

## NATIONAL SCHOOL OF GOVERNMENT

This Request for Quotation must be completed by an NSG official.

### Request for Quotation – RFQ NSG/SCM-0150129

<b>From:</b> Mottie Roos	<b>Email:</b> Mottie.Roos@thensg.gov.za
<b>Phone:</b> 012 441 6089	<b>Date of RFQ issue:</b> 01 July 2026
<b>Closing Date:</b> 8 July 2026	<b>Closing Time:</b> 11:00am

**Commodity: Procurement of Office Furniture ( Office Couches)**

**Please note:** Validity of RFQ = 60 days.

Line Number	Detailed Description and Scope of Required Goods and / or Services (what,where,when,region,province,dimensions, legislative requiremetns (if Any)	Qty
<b>Request for Office Couches</b>		
<b><u>SPECIFICATION FOR OFFICE COUCHES</u></b>		
<ol style="list-style-type: none"> <li>1. <b>Area:</b> Reception</li> <li>2. <b>Material:</b> Combination of 92%-95% of Polyerster and 5%-8% of spendex fabric.</li> <li>3. <b>Colour:</b> For two seater = Burnt Orange (Sample attached) For single seater = Biege/sand, cream (off-white), choccolate brown, burnt orange, dark chocolate And light brown.</li> <li>4. <b>Preffered Frame:</b> Fully covered and with wooden legs.</li> <li>5. <b>Foam Density:</b> High density polyurethane foam.</li> <li>6. <b>Design:</b> Couch A = Armless Lounge Design Couch B = Modern Barrel or Tub Accent Design Couch C = Modern Loveseat Sofa with Rounded Contemporary Style</li> <li>7. <b>Supplier to provide samples/ catalogues or images before award.</b></li> </ol>		
<b>NB. Please refer to Annexure A for detail specification for office couches</b>		
No	Detailed Description and Scope of Required Goods and / or Services (what,where,when,region,province,dimensions, legislative requiremetns (if Any)	Qty
1.	Armless Lounge Design ( <b>Picture attached with measurements</b> )	6x
2.	Modern Barrel or Tub Accent Design ( <b>Picture attached with measurements</b> )	6x
3.	Modern Loveseat Sofa with Rounded Contemporary Style ( <b>Picture attached with measurements</b> )	6x
<b>Special Condition of product (if any)</b>	<b>The bidder must provide with the warranty of the couches</b>	

**Please note:**

1. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive.

2. The service provider/supplier must complete, sign and submit the attached **(for all procurement thresholds)**:
  - a. SBD 4;
  - b. SBD 6.1
  - c. Copies of ID documents as per the CIPC composition of active Directors/ Owners
  - d. Valid Company Registration Document (CIPC)
3. The quotation must be submitted on the letterhead of the company.
4. **No quotations received after the closing date will be accepted.**

**Please e-mail your Quotation to the National School of Government (NSG) at the e-mail address [SCM.Projects@thensg.gov.za](mailto:SCM.Projects@thensg.gov.za).**