses in respect of their proposals against specifications and quality.

**Qualifying proposal will be evaluated on the following:**

No	Criteria	DOCUMENTS REQUIRED	SCORING	Weight
1	Company relevant experience on similar projects.	<p>Please provide references letters signed and dated on Client Company Letterhead. The letters must be supported with an award letter/completion certificate where similar services/goods have been provided in the past five (5) years.</p> <p>Official reference letters must contain the following:</p> <ul style="list-style-type: none"> <li>• The Name of your business is mentioned</li> <li>• Officially signed and</li> <li>• Contact details i.e. Name, telephone, email address</li> <li>• Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• 4 References provided = 40points</li> <li>• 3 References provided = 30 points</li> <li>• 2 References provided = 20 points</li> <li>• 1 Reference provided = 10 points</li> <li>• 0 Reference provided = 0 points</li> </ul>	40 Points
2	Capacity	<p>Company's Financial status — to demonstrate capacity / resources to deliver.</p> <p>Bidder to attach Bank Code Letter.</p>	<p>Bank Codes</p> <ul style="list-style-type: none"> <li>• A-Good For the amount = 20 Points</li> <li>• B- Good for the Amount=10 Points</li> <li>• C- Good for the Amount if strictly in the way of business=5 points</li> <li>• Any code below C= 0 points</li> </ul>	20 Points
3	Project Management	<p>A comprehensive proposed methodology which indicates an understanding of QCTO's requirements, deliverables, and work programme (plan to execute the work &amp; timelines).</p>	<ul style="list-style-type: none"> <li>• Project plan methodology is comprehensive and realistic and includes project scope with deliverables and milestones = 20 points</li> </ul>	20 Points

No	Criteria	DOCUMENTS REQUIRED	SCORING	Weight
			<ul style="list-style-type: none"> <li>• Project plan is realistic and includes project scope = 10 points</li> <li>• Project plan is not realistic and does not include project scope = 0 points</li> </ul>	
4	Portfolio of previously implemented projects.	Printed Portfolio of previously implemented projects.  The services must have been provided in the past ten (10) years.	<ul style="list-style-type: none"> <li>• 4 projects = 5 points</li> <li>• 3 Projects = 4 points</li> <li>• 2 Projects provided = 2 points</li> <li>• 1 Projects = 1 points</li> <li>• 0 Reference = 0 points</li> </ul>	5 points
5	Qualifications of the Project Manager	CV of the Project Manager  The Project Manager must have a must have a relevant qualification.	<ul style="list-style-type: none"> <li>• 1-2 years of experience = 5</li> <li>• 3-5 years of experience = 10</li> <li>• Above 6 years of experience =15</li> </ul>	15 points
	TOTAL		100 Points	

Each criterion will be assessed and scored on the evaluation sheet using the above points. Threshold: Bidders who score less than **70 out of 100 points on functionality will not be considered for Price and Specific goals will be disqualified for this project.**

### 7.3. STAGE 3: PRICE AND SPECIFIC GOALS

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

**Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of proposal with a Rand value below R50 000 000 (all applicable taxes included) :

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

Where:

$P_s$  = Points scored for comparative price of proposal or offer under consideration;

$P_t$  = Comparative price of proposal or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable proposal or offer.

**Step 2** will be the calculation of points for the Specific goals contribution where 20 points will be awarded to a Bidder as per table below:

Specific goal	Definitions	Number of Points
Women	Points can be claimed by bidders who have owners/directors who are Black women  50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5
Youth	Points can be claimed by bidders who have owners/directors who are Black persons from the age of 16 to 35  50% or more percentage of ownership = 5 Less than 50% percentage of ownership= 0	5

<b>Historically Disadvantaged Individuals (HDI)</b>	<b>Points can be claimed by bidders who have owners/directors that are Historically Disadvantaged Individuals, females or disabled South African person</b>  <b>50% or more percentage of ownership = 5</b> <b>Less than 50% percentage of ownership= 0</b>	<b>10</b>
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Note: Failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal. In the case of B-BBEE certificates, the bidder must also submit the full verification report, which shows the percentage of Women, Youth and HDI ownership.

#### 7.4. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
<b>Total</b>	<b>100</b>

#### 7.5 Objective Criteria

The tender will be awarded to the tenderer that meet the local content threshold as stipulated in the Bill of Quantity.

### 8. ACCEPTANCE OF PROPOSAL

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organisation. QCTO reserves the right to accept the offer in full or in part.

### 9. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

## 10. ENQUIRIES

Contact person for technical enquiries regarding the terms of reference shall be directed in writing to:

Mr Sepeke Mankgabo

Telephone Numbers: 012 003 1865

Email address: [Mankgabo.S@qcto.org.za](mailto:Mankgabo.S@qcto.org.za)

Contact persons for SCM and administrative related issues:

Mr. Lekhotla Motloung

Email: [Tenders@qcto.org.za](mailto:Tenders@qcto.org.za)

## **11. ANNEXURE A: COVER PAGE FOR PRICING**

### **PRICING SCHEDULE FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE AND BLINDS FOR QCTO'S OPEN PLAN OFFICES FOR A PERIOD OF 36 MONTHS.**

#### **PLEASE NOTE THE FOLLOWING:**

- ❖ All items must be priced, or the bid will be deemed non-responsive.
- ❖ All the pricing must include the cost of manufacturing, delivery, and installation of the items.
- ❖ The proposed Wood furniture's expected lifespan should be 10 years, any other material should have a lifespan of 5 years and allow for fair wear and tear.
- ❖ The proposed Furniture should be compliant with the OHS Act. Wood and fabric materials (Samples) not approved by QCTO will not be accepted
- ❖ All pricing must be quoted in South African rand and be inclusive of Value added Tax (VAT) if applicable and delivery costs
- ❖ All requirements (items and quantities) in the price schedule template for completion must be adhered to for costing and evaluation purposes.
- ❖ During the course of the contract, QCTO may request items not listed and bidders will be asked to quote before delivery.

**COMPULSORY FORM FOR REFERENCES.**

**Bidders must substantiate each reference with a letter from the organisation where the services were rendered.**

Name of company	Service rendered	Start date	End date	Value of the contract



**COMPULSORY CV TEMPLATE FOR UNIFORMITY**

**Bidders must clearly indicate the practice area in the CV template.**

**Bidders must replicate this CV template for each practice area.**

Proposed role	
<b>Area of Practice</b>	
First Name and Surname	
Date of birth	
Nationality	
Professional Membership	
Present position	
Years with the bidder's organisation or Company	

**Education**

<b>Institution</b>	<b>Duration (Date from - Date to)</b>	<b>Qualification Obtained (e.g., Degree(s) or Diploma(s))</b>  <i>(Start from the most recent, Copies of each qualification to be included in the CV pack)</i>

**Professional Experience (Relevant to the Area of Practice)**

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

Date (From – To)	
Organisation	
Location	
Position	
Description of duties (listed)	

**References (relevant to the Practice area)**

Name	Organisation	Contact details