



1. PROJECT PURPOSE

- 1.1 The purpose of this purchase is to provide the student with a suitable and ergonomic workspace that supports focused study, academic performance, and overall productivity. A dedicated study area with proper furniture is essential for maintaining a healthy posture and creating an environment conducive to learning. Unfortunately, the current setup is inadequate and does not meet the students' academic or physical needs. We believe this investment will significantly enhance the students' learning experience and help foster a more structured and effective study routine, particularly during intensive practical sessions.

2. SCOPE OF WORK

- 2.1 Deliver and assemble the office furniture as indicated in Annexure A of this document, at the ARC Arcadia- 600 Belvedere Street, Arcadia.
- 2.2 The furniture to be supplied should be brand new, and no second-hand furniture will be accepted. **A detailed specification of the required furniture is attached as Annexure A.**

3. MANDATORY REQUIREMENTS (Failure to comply with the below requirements will lead to automatic disqualification)

- 3.1 Provide a letter indicating the **five (5) years** warranty for all furniture.
- 3.2 Two (2) reference letters from clients to whom the Bidder has provided similar services (manufacturing or supply of furniture)
- The reference letters must be within five years.
 - Reference letters must be on the client's letterhead, signed and must at least have one (1) contactable reference
 - Only reference letters demonstrating experience in the manufacture and/or supply of furniture will be considered
- 3.3 The bidder must submit a concise company proposal containing the following information:**
- Furniture style must be:
 - High-quality material and finishes;
 - Modern, contemporary, aesthetically pleasing;
 - Modular, functional, ergonomically designed;
 - Suitable for an eight (8) hour workday,

- Uncluttered and easy to use

Special Conditions:

Details
Supply, deliver, and assemble office furniture as specified in this document.
Ensure that any furniture damaged in transit or otherwise is immediately replaced.
Ensure that there are no delays in the delivery, supply, and assembly of office furniture.
All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
Ensure that delivery takes place within 4 weeks (1 month) after the appointment.
All furniture must have a lifespan of eight (8) to twelve (12) years, taking into account fair wear and tear

Annexure A:

DESCRIPTION	Picture Example	QTY
Office desk with ¾ lockable drawers: Dimensions: 120cm (L) × 57.5cm (W) × 75cm (H) Storage: 3 Drawers Lockable Drawers: Yes Colour: Brown or American Walnut		48

Desk Partitioning Panels and Screens

- Free Standing
- 1200mm (120cm) overall partition height
- Panel sits 450mm above the desk

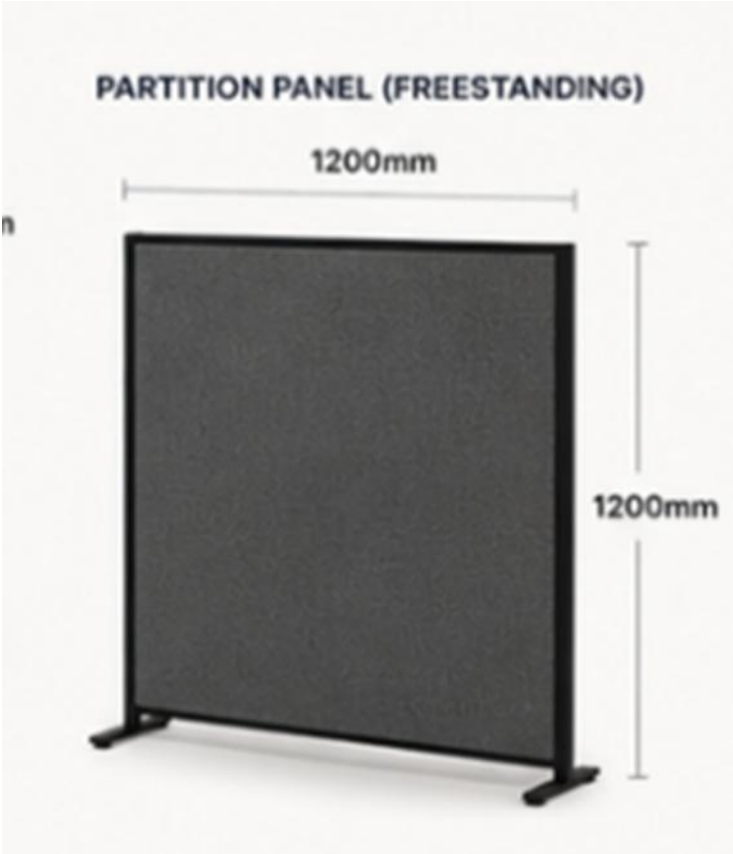


Image example



Desks will be arranged in clusters of 8 (though they must maintain their individuality) – each cluster will have 14 partitioning panels. In total we will have **6** arrangements of 8 clusters: 14 panels x 6 clusters: 84 Partitioning panels



Mesh Office Chair with Headrest & Lumbar Support – Black (Ergonomic or equivalent)

Suitable For: Study & Home Office

Upholstery Material: Mesh, Fabric

Upholstery Type: Cushion

Chair Features: Wheels, Armrest, Adjustable Seat Height, Head Support, Swivel

Brand Colour: BLACK

Frame Material Subtype: Metal

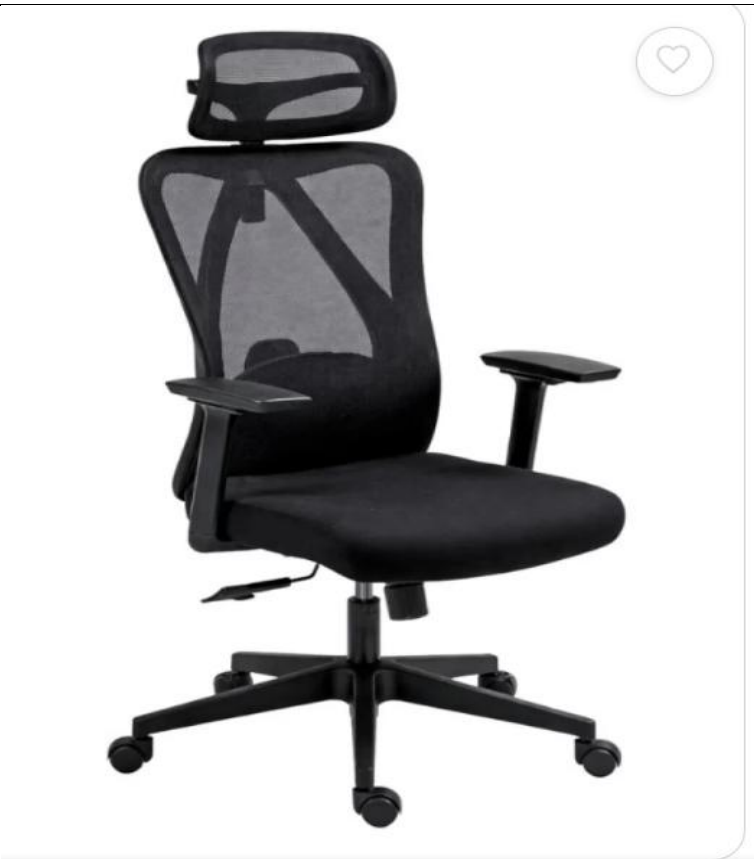
Chair Type: Office Executive Chair

Width: 55 cm

Height: 120 cm

Depth: 49 cm

Weight: 5 kg



48