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LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

SPECIFICATION

FOR

PROCUREMENT OF OFFICE FURNITURE FOR 34 TRADITIONAL COUNCILS

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Initials of DBSC members: _____

Initials of HOD _____

SPECIFICATION FOR PROCUREMENT OF OFFICE FURNITURE FOR 34 TRADITIONAL COUNCILS

1. PURPOSE

To request for the procurement of office furniture for 34 traditional councils.

2. BACKGROUND

2.1 In terms of the Limpopo Traditional Leadership and Institutions Act, No. 6 of 2005 section 11 (3) the Premier must, within the provincial government's means, provide traditional councils with financial support to enable the traditional councils to perform their functions. Based on the above the Department took a decision to conduct need analysis for traditional councils in the Province, shortage of office furniture was found to be critical to the existence and functionality of this institutions.

2.2 Approximate distances between Polokwane and some of the furthest village in the municipality per district:

- 2.2.1 Polokwane – Ga-Kibi in Blouberg LM, Capricorn DM is 130km
- 2.2.2 Polokwane – Leboeng in Tubatse LM, Sekhukhune is 210km
- 2.2.3 Polokwane – Marapong in Lephalale LM, Waterberg DM is 245km
- 2.2.4 Polokwane – Botshabelo in Maruleng LM, Mopani DM is 140km
- 2.2.5 Polokwane – Hankutswi/ Masisi in Musina LM, Vhembe DM is 280km
- 2.2.6 Polokwane – Regorogile in Thabazimbi LM, Waterberg DM is 300km

3. LEGISLATIVE FRAMEWORK

- 3.1 The Constitution of the Republic of South Africa (Act No 108 of 1996)
- 3.2 Traditional and Khoi-San Leadership Act (Act No 3 of 2019)
- 3.3 Limpopo Traditional Leadership and Institutions Act (Act No 6 of 2005)

4. SCOPE AND DELIVERABLES OF SERVICES REQUIRED

- 4.1 The list of Traditional councils of Category A per district, specification and pictures (*as annexures*):

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4.1.1 List of Traditional councils of Category A per district:

Category	District	Name of TC	Total
Category A	Capricorn	Bakone ba Matlala a Thaba TC	01
	Mopani	Raphahlelo TC	01
	Sekhukhune	Mogashoa Ditlhakaneng TC Manoke TC Bakwena Ba Matsepe TC	03
	Vhembe	None	00
	Waterberg	Bakone TC	01
Subtotal			06

4.1.2 Category A - Specification

Item	Quantity	Description	Finish	Annexures
a.	2 X	Standard Desk (dark brown mahogany finish) <ul style="list-style-type: none"> 1800L X 1000W X 800H black bonded inlay on desktop with free standing 1000L X 550W X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany	Annexure No. 1
b.	1 X	Executive Desk <ul style="list-style-type: none"> 3300L X 1200W X 800H black bonded inlay on desktop with free standing Credenza <ul style="list-style-type: none"> 1200L X 810W X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany	Annexure No. 2
c.	1 X	Book shelve <ul style="list-style-type: none"> 900L X 420D X 2200H two top glass doors with two bottom wooden doors 	dark brown mahogany	Annexure No. 3
d.	1 X	Book shelve <ul style="list-style-type: none"> 900L X 420D X 2200H four wooden doors 	dark brown mahogany	Annexure No. 4
e.	2 X	Credenza <ul style="list-style-type: none"> 1600W X 600D X 960H four wooden doors 	dark brown mahogany	Annexure No. 5

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f.	2 X	Filing cabinet • 550L X 570W X 1450H four wooden drawers	dark brown mahogany	Annexure No. 6
g.	3 X	Executive highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	Annexure No. 7
h.	1 X	Highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	Annexure No. 8
i.	24 X	Visitors chairs • 600mm X 570mm wooden armrest with leather patch	black genuine leather	Annexure No. 9
j.	1 X	Round boardroom table (6-seater) • 1500L X 1500W X 800H	dark brown mahogany	Annexure No. 10
k.	1 X	Oval boardroom table (12-seater) • 3200L X 1500W X 800H	dark brown mahogany	Annexure No. 11

4.1.3 Category A - Annexures

Annexure No. 1



Annexure No. 2



Annexure No. 3



Annexure No. 4



Annexure No. 5



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Annexure No. 6



Annexure No. 7



Annexure No. 8



Annexure No. 9



Annexure No. 10



Annexure No. 11



4.2 The list of Traditional councils of Category B per district, specification, and pictures (as annexures):

4.2.1 List of Traditional councils of Category B per district:

Category	District	Name of TC	Total
Category B	Capricorn	Bakgaga Ba Mothapo TC	03
		Ledwaba Ndlovu TC	
		Mamadi TC	
	Mopani	Mamaila Mphotwane TC	03
		Homu TC	
		Phooko TC	
	Sekhukhune	Bapedi Ba Dinkwenyane TC	06
		Kwena Mashabela TC	
		Babina Nare Bakgwete TC	
		Maesela Mahlabaphooko TC	
		Roka Malepe TC	
		Marota MathibengTC	

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	Vhembe	Mavambe TC Tshikhundamalema TC Muila TC Mulamula TC	04
	Waterberg	Seleka TC	01
Subtotal			17

4.2.2 Category B - Specifications

Item	Quantity	Description	Finish	Annexures
a.	2 X	Standard Desk • 1800L X 1000W X 800H black bonded inlay on desktop with free standing Credenza • 1000L X 550W X 800H with three drawer mobile Pedestal with central lock	dark brown mahogany	Annexure No. 1
c.	1 X	Book shelf • 900L X 420W X 2200H two top glass doors with two bottom wooden doors	dark brown mahogany	Annexure No. 3
d.	1 X	Book shelf • 900L X 420W X 2200H four wooden doors	dark brown mahogany	Annexure No. 4
e.	2 X	Filing cabinet • 550L X 570W X 1450H four wooden drawers	dark brown mahogany	Annexure No. 5
f.	2 X	Highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	Annexure No. 6
g.	1 X	Highback chair • 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch	black genuine leather	Annexure No. 7
h.	6 X	Visitors chairs • 600mm X 570mm wooden armrest with leather patch	black genuine leather	Annexure No. 8

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4.2.3 Category B - Annexures:

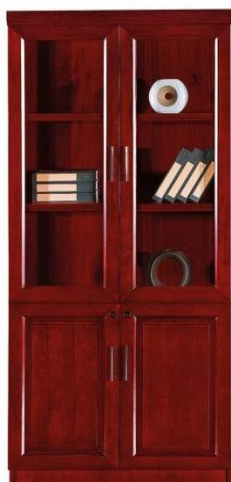
Annexure No. 1



Annexure No. 2



Annexure No. 3



Annexure No. 4



Annexure No. 5



Annexure No. 6



Annexure No. 7



Annexure No. 8



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4.3 The list of Traditional councils of Category C per district, specification, and pictures (as annexures):

4.3.1 List of Traditional councils of Category C per district:

Category	District	Name of TC	Total
Category C	Capricorn	None	00
	Mopani	Sebela TC	01
	Sekhukhune	None	00
	Vhembe	None	00
	Waterberg	None	00
Subtotal			01

4.3.2 Category C - Specifications

Item	Quantity	Description	Finish	Annexure
a.	1 X	Standard Desk <ul style="list-style-type: none"> 1800L X 1000W X 800H black bonded inlay on desk top with free standing Credenza <ul style="list-style-type: none"> 1000L X 550W X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany	Annexure No. 1
b.	1 X	Executive Desk <ul style="list-style-type: none"> 3300L X 1200W X 800H black bonded inlay on desktop with free standing Credenza <ul style="list-style-type: none"> 1200L X 810L X 800H with three drawers mobile Pedestal with central lock 	dark brown mahogany	Annexure No. 2
c.	1 X	Book shelve <ul style="list-style-type: none"> 900L X 420D X 2200H four wooden doors 	dark brown mahogany	Annexure No. 3
d.	1 X	Filing cabinet <ul style="list-style-type: none"> 550L X 570D X 1450H four wooden drawers 	dark brown mahogany	Annexure No. 4
e.	1 X	Highback chair <ul style="list-style-type: none"> 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch 	black genuine leather	Annexure No. 5
f.	1 X	Highback chair <ul style="list-style-type: none"> 750mm X 570mm swivel and tilt mechanism wooden armrest with leather patch 	black genuine leather	Annexure No. 6

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g.	3 X	Visitors chairs <ul style="list-style-type: none">• 600mm X 570mmwooden armrest with leather patch	black genuine leather	Annexure No. 7
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4.3.3 Category C - Annexures:

Annexure No. 1



Annexure No. 2



Annexure No. 3



Annexure No. 4



Annexure No. 5



Annexure No. 6



Annexure No. 7



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4.4 The list of Traditional councils of Category D per district, specification, and pictures (as annexures):

4.4.1 List of Traditional councils of Category D per district:

Category	District	Name of TC	Total
Category D	Capricorn	Mafeke TC Zebediela TC Dikgale TC Ditlou Machidi TC	04
	Mopani	Sekgopo TC	01
	Sekhukhune	Mogashoa Ditlhakaneng TC	01
	Vhembe	Masia TC Mphaphuli TC Mudabula TC Mulima TC	04
	Waterberg	None	00
Subtotal			10

4.4.2 Category D - Specifications

Item	Quantity	Description	Finish	Annexure
a.	1 X	Oval boardroom table (12-seater) • 3200L X 1500W X 800H	dark brown mahogany	Annexure No. 1
b.	12 X	Visitors' chairs • 600mm X 570mm wooden armrest with leather patch	black genuine leather	Annexure No. 2

4.4.3 Category D - Annexures:

Annexure No. 1



Annexure No. 2



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5. EVALUATION

This Bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), 2022 Regulation, Departmental Procurement Policy and related regulations as follows:

The bid will be evaluated in three phases namely:

Phase 1: Bid Conditions (Phase 1a: Administrative Compliance and Phase 1b: Mandatory Compliance).

Phase 2: Price and Specific goals

Phase 3: Physical site inspection.

The Department reserves the right to accept all, some, or none of the bids submitted – either wholly or in part.

5.1 Phase 1a: Administrative Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals:

5.1.1 Proof of Company Registration (CK) must be submitted.

5.1.2 Certified ID copies of directors, not older than six (6) months.

5.1.3 Completed and signed Compulsory Standard Bid Document (SBD1) which form part of the tender document.

5.1.4 Submission of SBD 6.1 is not mandatory, however, failure by the bidder to complete will result in zero specific goals.

5.1.5 Submission of the SBD 3.1 form is not mandatory, failure to complete will result in the Department relying on the Price Proposals / Cost Breakdown submitted on 5.2.3 below.

NOTE:

- Submit original certified copies not older than six months.

5.2 Phase 1b: Mandatory Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals; failure to comply will result in an offer being disregarded and not considered for further evaluation:

5.2.1 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required documents, any other clearance or registration forms.

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- 5.2.2 Completed and signed Compulsory Standard Bid Documents (SBD4) which form part of the tender document.
- 5.2.3 A signed Price proposals must be submitted on the Company's letterhead a breakdown of the price must indicate the following:
- ✓ Total bid prices on Company's letterhead must be signed.
 - ✓ Price should include VAT where applicable.
 - ✓ Prices should be firm as the Department will not allow any increases after appointment.
- 5.2.4 Bidders should have active furniture retailing/manufacturing facility and/or written agreement with active furniture retailing/manufacturing facility must be submitted. Physical address of active furniture retailing/manufacturing facility must be submitted and at-least two contact numbers where physical site inspection will be conducted.
- 5.2.5 Bidders must be members of Furniture, Bedding and Upholstery Manufacturing Association (FBUMA), membership evidence must be submitted.
- 5.2.6 The appointed bidder must provide three (3) year guarantee including collection and repair of equipment(s).
- 5.2.7 All furniture must have a lifespan of eight (8) years, taking into account fair wear and tear.
- 5.2.8 Closing time for all bids is 11h00 a.m on the closing date. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.
- 5.2.9 Bids submitted through e-mail or fax will not be accepted.
- 5.2.10 Each bid should be lodged in a sealed separate envelope with the name and address of the bidder, bid number, closing date, and time.
- 5.2.11 Bidders should make use of the prescribed bid documents. Do not retype or copy.
- 5.2.12 Use of tippex is prohibited.
- 5.2.13 No amendments without initializing will be accepted.
- 5.2.14 The department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD).
- 5.2.15 Deviation from Specifications/Terms of Reference is not permitted.

5.3 Phase 2: Price and specific goals

The adjudication of this bid will be based on the 80/20 point scoring system.

5.3.1 Price

Price will be equals to 80 points.

5.3.2 Specific Goals

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A maximum of 20 points may be awarded for the specific goals specified hereunder.

The following specific goals with verifiable means of verification and applicable points will be utilised for awarding of points:

Ownership	Means of verification	Points
Limpopo Province	Latest (not older than three months) Municipal Account/Traditional Council letter	4
Rural /Township Businesses	Latest (not older than three months) Municipal Account/Traditional Council letter	4
Black People	Valid Sworn Affidavit	4
Persons with Disability	Disability verification letter from a medical practitioner indicating the practice number	2
Youth	Certified ID copy (not older than six months)	3
Women	Certified ID copy (not older than six months)	3
Total		20

The points scored by a tenderer in respect of the Specific Goals will be added to the points scored by the said tenderer for price.

5.4 Phase 3: Physical site inspection

Premises of all shortlisted service providers (including contracted manufacturer or retailer or those with agreement) will be inspected by Departmental staff members to verify their existence and compliance. (The Department must be informed in writing should service provider(s) change its office address).

The following must be adhered to: failure to comply will result in your offer not being considered for appointment:

5.4.1 Active furniture retailing/manufacturing facility.

5.4.2 Stocked furniture retailing/manufacturing facility.

- Office desk
- Book shelve
- Filing cabinet
- Office chair

5.4.3 Number of delivery vehicle(s) registered in the company name with proof of registration documents or confirmation lease agreement for delivery vehicle(s) used by the company for delivery.

6. SUBMISSION PROCEDURE

All bids must be submitted in the Bid Box @ 20 Rabe Street, Cnr Landdros Mare & Rabe Streets, Polokwane addressed to:

The Chief Director

Supply Chain Management

Department of Co-operative Governance, Human Settlements & Traditional Affairs

Private Bag X9485

Polokwane

0700

7. INFORMATION

Should additional information or clarification be required regarding the specification before the closing date of the tender, contact may be made through telephone or email with the following officials:

NAME	TELEPHONE	EMAIL ADDRESS
Technical Enquiries		
Kutumela SS	015 294 2011	KutumelaSS@coghsta.limpopo.gov.za
Leboho RH	015 294 2086	LebohoRH@coghsta.limpopo.gov.za
Administrative Enquiries		
Mokalapa MJ	015 294 2278	MokalapaMJ@coghsta.limpopo.gov.za
Masenya JT	015 294 2310	MasenyaJT@coghsta.limpopo.gov.za
Masemola SS	015 294 2024	MasemolaSS@coghsta.limpopo.gov.za

DBSC SIGNATURES

Chairperson : _____

Deputy Chairperson : _____

Member : _____

Member : _____

HOD : _____