

SBD 1

Bid Description	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL COUCHES AND CHAIRS IN IDT HEAD OFFICE										
Bid number	IDT/HO/CHAIRS/21082024										
Name of institution	INDEPENDENT DEVELOPMENT TRUST (IDT)										
Compulsory Briefing	N/A										
The place where goods, works or services are required	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen 0043										
Closing date and time	Date	0	4	0	9	2	0	2	4	Time	12h00 PM
Contact details	Physical address	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen 0043									
	Tel	012 – 845 2000									
	email	Juniorm@idt.org.za Mahalim@idt.org.za									
	Contact person	Juniorm@idt.org.za Mahalim@idt.org.za									
Where bids can be collected	IDT website https://idt.org.za/cat_doc/advertised-tenders/ and the National Treasury e-Tender Portal available on www.treasury.gov.za										
Where bids must be delivered	IDT HEAD OFFICE Glenwood Office Park Cnr. Oberon & Sprite Street Faerie Glen, 0043										
Category (Goods/ Services)	Services										
Sector	State Sector										
Region	Head Office										
Supplier Details											
Name of bidder											
Postal Address											
Street Address											
Telephone Number	Code		Number								
Cell phone Number											
Email Address											

Supplier Compliance Status	Tax Compliance System PIN		AND	Central Supplier Database No:	MAAA	
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SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....
(Proof of authority must be submitted e.g. company resolution)

DATE:

CONFIDENTIAL

TERMS AND CONDITIONS FOR BIDDING

ITEM	DESCRIPTION
1.1 Tender Issue Date	21 August 2024
1.2 Compulsory Briefing	N/A
1.3 Closing Date	04 September 2024
1.4 Enquiries	Any queries shall be directed in writing to the IDT and shall be addressed to the email below: Email: Juniorm@idt.org.za Mahalim@idt.org.za

1. INTRODUCTION AND BACKGROUND

1.1. IDT as an Entity

The Independent Development Trust (hereinafter referred to as IDT) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organisation is accountable to Parliament through the Minister of Public Works and Infrastructure who is the Executive Authority.

Our mandate is to support and add value to the developmental agenda of government as indicated in the mission statement; "The IDT manages and delivers Integrated Social Infrastructure Programs on behalf of Government". In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government development programs.

2. PURPOSE OF THE RFP

The IDT hereby invites suitably qualified service providers to submit quotations for the supply, delivery, and installation of chairs in IDT Head Office, Pretoria. The IDT will enter into a Service Level Agreement with the successful service provider in terms of agreements.

3. CURRENT ENVIRONMENT

IDT Head Office and Regions currently have old and broken chairs, it is therefore imperative that we procure new chairs, this will be a new opportunity to create a whole new look for the office space with distinctive details that defines who we are as an organization.

PRODUCT TYPE: Chairs and Couches

4. SUBMISSIONS

- a) Bid documents must be placed in a marked tender box with reference: **IDT/HO/CHAIRS/COUCHES /2024**
- b) Bid documents will only be considered if received by the IDT before the closing date and time **12pm closing time will be according to the wall clock of the IDT in the reception area**
- c) The bidder(s) are required to submit two (2) copies of each file **Original** one (1) copy duplicate (1) **USB** with content of each file. Each file and USB must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the USB must

be labelled.

d) All dates and times in this bid are South African standard time.

e) Any time or date in this bid is subject to change at the IDT discretion.

f) The establishment of a time or date in this bid does not create an obligation on the part of the IDT to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the IDT extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

5. SUPPLIER DUE DILIGENCE

The IDT reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

6. SERVICE REQUIRED

A service provider will be accompanied and monitored by an internal projector manager or representative while providing the services and a Project Manager will have weekly meetings to track the progress until the project is handed over. It is therefore expected that the service providers must familiarize themselves with the scope of work as the guide, for any additional work that will be executed outside the scope an approval will sought before commencement with additional work.

7. SCOPE OF WORK FOR CHAIRS

HAED OFFICE AND REGIONS: CHAIRS

1. Technical Specification

The following should be the minimum specifications for
CHAIRS:

1.1	CHAIRS				
ITEM	DESCRIPTION	QTY	Unit price Ex Vat	UNIT PRICE Vat Inc	TOTAL
1.	CEO's OFFICE 1X CEO's chair (Code: CH4900) 2x visitor's chairs (Code: C-PRES/VA/BL/PC) 1x three-seater couch (Chesterfield- Leather Couch Brown Leather) 2x single seater couches (Ottavia Velvet Armchair) 20x Board room (CH3300) <ul style="list-style-type: none"> 5 years Warranty 	26			
2.	EXECUTIVES CHAIRS 3X Chairs (Code: CHB4700) 6x Visitors (CH3500) <ul style="list-style-type: none"> 5 years Warranty 	9			
3.	GENERAL MANAGERS AND SENIOR MANAGERS 14x Chairs (CH3500) 18x Visitors. (CH3300 NO WHEELS) <ul style="list-style-type: none"> 5 years Warranty 	32			

	RECEPTION AREA				
4.	2X 2 Seater couches (Mia- Joan 2 Division Couch Black) 2x Chairs (Code: CHB4700) 2x single seater couches (Mia-Joan single seat couch grey) <ul style="list-style-type: none"> 5 years Warranty 	6			
5.	CHB4700 – Wallstreet High Back Office Chair 5 years Warranty	98			

Quality control and audit will be conducted after the installation and delivery has been completed. However, a detailed report and invoice must be furnished by the service provider to the Head of Facilities within 72 hours following the commissioning.

5. ADMINISTRATIVE COMPLIANCE

Please note that all bidders must comply with the following administrative compliance.

No.	Name of the document that must be submitted	Requirements
1	Invitation to bid –SBD 1	Please complete and sign the supplied <i>pro forma</i> document.
2	Registration with Central Supplier Database (CSD) as per National Treasury SCM Instruction 4 of 2015/17 par 5.2	Attach proof of print out as proof of registration or supplier number.
3	Declaration of Interest – SBD 4	Please complete and sign the supplied <i>pro forma</i> document.
4	Preference Point Claim Form – SBD6.1	Please complete and sign the form
5	Tax clearance (Pin Number)	Must be Submitted

6 EVALUATION CRITERIA

IDT Supply Chain Department will evaluate all proposals in terms of the Preferential Procurement Regulations 2017. A copy of the Preferential Procurement Regulations 2017 can be downloaded from www.treasury.gov.za. In accordance with the Preferential Procurement Regulations 2011, submissions will be adjudicated on 80/20 points system and the evaluation criteria. A three phase evaluation criteria will be considered in evaluating the bid. On the receipt of the proposals, the evaluation criteria shown below will be used for the selection of the most suitable bidder to undertake the assignment.

Phase 1: Mandatory compliance (if not complied with bid will be disqualified)

Phase 2: Functional / Technical Evaluation

Phase 3: Points awarded for Price and Specific goal (80/20 Preferential System)

PHASE 1: MANDATORY COMPLIANCE:

Please note that all bidders must comply with the following mandatory requirements-

Failure to submit any of the documents listed below will render your bid non-responsive and will be disqualified.

Yes - list the relevant documents required on the table below

No	Criteria	Yes	No
1	Registration for compensation for occupational Injuries and Diseases (COID) – must be Updated		
2	Director(s) recently certified ID documents not older than three (3) months		
3	CIPC Document		

PHASE 2: FUNCTIONALITY/TECHNICAL EVALUATION:

Functional/Technical criteria totaling **70% out of 100**

Only bidders that have met the pre-qualification criteria will be evaluated for functional evaluation. In this phase the evaluation will be based on the bidder responses in respect of the bid proposal (evaluated on the minimum functional specifications). Prospective bidders who score a minimum of 70% or more on Functionality/Technical Evaluation will be considered for the next Phase 3 (Price and Specific Goal).

Values: 1 Poor.....2 Average.....3 Good.....4 Very Good.....5 Excellent

No.	Evaluation Criteria	Weight																		
	Experience and track record	30																		
	Experience																			
	<table><tr><th>Number of years</th><th>Score</th><th>Value</th></tr><tr><td>0 to 1 year</td><td>1</td><td></td></tr><tr><td>2 to 3 years</td><td>2</td><td></td></tr><tr><td>4 to 5 years</td><td>3</td><td></td></tr><tr><td>6 to 7 years</td><td>4</td><td></td></tr><tr><td>8 years and above</td><td>5</td><td></td></tr></table>	Number of years	Score	Value	0 to 1 year	1		2 to 3 years	2		4 to 5 years	3		6 to 7 years	4		8 years and above	5		
	Number of years	Score	Value																	
	0 to 1 year	1																		
	2 to 3 years	2																		
	4 to 5 years	3																		
	6 to 7 years	4																		
	8 years and above	5																		
	Contactable reference(s)	10																		
	Respondents must have at least 4 client references where proposed solutions was maintained 0-1 reference=1 point 2-3 references= 2 points 4-5 references=3 points 6-7 references= 4 points 8 references and>=5 points																			
	Detailed project management plan	20																		
Project plan attached; the service provider must provide a presentable proposal on how to carry out the project Unclear and unrealistic timelines=1 point Minimum and average timelines= 2 points Good and realistic timelines with reasonable milestones=3 points Detail project plan with realistic timelines: 4 points Clearly defined project milestones which depicts the actual phases and timelines of the project= 5 points																				
CVs of Project manager, Team leader to be involved in this project	10																			
Detailed approach and methodology General approach, planned methodology and proposed activities towards undertaking the project	30																			
1) project control plan																				

	2) Project execution plan 3) Broad methodologies in line with the task description outlined under project scope/task description 4) Clear milestones, timeframes for each task to be completed 5) Evaluation and supervision Approach Detailed project plan on implementation of project on the following. a) Detailed project management plan b) Detailed management team c) Clear timeframes d) Team leaders' activities e) Team members activities	
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NB: Only bidders who obtain at least **70%** on Functionality/Technical evaluation will be considered for further evaluation (**Phase 3**).

A bidder is expected to achieve a minimum threshold/required score for functionality of **70 points**, in order to qualify for further evaluation. Further evaluation on phase 3 will be based on Points awarded for Price and Specific Goal (80/20 Preferential System)

PHASE 3: THE 80/20 POINTS AWARDED FOR PRICE AND SPECIFIC GOALS

The 80/20 Preferential Procurement System will be used in evaluating these bids:

Evaluation element	Weighting (Points)
SPECIFIC GOAL	20
PRICE	80
Total	100

In terms of Regulation 6 (2) of the Preferential Procurement Regulations, Preference Points must be awarded to a bidder for Specific goal.

7. CONDITIONS

- Bidders need a minimum of 70% on Functionality/Technical evaluation to qualify in Phase 2 of the evaluation.
- Only bidders who fully comply with the requirements indicated under technical/ functional evaluation will be considered for further evaluation on Phase 3.
- It is a requirement that your company must be registered in the online Central Supplier Database (CSD) managed by National Treasury: www.csd.gov.za. This is to ensure that your company credentials can be verified online by government departments intending to do business with you.
- It is a requirement that bidders who do business with government must comply to the relevant tax legislations. The bidders Tax Compliance Status (TCS) should be up to date from the date of submission of quotations.
- The Independent Development Trust (IDT) will not be liable to any damage caused by the contractor, whatsoever.
- The Independent Development Trust (IDT) will not be held liable of injury of the contractor's employees.
- Bidders are requested to provide a clear agreement regarding joint ventures/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.
- In the event of a Joint Venture being formed, note that all members of the joint venture should sign the contract / agreement and are jointly or severally liable for the entire assignment.
- The Independent Development Trust (IDT) is not bound to select any of the service providers submitting proposals and therefore reserves the right not to award the bid.

- The Independent Development Trust (IDT) will not be held responsible for any cost incurred by the bidder in the preparation and submission of the bids.
- Travelling cost and time spent or incurred between home and office of the service providers and the Independent Development Trust (IDT) (Head Office) will not be for the account of the Independent Development Trust (IDT)
- The Bidders must complete all the necessary information required in the bidding document.

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 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

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 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.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this 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.

3.6 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

CONFIDENTIAL

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

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$
Where		
Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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
 - (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,
- 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 allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

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;
- iv) 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 –
 - (a) 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)

SURNAME AND NAME:

DATE:

ADDRESS:
.....