



## TENDER NO: F (SCM) 01/2026 - B

TENDERS ARE HEREBY INVITED FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS.

Compulsory Briefing Session will be held on Friday, 18 July 2025 at 12:00pm at Mayoral Chamber, Civic Centre, Corner Commissioner and Market Street, Krugersdorp, 1740.

No visual compulsory briefing session will be available.

NAME OF BIDDER:  
CENTRAL SUPPLIER  
DATABASE (CSD)

MAAA

TELEPHONE No:

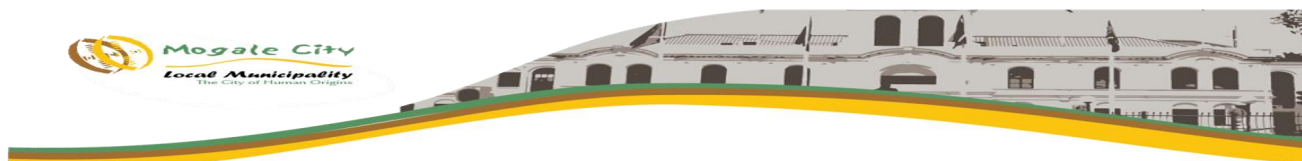
TELEFAX No:

E-MAIL ADDRESS:  
PHYSICAL  
ADDRESS:

JULY 2025

Issued by:  
Municipal Manager  
Mogale City Local Municipality  
P O Box 94  
**KRUGERSDORP**  
1740

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## PART A

### INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF MOGALE CITY LOCAL MUNICIPALITY					
BID NUMBER:	<b>F (SCM) 01/2026 - B</b>	CLOSING DATE:	<b>08 AUGUST 2025</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>TENDERS ARE HEREBY INVITED FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN  
THE BID BOX SITUATED AT (STREET ADDRESS)

<b>CNR. COMMISSIONER &amp; MARKET STREET</b>				
<b>CIVIC CENTRE</b>				
<b>MOGALE CITY</b>				
<b>KRUGERSDORP</b>				
<b>1740</b>				
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				

VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  [TICK APPLICABLE BOX]	Yes   <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes   <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL CLARIFICATION QUERIES MAY BE DIRECTED TO:		
DEPARTMENT/ DIVISION	Supply Chain Management				
E-MAIL ADDRESS	<a href="mailto:SCMEnquiries@mogalecity.gov.za">SCMEnquiries@mogalecity.gov.za</a>				

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY MCLM TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH MCLM AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.MCLM.GOV.ZA">WWW.MCLM.GOV.ZA</a> .	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/>
YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (MCLM) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

ADVERTISED IN: The Star  
PUBLISHING DATE: Monday, 07 July 2025  
TENDER NO: F (SCM) 01/2026 - B

## MOGALE CITY LOCAL MUNICIPALITY

Tenders are hereby invited for the following Office: Finance: section: Supply Chain Management.

### **TENDER NO: F (SCM) 01/2026 - B**

**APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS.**

**Compulsory Briefing Session will be held on Friday, 18 July 2025 at 12:00pm at Mayoral Chamber, Civic Centre, Corner Commissioner and Market Street, Krugersdorp, 1740.**

**No visual compulsory briefing session will be available.**

### **Adjudication: 80/20**

Tenders will be evaluated using Functionality evaluation criteria of **35** points of which the service provider is required to score the minimum of **22** points in order to be considered for further evaluation.

Tenders will be evaluated using 80/20 preference point system which awards 80 points for Price and 20 points for Specific Goals accordance with PPPFA 2022 Goals as per table below:

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)
Within the boundaries of the municipality (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	10	x	
Outside the boundaries of the Municipality, but within the west Rand District Municipality. (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	6	x	

Within the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	4	x	
Outside the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	0	x	
Youth enterprise (enterprise owned by persons younger than 35 years). (Central Supplier Database will be utilized to verify enterprises owned by persons younger than 35 years points of bidder).	X	5	x	
Gender (Woman owned enterprise). (Central Supplier Database will be utilized to verify enterprises owned by women points of bidder).	X	5	x	

**Documents Collection:** Documents can be downloaded from the e-tender portal at [www.etenders.gov.za](http://www.etenders.gov.za) or [www.mogalecity.gov.za](http://www.mogalecity.gov.za).

Technical Enquiries: [scmenquiries@mogalecity.gov.za](mailto:scmenquiries@mogalecity.gov.za)

**Documents available:** As from **Monday, 07 July 2025** on [www.etenders.gov.za](http://www.etenders.gov.za) or [www.mogalecity.gov.za](http://www.mogalecity.gov.za)

**Closing date: Friday, 08 August 2025**

**Time: 11:00**

**Bid Box**

Venue: Bid box is situated at the reception desk of the Supply Chain Management Unit, situated on the upper level of the West Wing of the Mogale City Civic Centre, Corner Commissioner and Market Streets in Krugersdorp.

**A. MANDATORY DOCUMENTS**  
**(IF NOT PROVIDED, THE BID WILL BE INSTANTLY DISQUALIFIED)**

1. Bidders must complete and sign compulsory briefing session attendance register. No bids will be considered from bidders who did not attend the Compulsory Briefing Session and completed the attendance register.
2. Completed and Signed Schedule of Pricing as issued in the document. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initialing each and every alteration. The Municipality reserves the right to reject the tender if corrections are not made in accordance with the above.
3. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
4. Mogale City Local Municipality will not accept any bid document with missing pages.

**FAILURE TO ADHERE TO ANY OF THE ABOVE WILL RESULT IN THE BID NOT BEING FURTHER EVALUATED.**

**B. ESSENTIAL DOCUMENTS**

**(NO AWARD WILL BE MADE IF ANY OF THE INFORMATION/DOCUMENTATION LISTED BELOW IS NOT COMPLIED WITH OR SUBMITTED).**

5. Completed and signed Municipal Bidding Documents:
  - 5.1. MBD 1: Invitation to tender.
  - 5.2. MBD 4: Declaration of Interest.
  - 5.3. MBD 6.1: Preferential Points.
  - 5.5 MBD 6.2: Declaration certificate for local production and content for designated sectors.
  - 5.6. MBD 8: Declaration of bidders past supply chain management practices.
  - 5.7. MBD 9: Certificate of independent bid determination.

**NOTE:** The above documents must be submitted on the official and original forms of Mogale City and must not be re-typed or scanned or completed electronically i.e. must not be typed in. They must be completed in black ink, handwritten. Bids completed in pencil or any erasable pen will be regarded as invalid.

6. Submit Central Supplier Database (CSD) Registration Report or Summary Report.

**MUNICIPAL RATES AND TAXES OR MUNICIPAL SERVICE CHARGES**

7. The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.
8. If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).
9. If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business or Rental Statement which is in the name of the business or director(s).
10. If the Bidding Entity and its director(s) operates from Informal settlement and does not have a Municipal Rates Account,
  - 10.1. The bidding entity and its director(s) must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor or delegate/tribal authority with contact details which is not older than three (3) months.
11. If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services.
  - 11.1. The bidding entity and its director(s) must submit an original Sworn Affidavit by the property owner.
12. If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.
13. If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from The Trustee(s) must be furnished explaining that factor/relationship.
14. If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact must be submitted.



15. Copies of director's ID.
16. Bids must be submitted in original document.

**C. TENDER CONDITIONS**  
**(FAILURE TO COMPLY WITH THESE CONDITIONS SHALL RESULT IN DISQUALIFICATION)**

17. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016.
18. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
19. Bids by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severely bound.
20. No electronic signature will be accepted in the bidding document. The bidder's signature must always be signed by hand in black ink.
21. No late tender will be accepted.
22. Telefax or e-mail bids will not be accepted.
23. All bids must be submitted on the official and original forms and must not be re-typed or typed or scanned. Bids must only be submitted on the bid documents as provided by Mogale City Local Municipality.
24. Bids must be completed in black ink, handwritten and must not be typed.
25. The use of tipp-ex is not allowed on the bid documents.
26. Bids completed in pencil will be regarded as invalid bids.
27. No page(s) must be removed from the original tender document.
28. Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the tender document.
29. The lowest or any tender will not necessarily be accepted, and Mogale City reserves the right to accept a tender in whole or in part.
30. The Municipality reserves the right to appoint and not to appoint.
31. The validity period for this tender is one hundred and twenty (120) days.

32. A Corporate Social Responsibility contribution of two (2) percent inclusive of 15% VAT will be levied on all companies/ service providers appointed as successful bidders if such company(s)/service provider(s) are not based in the area of jurisdiction of Mogale City.
33. The Municipality reserve the right to negotiate a fair market related price with recommended bidders after a competitive bidding process or price quotations.
34. All tender prices must be inclusive of VAT for all registered VAT vendors.

**REGISTRATION AS A VAT VENDOR**

- 34.1 Non-VAT vendors do not have to include VAT in their bid prices, however they must submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million must include VAT in their price quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (MCLM) as VAT vendors.
- 34.2 The award of contract would be (for non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with MCLM within 21 days of award.
- 34.3 In all instances where the bidder has excluded VAT from the prices quoted, if the bidder is successful, the letter of appointment will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 34.4 The successful bidder will have to absorb the adverse financial implications of not including VAT in the price quoted.

35. All bid prices must be in RSA currency and inclusive of Value Added Tax (VAT).
36. Bids will be opened immediately after the closing date and time in a venue to be indicated.
37. No bids will be accepted from persons in the service of state as it is defined in the Municipal Finance Management Act and Regulations.
38. The Supply Chain Management Policy of Mogale City Local Municipality allow persons aggrieved by decisions or actions taken by the municipality in the implementation of its supply chain management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action.
39. The Municipality reserves the right to appoint more than one service provider/s for supply, delivery, and off-loading of library furniture for a period of three (3) years.
40. Tender documents may be downloaded from e-tender portal at [www.etenders.gov.za](http://www.etenders.gov.za) as well as [www.mogalecity.gov.za](http://www.mogalecity.gov.za).

**OFFICE OF THE MUNICIPAL MANAGER**



## T2.2.4 MCLM 2% CORPORATE SOCIAL RESPONSIBILITY

### Mogale City Corporate Social Responsibility

In terms of Mogale City Corporate Responsibility, non-Mogale City based Services Providers will contribute two (2) percent of the Contract value to Mogale City.

Please provide your registered address: .....

.....

.....

.....

Please indicate if you are a Mogale based:

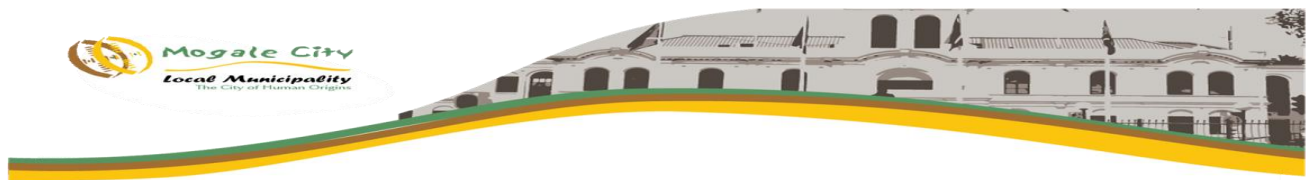
YES	NO
-----	----

If not Mogale City based, a person duly authorized by the bidder must complete and sign the declaration herewith in detail.

### Declaration by Bider

I, the undersigned hereby declare and confirm that we accept the contribution towards the Mogale City Corporate Social Responsibility, by the deduction of two percent (2%) on all payment made.

<p>Signed .....</p> <p>Name .....</p> <p>Bidding Entity .....</p>	<p>Date .....</p> <p>Position .....</p>
-------------------------------------------------------------------	-----------------------------------------



## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the

management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

4. Full details of directors / trustees / members / shareholders.

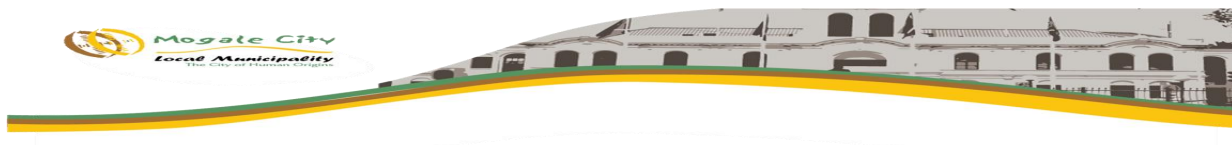
Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**



**MBD 6.1**

## **MOGALE CITY LOCAL MUNICIPALITY**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bidders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to bid:

- 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 The applicable preference point system for this bid is the 80/20 preference point system.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bidder, 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 bidder, either before a bid 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) **“bid”** 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 bidding process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money bided 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) **“bid 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).
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of person for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contact”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of the bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to] support such primary contractor in the execution of part of a project in terms of the contract
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Economic Empowerment Act and promulgated in the Government Gazzette on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.



### 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**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

#### 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**

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

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 bid. For the purposes of this bid the bidder 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 bid:
- 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 bid documents, stipulate in the case of—
- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or

- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid 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 bid and points claimed are indicated per the table below.**

***Note to bidders: The bidder 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)
Within the boundaries of the municipality (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	10	x	
Outside the boundaries of the Municipality, but within the west Rand District Municipality. (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	6	x	
Within the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	4	x	
Outside the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	X	0	x	
Youth enterprise (enterprise owned by persons younger than 35 years).	x	5	x	

(Central Supplier Database will be utilized to verify enterprises owned by persons younger than 35 years points of bidder).				
Gender (Woman owned enterprise). (Central Supplier Database will be utilized to verify enterprises owned by women points of bidder).	X	5	x	

#### 4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm:.....

4.2 VAT registration number:.....

4.3 Company registration number:.....

4.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

4.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

4.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

4.8 Total number of years the company/firm has been in business:.....

4.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

## 5. Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience

## **5.1 Infrastructure and resources available to execute this contract**

### **5.1.1 Physical facilities**

Description	Address	Area (m <sup>2</sup> )

**5.2      Plant and equipment**

Description: Plant and equipment owned (or to be rented)	Number of units

**5.3 List of shareholders by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.**

<b>Name</b>	<b>Date/Position Occupied in Enterprise</b>	<b>ID Number (please attach copies of ID's)</b>	<b>Date RSA Citizenship obtained</b>	<b>HDI</b>	<b>Women</b>	<b>Disabled</b>	<b>Youth (person not older than 35 years of age)</b>	<b>% of business/ enterprise owned</b>
							<b>Total</b>	<b>100%</b>

**5.4 List of shareholders by Name, percentage (%) of business/enterprise owned, residential address.**

<b>Full Name</b>	<b>Identity (ID) Number (please attached copies of ID's)</b>	<b>% of business/ enterprise owned</b>	<b>Residential address</b>



## 6. AUTHORITY FOR SIGNATORY

Please note that the sole proprietors or “one person business” are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by signing on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

<p>Printed on company letterhead:</p> <p>“ By resolution of the board of directors passed on _____ 20 _____</p> <p>Mr./Ms. _____</p> <p>has been duly authorized to sign all documents in connection with the bid for</p> <p>Bid _____ No _____</p> <p>and any Contract, which may arise there from on behalf of</p> <p>_____</p> <p>SIGNED ON BEHALF OF THE COMPANY _____</p> <p>IN HIS CAPACITY AS _____ CAPACITY AS _____</p> <p>DATE: _____</p> <p>SIGNATURE OF SIGNATORY: _____</p> <p>AS WITNESSES: 1 _____</p> <p>2 _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

<p>.....</p> <p><b>SIGNATURE(S) OF BIDDER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....



## **MBD 6.2**

### **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
<b>LIBRARY FURNITURE</b>	<b>100%</b>

4. Does any portion of the services, works or goods offered have any imported content?

**(Tick applicable box)**

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**. Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
(***Tick applicable box***)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):  
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data

that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **3. ANNEXURE C**

#### **3.1. GUIDELINES FOR COMPLETING ANNEXURE C: LOCAL CONTENT DECLARATION – SUMMARY SCHEDULE**

*Note: The paragraph numbers correspond to the numbers in Annexure C.*

##### **C1. Tender Number**

Supply the tender number that is specified on the specific tender documentation.

##### **C2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

##### **C3. Designated products**

Supply the details of the products that are designated in terms of this tender (i.e. buses).

##### **C4. Tender Authority**

Supply the name of the tender authority.

##### **C5. Tendering Entity name**

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).

##### **C6. Tender Exchange Rate**

Provide the exchange rate used for this tender, as per Municipal Bidding Document (MBD) 6.2.

##### **C7. Specified local content %**

Provide the specified minimum local content requirement for the tender (i.e. 90%), as per Municipal Bidding Document (MDB) 6.2.

##### **C8. Tender item number**

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.



**C9. List of items**

Provide a list of the item(s) corresponding with the tender item number.

This may be a short description or a brand name.

**CALCULATION OF LOCAL CONTENT****C10. Tender price**

Provide the unit tender price of each item excluding VAT.

**C11. Exempted imported content**

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

**C12. Tender value net of exempted imported content**

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

**C13. Imported value**

Provide the ZAR value of the items' imported content.

**C14. Local value**

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

**C15. Local content percentage (per item)**

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

**TENDER SUMMARY****C16. Tender quantity**

Provide the tender quantity for each item number as per the tender specification.

**C17. Total tender value**

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

**C18. Total exempted imported content**

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

**C19. Total imported content**

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

**C20. Total tender value**

Total tender value is the sum of the values in column C17.

**C21. Total exempted imported content**

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

**C22. Total tender value net of exempted imported content**

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

**C23. Total imported content**

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

**C24. Total local content**

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

**C25. Average local content percentage of tender**

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

## Annex C

## Local Content Declaration - Summary Schedule

**Note:** VAT to be excluded from all calculations

(C1)	Tender No.	
(C2)	Tender description:	
(C3)	Designated product(s)	
(C4)	Tender Authority:	
(C5)	Tendering Entity name:	
(C6)	Tender Exchange Rate:	
(C7)	Specified local content %	100

Pula		EU		GBP	
------	--	----	--	-----	--

[illegible]

**Signature of tenderer from Annex B**

Date:

(C20) Total tender value

(C21) Total Exempt imported content

**(C22) Total Tender value net of exempt imported content**

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

## **4. ANNEXURE D**

### **4.1. GUIDELINES FOR COMPLETING ANNEXURE D:**

#### **“IMPORTED CONTENT DECLARATION – SUPPORTING SCHEDULE TO ANNEXURE C”**

*Note: The paragraph numbers correspond to the numbers in Annexure D.*

#### **D1. Tender number**

Supply the tender number that is specified on the specific tender documentation.

#### **D2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

#### **D3. Designated products**

Supply the details of the products that are designated in terms of this tender (i.e. buses).

#### **D4. Tender authority**

Supply the name of the tender authority.

#### **D5. Tendering entity name**

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

#### **D6. Tender exchange rate**

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

### **TABLE A. EXEMPTED IMPORTED CONTENT**

#### **D7. Tender item number**

Provide the tender item number(s) of the product(s) that have imported content.

#### **D8. Description of imported content**

Provide a list of the exempted imported product(s), if any, as specified in the tender.

#### **D9. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

#### **D10. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

#### **D11. Imported value as per commercial invoice**

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (MCLM).

#### **D12. Tender exchange rate**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D13. Local value of imports**

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.

**D14. Freight costs to port of entry**

Provide the freight costs to the South African Port of the exempted imported item.

**D15. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

**D16. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

**D17. Tender quantity**

Provide the tender quantity of the exempted imported products as per the tender specification.

**D18. Exempted imported value**

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

**D19. Total exempted imported value**

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

**TABLE B. IMPORTED DIRECTLY BY TENDERER**

**D20. Tender item numbers**

Provide the tender item number(s) of the product(s) that have imported content.

**D21. Description of imported content:**

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

**D22. Unit of measure**

Provide the unit of measure for the product(s) imported directly by the tenderer.

**D23. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

**D24. Imported value as per commercial Invoice**

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (MCLM).

**D25. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D26. Local value of imports**

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

**D27. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

**D28. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

**D29. Total landed costs excl VAT**

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

**D30. Tender quantity**

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

**D31. Total imported value**

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

**D32. Total imported value by tenderer**

The total value of imports by the tenderer is the sum of the values in column D31.

**TABLE C. IMPORTED BY THIRD PARTY AND SUPPLIED TO THE TENDERER****D33. Description of imported content**

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

**D34. Unit of measure**

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

**D35. Local supplier**

Provide the name of the local supplier(s) supplying the imported product(s).

**D36. Overseas supplier**

Provide the name(s) of the overseas supplier(s) supplying the imported products.

**D37. Imported value as per commercial invoice**

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by MCLM.

**D38. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D39. Local value of imports**

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

**D40. Freight costs to port of entry**

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

**D41. All locally incurred landing costs and duties**

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

**D42. Total landed costs excluding VAT**

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

**D43. Quantity imported**

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

**D44. Total imported value**

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

**D45. Total imported value by third party**

The total imported value from the third party is the sum of the values in column D44.

**TABLE D. OTHER FOREIGN CURRENCY PAYMENTS**

**D46. Type of payment**

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

**D47. Local supplier making the payment**

Provide the name of the local supplier making the payment.

**D48. Overseas beneficiary**

Provide the name of the overseas beneficiary.

**D49. Foreign currency value paid**

Provide the value of the listed payment(s) in their foreign currency.

**D50. Tender rate of exchange**

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

**D51. Local value of payments**

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

**D52. Total of foreign currency payments declared by tenderer and/or third party**

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

**D53. Total of imported content and foreign currency payment**

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. This value must correspond with the value of C23 on Annexure C



(D1)
(D2)
(D3)
(D4)
(D5)
(D6)

<b>Tender No.</b>	
<b>Tender description:</b>	
<b>Designated Products:</b>	
<b>Tender Authority:</b>	
<b>Tendering Entity name:</b>	
<b>Tender Exchange Rate:</b>	

**Note:** VAT to be excluded from all calculations

---

Pula

EU

R 9.00

GBP

R 12.00

## Summary

[illegible]

(D19) Total exempt imported value	R 0
-----------------------------------	-----

**This total must correspond with  
Annex C - C 21**

## Summary

[illegible]

(D32) Total imported value by tenderer	R 0
----------------------------------------	-----

## Summary

[illegible]

(D45) Total imported value by 3rd party	R 0
-----------------------------------------	-----

### Summary of payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange
(D46)	(D47)	(D48)	(D49)	(D50)

**Local value of payments**

[illegible]

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above										R 0
------------------------------------------------------------------------------------------	--	--	--	--	--	--	--	--	--	-----

**This total must correspond with  
Annex C - C 23**

Date:

## **5. ANNEXURE E**

### **5.1. GUIDELINES TO COMPLETING ANNEXURE E:**

#### **“LOCAL CONTENT DECLARATION- SUPPORTING SCHEDULE TO ANNEXURE C”**

*The paragraph numbers correspond to the numbers in Annexure E*

#### **E1. Tender number**

Supply the tender number that is specified on the specific tender documentation.

#### **E2. Tender description**

Supply the tender description that is specified on the specific tender documentation.

#### **E3. Designated products**

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

#### **E4. Tender authority**

Supply the name of the tender authority.

#### **E5. Tendering entity name**

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd) Ltd).

### **LOCAL GOODS, SERVICES AND WORKS**

#### **E6. Description of items purchased**

Provide a description of the items purchased locally in the space provided.

#### **E7. Local supplier**

Provide the name of the local supplier that corresponds to the item listed in column E6.

#### **E8. Value**

Provide the total value of the item purchased in column E6.

#### **E9. Total local products (Goods, Services and Works)**

Total local products (goods, services and works) is the sum of the values in E8.

#### **E10. Manpower costs:**

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

#### **E11. Factory overheads:**

Provide the total of all the factory overheads including rental, depreciation and amortisation for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

**E12. Administration overheads and mark-up:**

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

**E13. Total local content:**

The total local content is the sum of the values of E9, E10, E11 and E12. This total must correspond with C24 of Annexure C

## Annex E

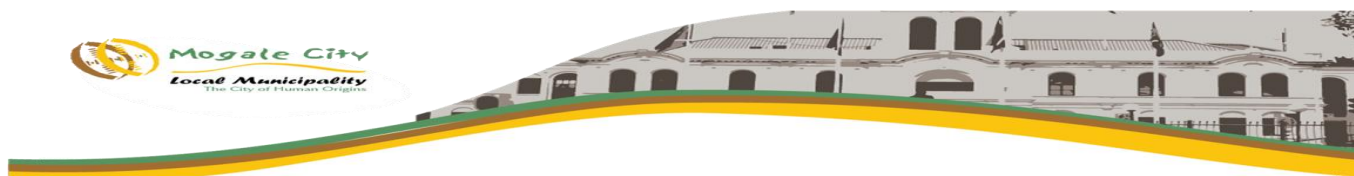
## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.					Note: VAT to be excluded from all calculations
(E2)	Tender description:					
(E3)	Designated products:					
(E4)	Tender Authority:					
(E5)	Tendering Entity name:					

Local Products (Goods, Services and Works)		Description of items purchased	Local suppliers	Value
		(E6)	(E7)	(E8)
		Nylon	Abulani	
		(E9) Total local products (Goods, Services and Works)		R 0
(E10)	Manpower costs	(Tenderer's manpower cost)		R 0
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)		R 0
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)		R 10
		(E13) Total local content		R 0
		This total must correspond with Annex C - C24		

Signature of tenderer from Annex B

Date:



MBD 8

## MOGALE CITY LOCAL MUNICIPALITY

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

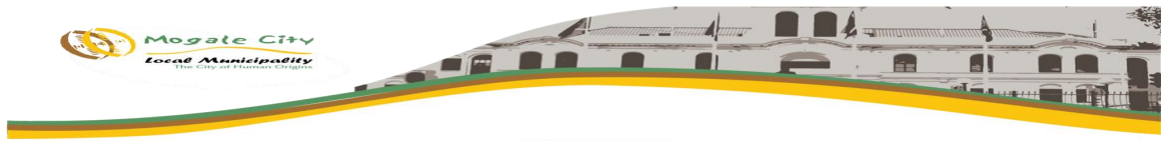
**I, THE UNDERSIGNED (FULL NAME) .....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**TENDER NO. F (SCM) 01/2026: B: APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS.**

in response to the invitation for the bid made by: **MOGALE CITY LOCAL MUNICIPALITY**

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

\_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



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**GENERAL CONDITIONS OF CONTRACT**

**THE NATIONAL TREASURY**

**Republic of South Africa**



**GOVERNMENT PROCUREMENT  
GENERAL CONDITIONS OF CONTRACT  
JULY 2010**

**NATIONAL TREASURY: Republic of South Africa**

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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

July 2010

**THE NATIONAL TREASURY: Republic of South Africa 2**

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10. Delivery and documents
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**GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**  
**THE NATIONAL TREASURY: Republic of South Africa 3**  
**General Conditions of Contract**

**1. Definitions**

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price have been or are still To be imported (whether by the supplier or his subcontractors) and which costs Are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the Factory in the Republic where the goods covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the Supply of the goods, such as transportation and any other incidental services, such as assembling, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information inspection**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such

employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent Rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent Instructions ordered by the purchaser.

## **10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the Contract.

## **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely Convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## **12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

## **13. Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

(a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### **16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

## **18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the



contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections

12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing

business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Antidumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

#### **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

#### **26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

#### **27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of Liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

## **31. Notices**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid MCLM must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

## **33. Transfer of contracts**

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

## **34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

## **35. Prohibition of restrictive practices:**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by

an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned



## **BIDDERS TO BE EVALUATED ON FUNCTIONALITY**

5.(1) An organ of state must state in the bid documents if the bid will be evaluated on functionality.

(2) The evaluation criteria for measuring functionality must be objective.

(3) The bid documents must specify-

(a) the evaluation criteria for measuring functionality;

(a) the points for each criteria and, if any, each sub-criterion; and

(b) the minimum qualifying score for functionality.

(4) The minimum qualifying score for functionality for a bid to be considered further-

(a) must be determined separately for each bid; and

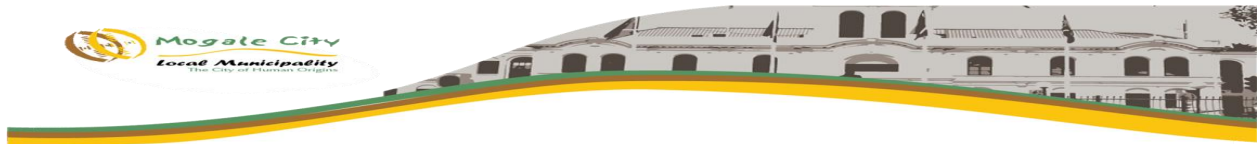
(b) may not be so-

(i) low that it may jeopardise the quality of the required goods or services; or

(ii) high that it is unreasonably restrictive.

(5) Points scored for functionality must be rounded off to the nearest two decimal places.

(6) A bid that fails to obtain the minimum qualifying score for functionality as indicated in the bid documents is not an acceptable bid.



**APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS.**

**1. PURPOSE**

Mogale City Local Municipality invites a of reputable service provider/s for supply, delivery, off-loading and assembling of library furniture for a period of three (3) years from the date of appointment.

**2. BACKGROUND**

Mogale City Local Municipality is committed to promoting access to information, learning resources, and lifelong learning opportunities through the continued development and upgrading of library facilities. As part of our strategic objectives, we aim to provide functional, welcoming, and modern library environments that support both community engagement and academic achievement.

To achieve this, there is an ongoing need for high-quality, durable, and ergonomically-designed library furniture that meets the varying needs of our users; ranging from study spaces and collaborative zones to reading areas and digital access points. In order to streamline procurement and improve response times to the furnishing needs of existing and newly established libraries, the Institution seeks to establish a contract of pre-approved, reputable service provider/s.

The contract will support the efficient, flexible, and timely supply, delivery, off-loading, and assembly of library furniture over a period of three (3) years, on an "as and when required" basis, across the municipality.

**3. SCOPE OF WORK**







The appointed service provider/s will be expected to:

- 3.1 Supply a range of library furniture such as bookshelves, desks, reading tables, chairs, circulation counters, computer workstations, lounge seating, and other related items as per the scope of work.
- 3.2 Deliver and off-load furniture at designated library locations across the municipality.
- 3.3 Ensure furniture is delivered in good condition, assembled (if required), and installed correctly.

#### 4. LIBRARY FURNITURE SPECIFICATIONS

Item No.	Description	Size	Proposed Image
1.	Book end with support – steel Ivory	80x180x75	
2.	Book end L-shape – steel Ivory	120x150x125	
3.	Wire book support shelf Ivory/white	size for 270mm	
4.	Alphabetical guide blocks Pine Blue/yellow/green & Red	30x200x130	
5.	Shelf index guides / shelfmarker Ivory/white	120x23x160	
6.	Dewey numbered guide blocks Pine	30x200x130	
7.	Single loose card tray card	size 127 x 76mm 430x100x100	







Item No.	Description	Size	Proposed Image
8.	Double loose card tray card size 127 x 76mm Saligna/Oak	430x100x200	
9.	Triple loose card tray card size 127 x 76mm Saligna/Oak	430x100x305	
10.	L-shape issue counter with flat top. Suitable for small libraries Saligna/oak	2400x960(h)x1200	
11.	L-shape issue counter with membership card drawers suitable for a small library Saligna/Oak	2400x960(h)x1200	
12.	Modular issue counter 90 Degree corner (add-on system) Saligna/oak	800x800	
13.	Modular issue counter Straight (add-on system) Saligna/Oak	1200x700	
14.	Modular issue counter Straight (add-on system) Saligna/Oak	1600x700	
15.	Modular issue counter Straight (add-on system) Saligna/Oak	800x700	
16.	Modular issue counter Straight (add-on system) Saligna/Oak	1600x700	






Item No.	Description	Size	Proposed Image
17.	Modular issue counter 2 Door cupboards (add-on system) Saligna/oak	800x700	
18.	Waste paper bin - steel Ivory	29x30x30cm	
19.	Waste paper bin - melamine Saligna/oak	29x30x30cm	
20.	Waste paper bin - steel	240dix290h	
21.	Trolley: solid wood, 4 sloping shelves, bottom flat shelf (codex B) Saligna/oak	800x940x450	
22.	Themed trolley: 4 sloping shelves and one bottom flat shelf supawood	800x940x450	












Item No.	Description	Size	Proposed Image
23.	Trolley: solid wood, 3 flat shelves (codex C) Saligna/oak	800x1090x450	
24.	Trolley: solid wood, 2 sloping shelves, bottom flat shelf, closed back Saligna/oak	800x960x380	
25.	Trolley: 2 detachable sloping shelves & tube frame Chrome optional extra add 15% Saligna/oak	760x840x360	
26.	Trolley: 6 fixed sloping shelves & square frame (heavy duty) Saligna/oak	700x1160x500	
27.	TV Trolley with lockable wooden doors Saligna/oak	900x1200x600	
28.	Suggestion box, lockable with drop slot and pen holder Saligna	400mmH x 350mm(L)x350mm( D) in solid saligna wood	

Item No.	Description	Size	Proposed Image
29.	Book return bin (Complete) Saligna/oak	600x740x600	
30.	Trolley with 3 flat shelves & tube frame (Senator C) Mela	950x1095x320	
31.	Trolley: 2 sloping shelves, tube frame & bottom flat shelf (Senator B) Mela	1010x1085x350	
32.	Trolley with 3 slanted shelves & tube frames (Dart) Mela	950x1095x320	
33.	Trolley with 4 sloping shelves in steel (3482)	760x940x450.	
34.	Trolley with 6 sloping shelves in steel (3495)	750x1150x450	
35.	Trolley: 4 sloping shelves & bottom flat shelf in steel (Luxor) 3480	750x1150x450	

Item No.	Description	Size	Proposed Image
36.	Trolley with 3 flat shelves in steel (3481)	820x1120x450	
37.	Overhead projector trolley-oak	Twin Flap – 1040x535x748mm	
38.	Tea trolley with 3 flat shelves in steel	920x890x520	
39.	Step stool - 2 steps (wood) Saligna/oak	380x380x400	
40.	Step stool - 3 steps (wood) Saligna/oak	600x500x300	
41.	Mounty mobile 2 step (steel)	510x530x440	
42.	Mounty mobile 3 step with arms 1500(h) (steel)	510x690x600	

Item No.	Description	Size	Proposed Image
43.	Bonny chair with one arm (left or right) - BA	3.3 M Fabric (Classic)	
44.	Bonny chair centre unit - BC	2.2 M Fabric (Classic)	
45.	Bonny corner unit with oak top - BCU	1.4 M Fabric (Classic)	
46.	Bonny chair with two arms - BAA	4.2 M Fabric (Classic)	
47.	Fabric Tub chairs	L 2000 x D745mm x H850/770mm	

Item No.	Description	Size	Proposed Image
48.	Fabric Valentino double seater couch	167cm L x 92.5cm W x 74.5cm H	
49.	Fabric Valentino chase double seater couch	167cm L x 92.5cm W x 74.5cm H	
50.	Fabric Havana single seater chair	900 × 900 × 1060 mm	
51.	Fabric Round ottoman	L42xW42xH46 cm	
52.	African print fabric African print ottoman	Height: 55cm; Diameter: 50cm.	

Item No.	Description	Size	Proposed Image
53.	Leather U-shaped book shelf with ottoman	1800Lx1520Hx300D	
54.	Imitated leather Protea Tower couch	1800mm(Dia)x1500mm(H)	
55.	Imitated leather rectangular shaped back-to-back couch	1500mm(L)x1300mm(W)x1200mm(H)	
56.	L-shape seater with bookshelves at the back Saligna & imitated leather	2600mm(L)x900mm(W)x100mm(H)	
57.	Valentino chase seating couches with ottoman in-between Leather & fabric	2600mm(L)x900mm(H)	

Item No.	Description	Size	Proposed Image
58.	Leather S-shaped couch	1800mm(L)x1300mm(W)x1200mm(H)	
59.	Imitated leather S-shaped ottoman design	2500mm(L)x450mm(H)	
60.	Upholstered bench with drawer's underneath	1600mm(L)x100mm(W)x500mm(H)	
61.	Fabric Nevis double-seater couch with bottom drawers	1700mm(L)x850mm(W)x830mm(H)	
62.	Oval reading slipper couch	1800diax600D	














Item No.	Description	Size	Proposed Image
63.	Single seater couch with shelves on One side. Fabric seat And back	W1050mm x D900mm x H800mm Seat Width: 600mm Seat Depth: 580mm	
64.	Montana Chairs Fabric	740mm(L)x870mm(W)x830mm(H)	
65.	Bean bag Assorted colours	800mm(Dia)x500mm(H)	
66.	Themed children's reading corner	1800(H)x1200(W)x1200(D) Seat= 500(H)	
67.	AMY BANQUET CHAIR FULL BACK (ECONO) Fabric: burgundy/black	500mm(seat) x800mm(back)	









Item No.	Description	Size	Proposed Image
68.	Rick-stacker with writing tabloid - C1T Black/brown	500mm(seat) x800mm(back)	
69.	Wooden counter chair (upholstered) Saligna/Oak	500mm(seat) x1100mm(back)	
70.	Wooden chair for children (solid wood finish) Saligna/oak	360x710x360	
71.	Themed children chair	360x710x360	
72.	Jolly chair (plastic) Assorted colour	545(h)x290(seat h) x330(w)	
73.	Milkmaid stool (upholstered) Assorted colour	diameter 300	

Item No.	Description	Size	Proposed Image
74.	2 Drawer catalogue Cabinet (no stand) card Saligna/Oak	360(w) x 210(h) x 480(d) size 127 x76mm	
75.	4 Drawer catalogue Cabinet (no stand) card Saligna/Oak	360(w) x 330(h) x 490(d) size 127 x76mm	
76.	6 Drawer catalogue Cabinet (no stand) card Saligna/Oak	530(w) x 330(h) x 490(d) size 127 x76mm	
77.	8 Drawer catalogue Cabinet (no stand) card Saligna/Oak	700(w) x 330(h) x 490(d) size 127 x76mm	
78.	9 Drawer catalogue Cabinet (with stand) card Saligna/oak	530(w) x 450(h) x 510(d) size 127 x76mm	
79.	12 Drawer catalogue Cabinet (with stand) card Saligna/Oak	700(w) x 450(h) x 510(d) size 127 x76mm	
80.	15 Drawer catalogue Cabinet (with stand) card Saligna/oak	860(w) x 450(h) x 510(d) size 127 x76mm	
81.	18 Drawer catalogue Cabinet (with stand) card Saligna/Oak	1030(w) x 450(h) x 510(d) size 127 x76mm	
82.	24 Drawer catalogue Cabinet (with stand) card Saligna/oak	1030(w) x 570(h) x 530(d) size 127 x76mm	
83.	36 Drawer catalogue Cabinet (with stand) card Saligna/oak	1030(w) x 800(h) x 570(d) size 127 x76mm	
84.	40 Drawer catalogue Cabinet (with stand) card Saligna/oak	1370(w) x 680(h) x 550(d) size 127 x76mm	




Item No.	Description	Size	Proposed Image
85.	72 Drawer catalogue Cabinet (with stand) card Saligna/oak	2050(w) x 800(h) x 570(d) size 127 x76mm	
86.	Book Display Stand with rounded edges Saligna/oak	800(w)x300(h)x250(d)	
87.	Book Display Stand with square edges Saligna/oak	600(w)x300(h)x250(d)	
88.	Atlas Stand Saligna/oak	800(w)x1035(h)x560(d)	
89.	Flipchart magnetic with stand size A1	1000x640	
90.	Metal revolving stand – 3 tier.File-o-tier (stand for file storage) Ivory	755(dia)x1635(h)	
91.	Herculas: accommodate books with over-size volumes double sided display with 8 adjustable shelves (mobile) Bark way White	485(w)x1475(h)x485(d)	






Item No.	Description	Size	Proposed Image
92.	Herculas C: display large or small books & periodicals face out double sided display with 8 adjustable shelves (mobile) Ashwell White	485(w)x1475(h)x485 (d)	
93.	Trinate: display books & periodicals size $\pm$ 300mm double sided display with 8 shelves on rotating frame for easy browsing (Langley) White	660(w)x1600(h)x600 (d)	
94.	Junior Rack: display $\pm$ 60 paperbacks wall mounted 3mm wire rack Upshire White	760(w)x785(h)	
95.	Gemini Rack: display $\pm$ 65 paperbacks double sided mobile display (9 display wire shelves per side 760mm wide) Upton White	760(w)x1270(h)x600 (w)	

Item No.	Description	Size	Proposed Image
96.	Neptune Screen: add-on system for display of books & notices free-standing wire grid screen including 25 hangers to display, single books Vista White	1675(w)x1040(h)	
97.	Support Book Trough: for use on countertop to display or store books (Trentwood) Saligna/oak	540(w)x200(d)	
98.	Wooden Plan-Filing Cabinet (4 drawers) size A0 Saligna / oak	1420(w)x650(h)x920 (d)	
99.	Wooden Plan-Filing Cabinet (8 drawers) size A0 Saligna / Oak	1420(w)x850(h)x920 (d)	
100	Steel Plan-Filing Cabinet (4 drawers) size A0 Ivory	1420(w)x650(h)x920 (d)	
101	Steel Plan-Filing Cabinet (6 drawers) size A0 Ivory	1420(w)x750(h)x920 (d)	
102	Steel Plan-Filing Cabinet (8 drawers) Ivory	1420(w)x850(h)x920 (d)	
103	Stand for steel plan-filing cabinet Ivory	1420(w)x750(h)x920 (d)	

Item No.	Description	Size	Proposed Image
104	Vertical steel plan filing cabinet size A0 (capacity ± 900 maps) Ivory	1420mm(H)x960mm (W)x440(D)	
105	Magazine Stand with 4 shelves for display only .display ± 16 magazines Saligna/Oak	1200(w)x1570(h)x420(d)	
106	Stand with 4 shelves for display and bottom storage space with sliding doors display ± 16 magazines and store hundred plus Saligna /oak	1200(w)x1900(h)x420(d)	
107	Stand with 5 lift-up shelves for display and storage display ± 15 magazines and store hundred plus Saligna/ oak	900(w)x1900(h)x560(d)	
108	Magazine Stand with 5 lift-up shelves for display and storage display ± 20 magazines and store hundred plus Saligna / Oak	1200(w)x1900(h)x560(d)	
109	Magazine Stand with 4 display compartments, display ± 16 magazines Saligna / oak	1200(w)x1215(h)x565(d)	







Item No.	Description	Size	Proposed Image
110	Magazine Stand with 4 display compartments and bottom storage space with doors display $\pm$ 16 magazines and store hundred plus Saligna/ oak	1200(w)x1400(h)x565(d)	
111	Magazine Stand with 4 lift-up shelves for display and storage display $\pm$ 12 magazines and store hundred plus Saligna/ oak	900(w)x1500(h)x300(d)	
112	Magazine Stand with 8 lift-up shelves for display and storage (back-to-back) display $\pm$ 24 magazines and store hundred plus Saligna / oak	900(w)x1500(h)x600(d)	
113	Magazine Stand with 8 lift-up shelves and storage display $\pm$ 24 magazines and store hundred plus Saligna / oak	1800(w)x1500(h)x300(d)	
114	Magazine Stand with 16 lift-up shelves and storage display $\pm$ 48 magazines and store hundred plus Saligna / oak	1800(w)x1500(h)x600(d)	
115	Magazine Stand with 4 lift-up shelves and storage (Module 3 , 3055) display $\pm$ 20 magazines and store hundred plus Saligna/oak	1220(w)x1790(h)x380(d)	







Item No.	Description	Size	Proposed Image
116	Magazine stand. Themed with zebra	1200(w)x1900(h)x560(d)	
117	Transparent perspex (4 shelf) display (mobile) display 8 A4 pieces	580(w)x1700(h)x500(d)	
118	Newspaper stand with 10 holders-horizontal Saligna / oak	800(w)x760(h)x600(d)	
119	Newspaper stand with 12 holders-sloping (up against the wall) sloping (up against the wall) Saligna / oak	760(w)x1500(h)x350(d)	
120	Newspaper reading table (double sided house-shape) Saligna	900(w)x1200(h)x1120(d)	



Item No.	Description	Size	Proposed Image
121	Newspaper reading table (single sided house-shape) Saligna / oak	900(w)x1200(h)x560 (d)	
122	Wall news rack: a wire rack with 6 tiers (wall-fixed) Steel	455(w)x800(h)	
123	Late extra displayer revolving wire rack with 16 tiers for newspapers Steel	600(dia)x1640(h)	
124	Mar-Line revolving stand: display 10 newspapers (steel)	710(w)x1525(h)	
125	Reading Table 1 person Wooden frame Saligna /oak	900(w)x600(L)	
126	Reading Table 2 people Wooden frame Saligna / oak	1200(w)x600(L)	
127	Reading Table 4 people Wooden frame Saligna /oak	1500(w)x900(L)	
128	Reading Table 6 people Wooden frame Saligna /oak	1800(w)x900(L)	

Item No.	Description	Size	Proposed Image
129	Reading Table 6-8 people Wooden frame Saligna / oak	2100(w)x900(L)	
130	Reading Table with 32 mm round tube steel frame Saligna / oak	900(w)x600(L)	
131	Reading Table with 32 mm round tube steel frame Saligna / oak	1200(w)x600(L)	
132	Reading Table with 32 mm round tube steel frame Saligna / oak	1500(w)x900(L)	
133	Reading Table with 50 mm round tube steel frame Saligna /oak	1800(w)x900(L)	
134	Reading Table with 50 mm round tube steel frame Saligna /oak	2100(w)x900(L)	
135	Reading Table (round with wooden frame) Saligna / oak	1000 diameter	
136	Reading Table (round with wooden frame) Saligna / oak	1200 diameter	
137	Round reading table high gloss top and steel frame	1000 diameter	
138	Coffee Table Saligna /oak	700(w)x450(h)x900(L)	
139	Coffee Table Saligna /oak	700(w)x450(h)x700(L)	

Item No.	Description	Size	Proposed Image
140	Round coffee table with shelves Saligna	1000 diameter	
141	Trapezoidal table Mela/supa/Saligna	1400(w)x740(h)x700 (L)	
142	Trapezoidal table Mela/supa/Saligna	1200(w)x740(h)x600 (L)	
143	Rectangular table Mela/supa/saligna	1400(w)x740(h)x700 (L)	
144	Rectangular table Mela/supa/saligna	1200(w)x740(h)x600 (L)	
145	Curved table tops with Steel frame	1500mm(w)x740(h)x900mm(L)	
146	Reading table with high gloss top and steel frame	1400(w)x740(h)x900 (L)	
147	Reading table with high gloss top and steel frame	1200(w)x740(h)x600 (L)	
148	Tablet cubicles with perplex division	<ul style="list-style-type: none"> <li>Custom sizes</li> </ul>	
149	Themed children's table supawood	1000 diameter	




Item No.	Description	Size	Proposed Image
150	Jolly Table (plastic)	750(w)x500(h)x750(L)	
151	Themed browser Box with 4 compartments Supa	700(w)x420(h)x700(L)	
152	Forest animal painted children's browser box Supawood	700Wx1200Hx700D	
153	Browser Box with 4 compartments Saligna / oak	850(w)x520(h)x700(L)	
154	Computer workstation with pull-out cradle for keyboard - veneer Saligna / oak	1200x750	
155	Double sided study carrel with wooden frame Saligna / oak	900(w)x1200(h)x1200(d)	

Item No.	Description	Size	Proposed Image
156	4-seater study carrel Saligna / oak	1800(w)x1200(h)x1200(d)	
157	Single sided full-face study carrel Saligna / oak	900(w)x1200(h)x600(d)	
158	Double-sided full-face study carrel Saligna / oak	900(w)x1200(h)x1200(d)	
159	Single sided computer carrel with wooden frame Saligna /oak	900(w)x1200(h)x600(d)	
160	Study cubicles with divisions	Depend on seating	
161	3-seater study cubicles	2100mm(L)x1200mm(H)x600mm(D)	
162	Rocket children reading table	1520(H)x1400 diameter	





Item No.	Description	Size	Proposed Image
163	Wooden cabinet with glass doors	915(w)x2010(h)x250(d)	
164	Cabinet with lockable glass doors & 8 loose shelves (240 Video's) & 5 loose shelves (144 Video's) Saligna / oak	1800(w)x1480(h)x250(d)	
165	Key hangers' storage lockable	(1000Lx100Wx800H)	
166	MR & MRS book display unit Supawood	800mm(L)x1500mm(H)x350mm(D)	
167	Puzzle design single sided display unit Saligna	(1800Hx915Wx300D)	
168	The "O" design single sided display unit Supawood	1500Diax300D	






Item No.	Description	Size	Proposed Image
169	Corner moon shaped display unit with lockable bottom cabinet Supawood/ saligna	_(900Wx1500Hx300 D) _ 1500 diameter	
170	Alphabetic single sided wall unit (free standing)	1800Hx1200Wx300 D	
171	Twisted shaped single sided wall unit Saligna	(1830Hx915Lx300D)	
172	Rainbow colour single sided wall unit Supawood /Saligna	1800Hx915Wx300D	
173	Slimline Radius with 5 shelves each side Saligna	1820H	






Item No.	Description	Size	Proposed Image
174	Half Moon end Display Unit	1520Hx500Wx300D	
175	Pyramid browser end display unit Saligna	(1520(H)x500(D)x 500(W)	
176	Oval sliding shaped shelve end display unit Saligna	(1520(H)x500(W)x 500(D)	
177	Leaning "Pisa"-tower single sided wall unit Saligna	(1000Wx1800Hx300 D)	



Item No.	Description	Size	Proposed Image
178	Seating end display Fabric	(800Wx1520Hx700D )	
179	S-shaped single sided display unit Saligna/supawood	(1830Hx915Wx450D )	
180	Kremetart tree (Free-standing) Saligna	(1200x2000Hx1200)	
181	Fish shaped single sided wall unit supawood	2700Lx1800Hx300D	
182	READ design single sided display unit	<ul style="list-style-type: none"> <li>Custom size</li> </ul>	


Item No.	Description	Size	Proposed Image
183	Tea-cup shaped single sided wall units Supawood	600Wx1200Hx300d	
184	Wall mounted aeroplane shelf Supawood	1200Lx800Hx500D	
185	Batman shelf (wall mounted) Supawood	1500Lx1200Hx300D	
186	Arrow shape book display unit _ custom made to fit Supawood	<ul style="list-style-type: none"> <li>custom size</li> </ul>	
187	Jack-in-the-book box Custom made to fit (blocks) Supawood	300x300x300 per box	

Item No.	Description	Size	Proposed Image
188	Pyramid book shelving	(4000Lx2000Bx300 H)	
189	Modern Reading Slipper chair	(1500Lx1200Hx900 W)	
190	Paper clip design single sided wall unit	(2000Hx1800Wx450 D)	
191	Bus reading slipper bed	1800Lx800Wx1800H	
192	Children reading fire house	(2700Lx1200wx1800 H)	



Item No.	Description	Size	Proposed Image
193	Circus Cart reading booth Supawood	1750Hx1300Lx900D	
194	Themed reading tower with steps	(1000diax1200H)	
195	Boat shaped browser box	1800Lx1200Wx600H	
196	Themed reading corner (Train) _Custom made to fit	700Lx700Wx500H	
197	Thomas the train	2700mm(L)x1000mm(H)x800mm(D)	

Item No.	Description	Size	Proposed Image
198	Thomas the cab	1300mm(L)x750mm(H)x800mm(D)	
199	Themed boat wall bookshelve Supawood	(2000Lx500Wx300D)	
200	Giraffe bookshelf	<ul style="list-style-type: none"> <li>Custom size</li> </ul>	
201	Elephant themed wall unit custom to fit Supawood	500Hx300Wx300D	
202	Boat Steering wheel for book display supawood	1000diax300D	

Item No.	Description	Size	Proposed Image
203	Corner book display unit affixed shelves Supawood	(100Hx550W)	
204	Free standing book display unit	(600Wx1200Hx300D)	
205	Themed issue desk with 3 drawer pedestals	2000mm(L)x1200mm(H)x900mm(D)	
206	Pigeonholes Saligna/Coimbra	30 holes	
207	Pigeonholes Saligna/Coimbra	20 holes	
208	Single sided wall unit with 1 loose shelf Saligna/oak	915(w)x1070(h)x250(d)	
209	Single sided wall unit with 2 loose shelves Saligna/oak	1800(w)x1070(h)x250(d)	
210	Single sided wall unit with 3 loose shelves Saligna/Oak	2700(w)x1070(h)x250(d)	
211	Single sided wall unit with 2 loose shelves Saligna/Oak	915(w)x1370(h)x250(d)	
212	Single sided wall unit with 4 loose shelves Saligna/oak	1800(w)x1370(h)x250(d)	
213	Single sided wall unit with 3 loose shelves Saligna/oak	915(w)x1520(h)x250(d)	

Item No.	Description	Size	Proposed Image
214	Single sided wall unit with 6 loose shelves Saligna/Oak	1800(w)x1520(h)x250(d)	
215	Single sided wall unit with 9 loose shelves Saligna/Oak	2700(w)x1520(h)x250(d)	
216	Single sided wall unit with 3 loose shelves Saligna/oak	915(w)x1675(h)x250(d)	
217	Single sided wall unit with 6 loose shelves Saligna/oak	1800x1675x250	
218	Single sided wall unit with 9 loose shelves Saligna/oak	2700x1675x250	
219	Single sided wall unit with 4 loose shelves Saligna/oak	915x1830x250	
220	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1830x250	
221	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1830x250	
222	Single sided wall unit with 4 loose shelves Saligna/oak	915x1980x250	
223	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1980x250	
224	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1980x250	
225	Single sided wall unit with 5 loose shelves Saligna/oak	915x2080x250	
226	Single sided wall unit with 10 loose shelves Saligna/oak	1800x2080x250	
227	Single sided wall unit with 15 loose shelves Saligna/oak	2700x2080x250	
228	Single loose shelf Saligna/oak	915x250	
229	Single sided wall unit with 1 loose shelf Saligna/oak	915x1070x300	






Item No.	Description	Size	Proposed Image
230	Single sided wall unit with 2 loose shelves Saligna/oak	1800x1070x300	
231	Single sided wall unit with 3 loose shelves Saligna/oak	2700x1070x300	
232	Single sided wall unit with 2 loose shelves Saligna/oak	915x1370x300	
233	Single sided wall unit with 4 loose shelves Saligna/oak	1800x1370x300	
234	Single sided wall unit with 6 loose shelves Saligna/oak	2700x1370x300	
235	Single sided wall unit with 3 loose shelves Saligna/oak	915x1520x300	
236	Single sided wall unit with 6 loose shelves Saligna/oak	1800x1520x300	
237	Single sided wall unit with 9 loose shelves Saligna/oak	2700x1520x300	
238	Single sided wall unit with 3 loose shelves Saligna/oak	915x1675x300	
239	Single sided wall unit with 6 loose shelves Saligna/oak	1800x1675x300	
240	Single sided wall unit with 9 loose shelves Saligna/oak	2700x1675x300	
241	Single sided wall unit with 4 loose shelves Saligna/oak	915x1830x300	
242	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1830x300	
243	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1830x300	
244	Single sided wall unit with 4 loose shelves Saligna/oak	915x1980x300	
245	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1980x300	
246	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1980x300	
247	Single sided wall unit with 5 loose shelves Saligna/oak	915x2080x300	

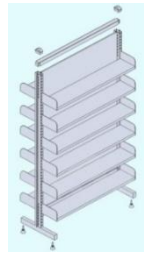





Item No.	Description	Size	Proposed Image
248	Single sided wall unit with 10 loose shelves Saligna/oak	1800x2080x300	
249	Single sided wall unit with 15 loose shelves Saligna/oak	2700x2080x300	
250	Single loose shelf Saligna/oak	915x300	
251	Double sided unit with 2 loose shelves Saligna/oak	915x1070x500	
252	Double sided unit with 4 loose shelves Saligna/oak	1800x1070x500	
253	Double sided unit with 6 loose shelves Saligna/oak	2700x1070x500	
254	Double sided unit with 8 loose shelves Saligna/oak	1800x1370x500	
255	Double sided unit with 12 loose shelves Saligna/oak	2700x1370x500	
256	Double sided unit with 6 loose shelves Saligna/oak	915x1520x500	
257	Double sided unit with 12 loose shelves Saligna/oak	1800x1520x500	
258	Double sided unit with 18 loose shelves Saligna/oak	2700x1520x500	
259	Double sided unit with 6 loose shelves Saligna/oak	915x1675x500	
260	Double sided unit with 12 loose shelves Saligna/oak	1800x1675x500	
261	Double sided unit with 18 loose shelves Saligna/oak	2700x1675x500	
262	Double sided unit with 8 loose shelves Saligna/oak	915x1830x500	
263	Double sided unit with 16 loose shelves Saligna/oak	1800x1830x500	
264	Double sided unit with 12 loose shelves Saligna/oak	2700x1830x500	
265	Double sided unit with 8 loose shelves Saligna/oak	915x1980x500	

Item No.	Description	Size	Proposed Image
266	Double sided unit with 16 loose shelves Saligna/oak	1800x1980x500	
267	Double sided unit with 24 loose shelves Saligna/oak	2700x1980x500	
268	Double sided unit with 10 loose shelves Saligna/oak	915x2080x500	
269	Double sided unit with 20 loose shelves Saligna/oak	1800x2080x500	
270	Double sided unit with 30 loose shelves Saligna/oak	2700x2080x500	
271	Double sided unit with 2 loose shelves Saligna/oak	915x1070x600	
272	Double sided unit with 4 loose shelves Saligna/oak	1800x1070x600	
273	Double sided unit with 6 loose shelves Saligna/oak	2700x1070x600	
274	Double sided unit with 4 loose shelves Saligna/oak	915x1370x600	
275	Double sided unit with 8 loose shelves Saligna/oak	1800x1370x600	
276	Double sided unit with 12 loose shelves Saligna/oak	2700x1370x600	
277	Double sided unit with 6 loose shelves Saligna/oak	915x1520x600	
278	Double sided unit with 12 loose shelves Saligna/oak	1800x1520x600	
279	Double sided unit with 18 loose shelves Saligna/oak	2700x1520x600	
280	Double sided unit with 6 loose shelves Saligna/oak	915x1675x600	
281	Double sided unit with 12 loose shelves Saligna/oak	1800x1675x600	
282	Double sided unit with 18 loose shelves Saligna/oak	2700x1675x600	
283	Double sided unit with 8 loose shelves Saligna/oak	915x1830x600	

Item No.	Description	Size	Proposed Image
284	Double sided unit with 16 loose shelves Saligna/oak	1800x1830x600	
285	Double sided unit with 12 loose shelves Saligna/oak	2700x1830x600	
286	Double sided unit with 8 loose shelves Saligna/oak	915x1980x600	
287	Double sided unit with 16 loose shelves Saligna/oak	1800x1980x600	
288	Double sided unit with 24 loose shelves Saligna/oak	2700x1980x600	
289	Double sided unit with 10 loose shelves Saligna/oak	915x2080x600	
290	Double sided unit with 20 loose shelves Saligna/oak	1800x2080x600	
291	Double sided unit with 30 loose shelves Saligna/oak	2700x2080x600	
292	Interchangeable shelf for periodical or book display (including clips) Saligna/oak	905(w) x 315(d)	
293	Bookcase clips steel (flat or raised) Saligna/oak	Clips:10mmx10mm Strips:1829mm x 19mm x 2mm	
294	Toddler wall unit with 1 loose shelf & top display shelf Saligna/oak	915(w)x1200(h)x300(d)	
295	Toddler wall unit with 2 loose shelves & top display shelves Saligna/Oak	1800(w)x1200(h)x300(d)	
296	Toddler wall unit with 3 loose shelves & top display shelves Saligna/Oak	2700(w)x1200(h)x300(d)	

Item No.	Description	Size	Proposed Image
297	Toddler house-shape island unit with 2 loose shelves Saligna/Oak	915(w)x1200(h)x600(d)	
298	Toddler house-shape island unit with 4 loose shelves Saligna/Oak	1800(w)x1200(h)x600(d)	
299	Toddler house-shape island unit with 6 loose shelves Saligna/Oak	2700(w)x1200(h)x600(d)	
300	Single sided starter bay with 3 shelves Steel	914(w)x1219(h)x270(d)	
301	Single sided starter bay with 4 shelves Steel	914(w)x1524(h)x270(d)	
302	Single sided starter bay with 5 shelves Steel	914(w)x1830(h)x270(d)	
303	Single sided starter bay with 6 shelves Steel	914(w)x2134(w)x270(d)	
304	Single sided extension bay with 3 shelves Steel	914(w)x1219(h)x270(d)	 <p>Extension bay</p>
305	Single sided extension bay with 4 shelves Steel	914(w)x1524(h)x270(d)	
306	Single sided extension bay with 5 shelves Steel	914(w)x1830(h)x270(d)	
307	Single sided extension bay with 6 shelves Steel	914(w)x2134(w)x270(d)	
308	Double sided starter bay with 6 shelves Steel	914(w)x1219(h)x540(d)	 <p>SEN</p> <p>All material copyright © 2017 from Hudson Direct. All Rights Reserved.</p>
309	Double sided starter bay with 8 shelves Steel	914(w)x1524(h)x540(d)	
310	Double sided starter bay with 10 shelves Steel	914(w)x1830(h)x540(d)	

Item No.	Description	Size	Proposed Image
311	Double sided starter bay with 12 shelves Steel	914(w)x2134(w)x540(d)	
312	Double sided extension bay with 6 shelves Steel	914(w)x1219(h)x540(d)	
313	Double sided extension bay with 8 shelves Steel	914(w)x1524(h)x540(d)	
314	Double sided extension bay with 10 shelves Steel	914(w)x1830(h)x540(d)	
315	Double sided extension bay with 12 shelves Steel	914(w)x2134(w)x540(d)	
316	Periodical Display Shelf Steel	905(w) x 315(d)	
317	End Panel for single sided shelving Saligna/Oak	1220(h)x340(d)x16mm	
318	End Panel for single sided shelving Saligna/Oak	1530(h)x340(d)x16mm	
319	End Panel for single sided shelving Saligna/Oak	1830(h)x340(d)x16mm	
320	End Panel for single sided shelving Saligna/Oak	2140(h)x340(d)x16mm	
321	End Panel for single sided shelving Saligna/Oak	1220(h)x600(d)x16mm	
322	End Panel for single sided shelving Saligna/Oak	1530(h)x600(d)x16mm	
323	Open book case with three shelves Saligna/Oak	800W X 400D X1500H	

## **5. SPECIAL CONDITIONS**

- 5.1 The Municipality reserves the right to appoint more than one service provider/s for supply, delivery, and off-loading of library furniture for a period of three (3) years.
- 5.2 In the event that there are vast differences / discrepancies in the prices of the recommended bidders, the municipality reserves the right to negotiate the rates for standardization. The municipality also reserves the right to award the bid in full or in part.
- 5.3 Service provider/s will be selected and assigned work on a rotational basis to ensure equitable distribution of opportunities among all appointed provider/s.
- 5.4 The municipality reserves the right to conduct physical verification of resources and equipment for all shortlisted bidders prior to appointment to assess the capabilities and resources. Should there be a need for such verification, shortlisted bidders will be advised through written communication. Failure to meet the requirements within the scope of work may result in disqualification.
- 5.5 Bidder/s must provide a comprehensive fully priced catalogue presenting the company and or joint venture products available to clients. The bidder is also expected to complete the pricing schedule in full as per the scope of work. The price schedule will be attached to the SLA at contracting stage, post bidders' appointment.
- 5.6 Upon the appointment of the preferred bidder/s, bidder/s will be required to produce the following South African National Standards (SANS), legislation, and industry regulations to ensure the quality, safety, and legality of services rendered:
  - 5.6.1 SANS 1404 Office furniture – Mechanical safety standards for chairs.
  - 5.6.2 SANS 10227 Inspection and testing criteria for conformity.
- 5.7 Library furniture should be delivered within seven (7) working days upon receipt of official purchase order.
- 5.8 MCLM requires a minimum of three (3) years warranty on workmanship, material/ product and manufacturing defects.
- 5.9 Regardless of the above warranty, a maintenance period of three (3) years will be required on a cost basis.
- 5.10 Furniture supplied should have an expected life span of five (5) years and more.
- 5.11 MCLM reserves the right to reject furniture batches that do not comply with the minimum requirements, and for these to be replaced at the Bidder's own cost.
- 5.12 Due to the nature of the furniture installations, it is anticipated that MCLM services / operations will be affected. Before delivery, contractors shall do an inspection of the buildings, delivery times and installation times to avoid possible disruption to services / operations.
- 5.13 A Letter of Good Standing, issued by the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 must be attached. The certificate must be valid by the closing date of the bid.
- 5.14 Bidder/s must provide proof of Public Liability Cover of not less than the value of R2 million.
- 5.15 Bidder/s must note that bid price(s) shall be escalated annually in line with the Stats SA Producer Price Index (PPI) for year two (2) and year (3).

## 6. PRICING SCHEDULE

**APPOINTMENT OF SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF LOCALLY MANUFACTURED LIBRARY FURNITURE WITH STIPULATED MINIMUM THRESHOLD OF 100% LOCAL PRODUCTION AND CONTENT FOR A PERIOD OF THREE (3) YEARS**

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
1.	Book end with support – steel Ivory	80x180x75	Each		
2.	Book end L-shape – steel Ivory	120x150x125	Each		
3.	Wire book support shelf Ivory/white	size for 270mm	Each		
4.	Alphabetical guide blocks Pine Blue/yellow/green & Red	30x200x130	Each		
5.	Shelf index guides / shelfmarker Ivory/white	120x23x160	Each		
6.	Dewey numbered guide blocks Pine	30x200x130	Each		
7.	Single loose card tray card	size 127 x 76mm 430x100x100	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
8.	Double loose card tray card size 127 x 76mm Saligna/Oak	430x100x200	Each		
9.	Triple loose card tray card size 127 x 76mm Saligna/Oak	430x100x305	Each		
10.	L-shape issue counter with flat top. Suitable for small libraries Saligna/oak	2400x960(h)x1200	Each		
11.	L-shape issue counter with membership card drawers suitable for a small library Saligna/Oak	2400x960(h)x1200	Each		
12.	Modular issue counter 90 Degree corner (add-on system) Saligna/oak	800x800	Each		
13.	Modular issue counter Straight (add-on system) Saligna/Oak	1200x700	Each		
14.	Modular issue counter Straight (add-on system) Saligna/Oak	1600x700	Each		
15.	Modular issue counter	800x700	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	Straight (add-on system) Saligna/Oak				
16.	Modular issue counter Straight (add-on system) Saligna/Oak	1600x700	Each		
17.	Modular issue counter 2 Door cupboards (add-on system) Saligna/oak	800x700	Each		
18.	Waste paper bin - steel Ivory	29x30x30cm	Each		
19.	Waste paper bin - melamine Saligna/oak	29x30x30cm	Each		
20.	Waste paper bin - steel	240diax290h	Each		
21.	Trolley: solid wood, 4 sloping shelves, bottom flat shelf (codex B) Saligna/oak	800x940x450	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
22.	Themed trolley: 4 sloping shelves and one bottom flat shelf supawood	800x940x450	Each		
23.	Trolley: solid wood, 3 flat shelves (codex C) Saligna/oak	800x1090x450	Each		
24.	Trolley: solid wood, 2 sloping shelves, bottom flat shelf, closed back Saligna/oak	800x960x380	Each		
25.	Trolley: 2 detachable sloping shelves & tube frame Chrome optional extra add 15% Saligna/oak	760x840x360	Each		
26.	Trolley: 6 fixed sloping shelves & square frame (heavy duty) Saligna/oak	700x1160x500	Each		
27.	TV Trolley with lockable wooden doors Saligna/oak	900x1200x600	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
28.	Suggestion box, lockable with drop slot and pen holder Saligna	400mmH x 350mm(L)x350m m(D) in solid saligna wood	Each		
29.	Book return bin (Complete) Saligna/oak	600x740x600	Each		
30.	Trolley with 3 flat shelves & tube frame (Senator C) Mela	950x1095x320	Each		
31.	Trolley: 2 sloping shelves, tube frame & bottom flat shelf (Senator B) Mela	1010x1085x350	Each		
32.	Trolley with 3 slanted shelves & tube frames (Dart) Mela	950x1095x320	Each		
33.	Trolley with 4 sloping shelves in steel (3482)	760x940x450.	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
34.	Trolley with 6 sloping shelves in steel (3495)	750x1150x450	Each		
35.	Trolley: 4 sloping shelves & bottom flat shelf in steel (Luxor) 3480	750x1150x450	Each		
36.	Trolley with 3 flat shelves in steel (3481)	820x1120x450	Each		
37.	Overhead projector trolley- oak	Twin Flap – 1040x535x748m m	Each		
38.	Tea trolley with 3 flat shelves in steel	920x890x520	Each		
39.	Step stool - 2 steps (wood) Saligna/oak	380x380x400	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
40.	Step stool - 3 steps (wood) Saligna/oak	600x500x300	Each		
41.	Mounty mobile 2 step (steel)	510x530x440	Each		
42.	Mounty mobile 3 step with arms 1500(h) (steel)	510x690x600	Each		
43.	Bonny chair with one arm (left or right) - BA	3.3 M Fabric (Classic)	Each		
44.	Bonny chair centre unit - BC	2.2 M Fabric (Classic)	Each		
45.	Bonny corner unit with oak top - BCU	1.4 M Fabric (Classic)	Each		
46.	Bonny chair with two arms - BAA	4.2 M Fabric (Classic)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
47.	Fabric Tub chairs	L 2000 x D745mm x H850/770mm	Each		
48.	Fabric Valentino double seater couch	167cm L x 92.5cm W x 74.5cm H	Each		
49.	Fabric Valentino chase double seater couch	167cm L x 92.5cm W x 74.5cm H	Each		
50.	Fabric Havana single seater chair	900 × 900 × 1060 mm	Each		
51.	Fabric Round ottoman	L42xW42xH46 cm	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
52.	African print fabric African print ottoman	Height: 55cm; Diameter: 50cm.	Each		
53.	Leather U-shaped book shelf with ottoman	1800Lx1520Hx300D	Each		
54.	Imitated leather Protea Tower couch	1800mm(Dia)x1500mm(H)	Each		
55.	Imitated leather rectangular shaped back-to-back couch	1500mm(L)x1300mm(W)x1200mm(H)	Each		
56.	L-shape seater with bookshelves at the back Saligna & imitated leather	2600mm(L)x900mm(W)x100mm(H)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
57.	Valentino chase seating couches with ottoman in-between Leather & fabric	2600mm(L)x900mm(H)	Each		
58.	Leather S-shaped couch	1800mm(L)x1300mm(W)x1200mm(H)	Each		
59.	Imitated leather S-shaped ottoman design	2500mm(L)x450mm(H)	Each		
60.	Upholstered bench with drawer's underneath	1600mm(L)x100mm(W)x500mm(H)	Each		
61.	Fabric Nevis double-seater couch with bottom drawers	1700mm(L)x850mm(W)x830mm(H)	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
62.	Oval reading slipper couch	1800diax600D	Each		
63.	Single seater couch with shelves on One side. Fabric seat And back	W1050mm x D900mm x H800mm Seat Width: 600mm Seat Depth: 580mm	Each		
64.	Montana Chairs Fabric	740mm(L)x870m m(W)x830mm(H	Each		
65.	Bean bag Assorted colours	800mm(Dia)x500 mm(H)	Each		
66.	Themed children's reading corner	1800(H)x1200(W) x1200(D) Seat= 500(H)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
67.	AMY BANQUET CHAIR FULL BACK (ECONO) Fabric: burgundy/black	500mm(seat) x800mm(back)	Each		
68.	Rick-stacker with writing tabloid - C1T Black/brown	500mm(seat) x800mm(back)	Each		
69.	Wooden counter chair (upholstered) Saligna/Oak	500mm(seat) x1100mm(back)	Each		
70.	Wooden chair for children (solid wood finish) Saligna/oak	360x710x360	Each		
71.	Themed children chair	360x710x360	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
72.	Jolly chair (plastic) Assorted colour	545(h)x290(seat h) x330(w)	Each		
73.	Milkmaid stool (upholstered) Assorted colour	diameter 300	Each		
74.	2 Drawer catalogue Cabinet (no stand) card Saligna/Oak	360(w) x 210(h) x 480(d) size 127 x76mm	Each		
75.	4 Drawer catalogue Cabinet (no stand) card Saligna/Oak	360(w) x 330(h) x 490(d) size 127 x76mm	Each		
76.	6 Drawer catalogue Cabinet (no stand) card Saligna/Oak	530(w) x 330(h) x 490(d) size 127 x76mm	Each		
77.	8 Drawer catalogue Cabinet (no stand) card Saligna/Oak	700(w) x 330(h) x 490(d) size 127 x76mm	Each		
78.	9 Drawer catalogue Cabinet (with stand) card Saligna/oak	530(w) x 450(h) x 510(d) size 127 x76mm	Each		
79.	12 Drawer catalogue Cabinet	700(w) x 450(h) x 510(d) size 127 x76mm	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	(with stand) card Saligna/Oak				
80.	15 Drawer catalogue Cabinet (with stand) card Saligna/oak	860(w) x 450(h) x 510(d) size 127 x76mm	Each		
81.	18 Drawer catalogue Cabinet (with stand) card Saligna/Oak	1030(w) x 450(h) x 510(d) size 127 x76mm	Each		
82.	24 Drawer catalogue Cabinet (with stand) card Saligna/oak	1030(w) x 570(h) x 530(d) size 127 x76mm	Each		
83.	36 Drawer catalogue Cabinet (with stand) card Saligna/oak	1030(w) x 800(h) x 570(d) size 127 x76mm	Each		
84.	40 Drawer catalogue Cabinet (with stand) card Saligna/oak	1370(w) x 680(h) x 550(d) size 127 x76mm	Each		
85.	72 Drawer catalogue Cabinet (with stand) card Saligna/oak	2050(w) x 800(h) x 570(d) size 127 x76mm	Each		
86.	Book Display Stand with rounded edges Saligna/oak	800(w)x300(h)x2 50(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
87.	Book Display Stand with square edges Saligna/oak	600(w)x300(h)x2 50(d)	Each		
88.	Atlas Stand Saligna/oak	800(w)x1035(h)x 560(d)	Each		
89.	Flipchart magnetic with stand size A1	1000x640	Each		
90.	Metal revolving stand – 3 tier.File-o-tier (stand for file storage) Ivory	755(dia)x1635(h)	Each		
91.	Herculas: accommodate books with over-size volumes double sided display with 8 adjustable shelves (mobile) Bark way White	485(w)x1475(h)x 485(d)	Each		
92.	Herculas C: display large or small books & periodicals face out double sided display with 8 adjustable shelves (mobile)	485(w)x1475(h)x 485(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	Ashwell White				
93.	Trinate: display books & periodicals size ± 300mm double sided display with 8 shelves on rotating frame for easy browsing (Langley) White	660(w)x1600(h)x 600(d)	Each		
94.	Junior Rack: display ± 60 paperbacks wall mounted 3mm wire rack Upshire White	760(w)x785(h)	Each		
95.	Gemini Rack: display ± 65 paperbacks double sided mobile display (9 display wire shelves per side 760mm wide) Upton White	760(w)x1270(h)x 600(w)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
96.	Neptune Screen: add-on system for display of books & notices free-standing wire grid screen including 25 hangers to display, single books Vista White	1675(w)x1040(h)	Each		
97.	Support Book Trough: for use on countertop to display or store books (Trentwood) Saligna/oak	540(w)x200(d)	Each		
98.	Wooden Plan- Filing Cabinet (4 drawers) size A0 Saligna / oak	1420(w)x650(h)x 920(d)	Each		
99.	Wooden Plan- Filing Cabinet (8 drawers) size A0 Saligna / Oak	1420(w)x850(h)x 920(d)	Each		
100.	Steel Plan-Filing Cabinet (4 drawers) size A0 Ivory	1420(w)x650(h)x 920(d)	Each		
101.	Steel Plan-Filing Cabinet (6 drawers) size A0 Ivory	1420(w)x750(h)x 920(d)	Each		
102.	Steel Plan-Filing Cabinet (8 drawers) Ivory	1420(w)x850(h)x 920(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
103.	Stand for steel plan-filing cabinet Ivory	1420(w)x750(h)x 920(d)	Each		
104.	Vertical steel plan filing cabinet size A0 (capacity ± 900 maps) Ivory	1420mm(H)x960 mm(W)x440(D)	Each		
105.	Magazine Stand with 4 shelves for for display only .display ± 16 magazines Saligna/Oak	1200(w)x1570(h) x420(d)	Each		
106.	Stand with 4 shelves for display and bottom storage space with sliding doors display ± 16 magazines and store hundred plus Saligna /oak	1200(w)x1900(h) x420(d)	Each		
107.	Stand with 5 lift- up shelves for display and storage display ± 15 magazines and store hundred plus Saligna/ oak	900(w)x1900(h)x 560(d)	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
108.	Magazine Stand with 5 lift-up shelves for display and storage display $\pm$ 20 magazines and store hundred plus Saligna / Oak	1200(w)x1900(h) x560(d)	Each		
109.	Magazine Stand with 4 display compartments, display $\pm$ 16 magazines Saligna / oak	1200(w)x1215(h) x565(d)	Each		
110.	Magazine Stand with 4 display compartments and bottom storage space with doors display $\pm$ 16 magazines and store hundred plus Saligna/ oak	1200(w)x1400(h) x565(d)	Each		
111.	Magazine Stand with 4 lift-up shelves for display and storage display $\pm$ 12 magazines and store hundred plus Saligna/ oak	900(w)x1500(h)x 300(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
112.	Magazine Stand with 8 lift-up shelves for display and storage (back- to-back) display ± 24 magazines and store hundred plus Saligna / oak	900(w)x1500(h)x 600(d)	Each		
113.	Magazine Stand with 8 lift-up shelves and storage display ± 24 magazines and store hundred plus Saligna / oak	1800(w)x1500(h) x300(d)	Each		
114.	Magazine Stand with 16 lift-up shelves and storage display ± 48 magazines and store hundred plus Saligna / oak	1800(w)x1500(h) x600(d)	Each		
115.	Magazine Stand with 4 lift-up shelves and storage (Module 3 , 3055) display ± 20 magazines and store hundred plus Saligna/oak	1220(w)x1790(h) x380(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
116.	Magazine stand. Themed with zebra	1200(w)x1900(h) x560(d)	Each		
117.	Transparent perspex (4 shelf) display (mobile) display 8 A4 pieces	580(w)x1700(h)x 500(d)	Each		
118.	Newspaper stand with 10 holders- horizontal Saligna / oak	800(w)x760(h)x6 00(d)	Each		
119.	Newspaper stand with 12 holders-sloping (up against the wall) sloping (up against the wall) Saligna / oak	760(w)x1500(h)x 350(d)	Each		
120.	Newspaper reading table (double sided house-shape) Saligna	900(w)x1200(h)x 1120(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
121.	Newspaper reading table (single sided house-shape) Saligna / oak	900(w)x1200(h)x 560(d)	Each		
122.	Wall news rack: a wire rack with 6 tiers (wall-fixed) Steel	455(w)x800(h)	Each		
123.	Late extra displayer revolving wire rack with 16 tiers for newspapers Steel	600(dia)x1640(h)	Each		
124.	Mar-Line revolving stand: display 10 newspapers (steel)	710(w)x1525(h)	Each		
125.	Reading Table 1 person Wooden frame Saligna /oak	900(w)x600(L)	Each		
126.	Reading Table 2 people Wooden frame Saligna / oak	1200(w)x600(L)	Each		
127.	Reading Table 4 people	1500(w)x900(L)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	Wooden frame Saligna /oak				
128.	Reading Table 6 people Wooden frame Saligna /oak	1800(w)x900(L)	Each		
129.	Reading Table 6-8 people Wooden frame Saligna / oak	2100(w)x900(L)	Each		
130.	Reading Table with 32 mm round tube steel frame Saligna / oak	900(w)x600(L)	Each		
131.	Reading Table with 32 mm round tube steel frame Saligna / oak	1200(w)x600(L)	Each		
132.	Reading Table with 32 mm round tube steel frame Saligna / oak	1500(w)x900(L)	Each		
133.	Reading Table with 50 mm round tube steel frame Saligna /oak	1800(w)x900(L)	Each		
134.	Reading Table with 50 mm round tube steel frame Saligna /oak	2100(w)x900(L)	Each		
135.	Reading Table (round with wooden frame) Saligna / oak	1000 diameter	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
136.	Reading Table (round with wooden frame) Saligna / oak	1200 diameter	Each		
137.	Round reading table high gloss top and steel frame	1000 diameter	Each		
138.	Coffee Table Saligna /oak	700(w)x450(h)x900(L)	Each		
139.	Coffee Table Saligna /oak	700(w)x450(h)x700(L)	Each		
140.	Round coffee table with shelves Saligna	1000 diameter	Each		
141.	Trapezoidal table Mela/supa/ Saligna	1400(w)x740(h)x700(L)	Each		
142.	Trapezoidal table Mela/supa/ Saligna	1200(w)x740(h)x600(L)	Each		
143.	Rectangular table Mela/supa/ saligna	1400(w)x740(h)x700(L)	Each		
144.	Rectangular table Mela/supa/ saligna	1200(w)x740(h)x600(L)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
145.	Curved table tops with Steel frame	1500mm(w)x740(h)x900mm(L)	Each		
146.	Reading table with high gloss top and steel frame	1400(w)x740(h)x900(L)	Each		
147.	Reading table with high gloss top and steel frame	1200(w)x740(h)x600(L)	Each		
148.	Tablet cubicles with perplex division	<ul style="list-style-type: none"> <li>Custom sizes</li> </ul>	Each		
149.	Themed children's table supawood	1000 diameter	Each		
150.	Jolly Table (plastic)	750(w)x500(h)x750(L)	Each		
151.	Themed browser Box with 4 compartments Supa	700(w)x420(h)x700(L)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
152.	Forest animal painted children's browser box Supawood	700Wx1200Hx700D	Each		
153.	Browser Box with 4 compartments Saligna / oak	850(w)x520(h)x700(L)	Each		
154.	Computer workstation with pull-out cradle for keyboard - veneer Saligna / oak	1200x750	Each		
155.	Double sided study carrel with wooden frame Saligna / oak	900(w)x1200(h)x1200(d)	Each		
156.	4-seater study carrel Saligna / oak	1800(w)x1200(h)x1200(d)	Each		
157.	Single sided full-face study carrel Saligna / oak	900(w)x1200(h)x600(d)	Each		
158.	Double-sided full-face study carrel Saligna / oak	900(w)x1200(h)x1200(d)	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
159.	Single sided computer carrel with wooden frame Saligna /oak	900(w)x1200(h)x600(d)	Each		
160.	Study cubicles with divisions	Depend on seating	Each		
161.	3-seater study cubicles	2100mm(L)x1200mm(H)x600mm(D)	Each		
162.	Rocket children reading table	1520(H)x1400 diameter	Each		
163.	Wooden cabinet with glass doors	915(w)x2010(h)x250(d)	Each		
164.	Cabinet with lockable glass doors & 8 loose shelves (240 Video's) & 5 loose shelves (144 Video's) Saligna / oak	1800(w)x1480(h)x250(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
165.	Key hangers' storage lockable	(1000Lx100Wx800H)	Each		
166.	MR & MRS book display unit Supawood	800mm(L)x1500mm(H)x350mm(D)	Each		
167.	Puzzle design single sided display unit Saligna	(1800Hx915Wx300D)	Each		
168.	The "O" design single sided display unit Supawood	1500Dix300D	Each		
169.	Corner moon shaped display unit with lockable bottom cabinet Supawood/ saligna	_(900Wx1500Hx300D) _ 1500 diameter	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
170.	Alphabetic single sided wall unit (free standing)	1800Hx1200Wx3 00D	Each		
171.	Twisted shaped single sided wall unit Saligna	(1830Hx915Lx30 0D)	Each		
172.	Rainbow colour single sided wall unit Supawood /Saligna	1800Hx915Wx30 0D	Each		
173.	Slimline Radius with 5 shelves each side Saligna	1820H	Each		
174.	Half Moon end Display Unit	1520Hx500Wx30 0D	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
175.	Pyramid browser end display unit Saligna	(1520(H)x500(D)x 500(W)	Each		
176.	Oval sliding shaped shelve end display unit Saligna	(1520(H)x500(W) x 500(D	Each		
177.	Leaning "Pisa"- tower single sided wall unit Saligna	(1000Wx1800Hx3 00D)	Each		
178.	Seating end display Fabric	(800Wx1520Hx70 0D)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
179.	S-shaped single sided display unit Saligna/supawood	(1830Hx915Wx450D)	Each		
180.	Kremetart tree (Free-standing) Saligna	(1200x2000Hx1200)	Each		
181.	Fish shaped single sided wall unit supawood	2700Lx1800Hx300D	Each		
182.	READ design single sided display unit	<ul style="list-style-type: none"> <li>Custom size</li> </ul>	Each		
183.	Tea-cup shaped single sided wall units Supawood	600Wx1200Hx300d	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
184.	Wall mounted aeroplane shelve Supawood	1200Lx800Hx500 D	Each		
185.	Batman shelf (wall mounted) Supawood	1500Lx1200Hx30 0D	Each		
186.	Arrow shape book display unit _ custom made to fit Supawood	<ul style="list-style-type: none"> <li>• custom size</li> </ul>	Each		
187.	Jack-in-the-book box Custom made to fit (blocks) Supawood	300x300x300 per box	Each		
188.	Pyramid book shelving	(4000Lx2000Bx3 00H)	Each		
189.	Modern Reading Slipper chair	(1500Lx1200Hx9 00W)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
190.	Paper clip design single sided wall unit	(2000Hx1800Wx4 50D)	Each		
191.	Bus reading slipper bed	1800Lx800Wx18 00H	Each		
192.	Children reading fire house	(2700Lx1200wx1 800H)	Each		
193.	Circus Cart reading booth Supawood	1750Hx1300Lx90 0D	Each		
194.	Themed reading tower with steps	(1000diax1200H)	Each		
195.	Boat shaped browser box	1800Lx1200Wx6 00H	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
196.	Themed reading corner (Train) _Custom made to fit	700Lx700Wx500H	Each		
197.	Thomas the train	2700mm(L)x1000mm(H)x800mm(D)	Each		
198.	Thomas the cab	1300mm(L)x750mm(H)x800mm(D)	Each		
199.	Themed boat wall bookshelve Supawood	(2000Lx500Wx300D)	Each		
200.	Giraffe bookshelf	<ul style="list-style-type: none"> <li>Custom size</li> </ul>	Each		
201.	Elephant themed wall unit custom to fit Supawood	500Hx300Wx300D	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
202.	Boat Steering wheel for book display supawood	1000diax300D	Each		
203.	Corner book display unit affixed shelves Supawood	(100Hx550W)	Each		
204.	Free standing book display unit	(600Wx1200Hx300D)	Each		
205.	Themed issue desk with 3 drawer pedestals	2000mm(L)x1200mm(H)x900mm(D)	Each		
206.	Pigeonholes Saligna/Coimbra	30 holes	Each		
207.	Pigeonholes Saligna/Coimbra	20 holes	Each		
208.	Single sided wall unit with 1 loose shelf Saligna/oak	915(w)x1070(h)x250(d)	Each		
209.	Single sided wall unit with 2 loose shelves Saligna/oak	1800(w)x1070(h)x250(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
210.	Single sided wall unit with 3 loose shelves Saligna/Oak	2700(w)x1070(h) x250(d)	Each		
211.	Single sided wall unit with 2 loose shelves Saligna/Oak	915(w)x1370(h)x 250(d)	Each		
212.	Single sided wall unit with 4 loose shelves Saligna/oak	1800(w)x1370(h) x250(d)	Each		
213.	Single sided wall unit with 3 loose shelves Saligna/oak	915(w)x1520(h)x 250(d)	Each		
214.	Single sided wall unit with 6 loose shelves Saligna/Oak	1800(w)x1520(h) x250(d)	Each		
215.	Single sided wall unit with 9 loose shelves Saligna/Oak	2700(w)x1520(h) x250(d)	Each		
216.	Single sided wall unit with 3 loose shelves Saligna/oak	915(w)x1675(h)x 250(d)	Each		
217.	Single sided wall unit with 6 loose shelves Saligna/oak	1800x1675x250	Each		
218.	Single sided wall unit with 9	2700x1675x250	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	loose shelves Saligna/oak				
219.	Single sided wall unit with 4 loose shelves Saligna/oak	915x1830x250	Each		
220.	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1830x250	Each		
221.	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1830x250	Each		
222.	Single sided wall unit with 4 loose shelves Saligna/oak	915x1980x250	Each		
223.	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1980x250	Each		
224.	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1980x250	Each		
225.	Single sided wall unit with 5 loose shelves Saligna/oak	915x2080x250	Each		
226.	Single sided wall unit with 10 loose shelves Saligna/oak	1800x2080x250	Each		
227.	Single sided wall unit with 15 loose shelves Saligna/oak	2700x2080x250	Each		
228.	Single loose shelf Saligna/oak	915x250	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
229.	Single sided wall unit with 1 loose shelf Saligna/oak	915x1070x300	Each		
230.	Single sided wall unit with 2 loose shelves Saligna/oak	1800x1070x300	Each		
231.	Single sided wall unit with 3 loose shelves Saligna/oak	2700x1070x300	Each		
232.	Single sided wall unit with 2 loose shelves Saligna/oak	915x1370x300	Each		
233.	Single sided wall unit with 4 loose shelves Saligna/oak	1800x1370x300	Each		
234.	Single sided wall unit with 6 loose shelves Saligna/oak	2700x1370x300	Each		
235.	Single sided wall unit with 3 loose shelves Saligna/oak	915x1520x300	Each		
236.	Single sided wall unit with 6 loose shelves Saligna/oak	1800x1520x300	Each		
237.	Single sided wall unit with 9 loose shelves Saligna/oak	2700x1520x300	Each		
238.	Single sided wall unit with 3 loose shelves Saligna/oak	915x1675x300	Each		
239.	Single sided wall unit with 6	1800x1675x300	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	loose shelves Saligna/oak				
240.	Single sided wall unit with 9 loose shelves Saligna/oak	2700x1675x300	Each		
241.	Single sided wall unit with 4 loose shelves Saligna/oak	915x1830x300	Each		
242.	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1830x300	Each		
243.	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1830x300	Each		
244.	Single sided wall unit with 4loose shelves Saligna/oak	915x1980x300	Each		
245.	Single sided wall unit with 8 loose shelves Saligna/oak	1800x1980x300	Each		
246.	Single sided wall unit with 12 loose shelves Saligna/oak	2700x1980x300	Each		
247.	Single sided wall unit with 5 loose shelves Saligna/oak	915x2080x300	Each		
248.	Single sided wall unit with 10 loose shelves Saligna/oak	1800x2080x300	Each		
249.	Single sided wall unit with 15 loose shelves Saligna/oak	2700x2080x300	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
250.	Single loose shelf Saligna/oak	915x300	Each		
251.	Double sided unit with 2 loose shelves Saligna/oak	915x1070x500	Each		
252.	Double sided unit with 4 loose shelves Saligna/oak	1800x1070x500	Each		
253.	Double sided unit with 6 loose shelves Saligna/oak	2700x1070x500	Each		
254.	Double sided unit with 8 loose shelves Saligna/oak	1800x1370x500	Each		
255.	Double sided unit with 12 loose shelves Saligna/oak	2700x1370x500	Each		
256.	Double sided unit with 6 loose shelves Saligna/oak	915x1520x500	Each		
257.	Double sided unit with 12 loose shelves Saligna/oak	1800x1520x500	Each		
258.	Double sided unit with 18 loose shelves Saligna/oak	2700x1520x500	Each		
259.	Double sided unit with 6 loose shelves Saligna/oak	915x1675x500	Each		
260.	Double sided unit with 12	1800x1675x500	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	loose shelves Saligna/oak				
261.	Double sided unit with 18 loose shelves Saligna/oak	2700x1675x500	Each		
262.	Double sided unit with 8 loose shelves Saligna/oak	915x1830x500	Each		
263.	Double sided unit with 16 loose shelves Saligna/oak	1800x1830x500	Each		
264.	Double sided unit with 12 loose shelves Saligna/oak	2700x1830x500	Each		
265.	Double sided unit with 8 loose shelves Saligna/oak	915x1980x500	Each		
266.	Double sided unit with 16 loose shelves Saligna/oak	1800x1980x500	Each		
267.	Double sided unit with 24 loose shelves Saligna/oak	2700x1980x500	Each		
268.	Double sided unit with 10 loose shelves Saligna/oak	915x2080x500	Each		
269.	Double sided unit with 20 loose shelves Saligna/oak	1800x2080x500	Each		
270.	Double sided unit with 30	2700x2080x500	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	loose shelves Saligna/oak				
271.	Double sided unit with 2 loose shelves Saligna/oak	915x1070x600	Each		
272.	Double sided unit with 4 loose shelves Saligna/oak	1800x1070x600	Each		
273.	Double sided unit with 6 loose shelves Saligna/oak	2700x1070x600	Each		
274.	Double sided unit with 4 loose shelves Saligna/oak	915x1370x600	Each		
275.	Double sided unit with 8 loose shelves Saligna/oak	1800x1370x600	Each		
276.	Double sided unit with 12 loose shelves Saligna/oak	2700x1370x600	Each		
277.	Double sided unit with 6 loose shelves Saligna/oak	915x1520x600	Each		
278.	Double sided unit with 12 loose shelves Saligna/oak	1800x1520x600	Each		
279.	Double sided unit with 18 loose shelves Saligna/oak	2700x1520x600	Each		
280.	Double sided unit with 6 loose	915x1675x600	Each		



Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	shelves Saligna/oak				
281.	Double sided unit with 12 loose shelves Saligna/oak	1800x1675x600	Each		
282.	Double sided unit with 18 loose shelves Saligna/oak	2700x1675x600	Each		
283.	Double sided unit with 8 loose shelves Saligna/oak	915x1830x600	Each		
284.	Double sided unit with 16 loose shelves Saligna/oak	1800x1830x600	Each		
285.	Double sided unit with 12 loose shelves Saligna/oak	2700x1830x600	Each		
286.	Double sided unit with 8 loose shelves Saligna/oak	915x1980x600	Each		
287.	Double sided unit with 16 loose shelves Saligna/oak	1800x1980x600	Each		
288.	Double sided unit with 24 loose shelves Saligna/oak	2700x1980x600	Each		
289.	Double sided unit with 10 loose shelves Saligna/oak	915x2080x600	Each		
290.	Double sided unit with 20 loose shelves Saligna/oak	1800x2080x600	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
291.	Double sided unit with 30 loose shelves Saligna/oak	2700x2080x600	Each		
292.	Interchangeable shelf for periodical or book display (including clips) Saligna/oak	905(w) x 315(d)	Each		
293.	Bookcase clips steel (flat or raised) Saligna/oak	Clips:10mmx10mm Strips:1829mm x 19mm x 2mm	Each		
294.	Toddler wall unit with 1 loose shelf & top display shelf Saligna/oak	915(w)x1200(h)x300(d)	Each		
295.	Toddler wall unit with 2 loose shelves & top display shelves Saligna/Oak	1800(w)x1200(h)x300(d)	Each		
296.	Toddler wall unit with 3 loose shelves & top display shelves Saligna/Oak	2700(w)x1200(h)x300(d)	Each		
297.	Toddler house-shape island unit with 2 loose shelves Saligna/Oak	915(w)x1200(h)x600(d)	Each		
298.	Toddler house-shape island unit	1800(w)x1200(h)x600(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
	with 4 loose shelves Saligna/Oak				
299.	Toddler house-shape island unit with 6 loose shelves Saligna/Oak	2700(w)x1200(h) x600(d)	Each		
300.	Single sided starter bay with 3 shelves Steel	914(w)x1219(h)x 270(d)	Each		
301.	Single sided starter bay with 4 shelves Steel	914(w)x1524(h)x 270(d)	Each		
302.	Single sided starter bay with 5 shelves Steel	914(w)x1830(h)x 270(d)	Each		
303.	Single sided starter bay with 6 shelves Steel	914(w)x2134(w)x 270(d)	Each		
304.	Single sided extension bay with 3 shelves Steel	914(w)x1219(h)x 270(d)	Each		
305.	Single sided extension bay with 4 shelves Steel	914(w)x1524(h)x 270(d)	Each		
306.	Single sided extension bay with 5 shelves Steel	914(w)x1830(h)x 270(d)	Each		
307.	Single sided extension bay with 6 shelves Steel	914(w)x2134(w)x 270(d)	Each		
308.	Double sided starter bay with 6 shelves Steel	914(w)x1219(h)x 540(d)	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
309.	Double sided starter bay with 8 shelves Steel	914(w)x1524(h)x 540(d)	Each		
310.	Double sided starter bay with 10 shelves Steel	914(w)x1830(h)x 540(d)	Each		
311.	Double sided starter bay with 12 shelves Steel	914(w)x2134(w)x 540(d)	Each		
312.	Double sided extension bay with 6 shelves Steel	914(w)x1219(h)x 540(d)	Each		
313.	Double sided extension bay with 8 shelves Steel	914(w)x1524(h)x 540(d)	Each		
314.	Double sided extension bay with 10 shelves Steel	914(w)x1830(h)x 540(d)	Each		
315.	Double sided extension bay with 12 shelves Steel	914(w)x2134(w)x 540(d)	Each		
316.	Periodical Display Shelf Steel	905(w) x 315(d)	Each		
317.	End Panel for single sided shelving Saligna/Oak	1220(h)x340(d)x16mm	Each		
318.	End Panel for single sided shelving Saligna/Oak	1530(h)x340(d)x16mm	Each		
319.	End Panel for single sided shelving Saligna/Oak	1830(h)x340(d)x16mm	Each		

Item No.	Description	Size	Unit	Unit Price (VAT Excl.)	Unit Price (VAT Incl.)
320.	End Panel for single sided shelving Saligna/Oak	2140(h)x340(d)x1 6mm	Each		
321.	End Panel for single sided shelving Saligna/Oak	1220(h)x600(d)x1 6mm	Each		
322.	End Panel for single sided shelving Saligna/Oak	1530(h)x600(d)x1 6mm	Each		
323.	Open book case with three shelves Saligna/Oak	800W X 400D X1500H	Each		

**NB:**

#### **ESCALATION**

**Bidder/s must note that bid price(s) shall be escalated annually in line with the Stats SA Producer Price Index (PPI) for year two (2) and year (3).**

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

## 7. TECHNICAL EVALUATION CRITERIA

- 7.1 The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- 7.2 Failure to score the minimum of **22 points** out of **35 points** will lead to non-compliance and bidder will be rejected after this phase and not continue for price scoring.
- 7.3 Scoring **zero(0)** points on any of the selection criteria will lead to immediate disqualification of a bidder. Scoring lower than the minimum points allocated per criteria will lead to immediate disqualification of a Service Provider.
- 7.4 For purposes of comparison and in order to ensure meaningful evaluation, Service Providers are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned.
- 7.5 These criteria shall only determine whether a bidder will further be evaluated and will not influence the points scored on Price.

No	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1.	<p><b><u>Completed assignments and experience:</u></b></p> <p>The Bidding Company/s must submit a minimum of three (3) contactable reference letters, signed and dated on the client's official letterhead. The letter must include the client's name, telephone number, and email address, and must confirm the successful supply, delivery, off-loading and assembling of library furniture.</p> <ul style="list-style-type: none"><li>• The Bidding Company/s submitted three (3) signed contactable reference letters. = <b>5 Points</b></li><li>• The Bidding Company/s submitted four (4) or more signed contactable reference letters. = <b>10 Points</b></li></ul> <p><b>NB: Unsigned reference letters will not be considered and will result in a score of zero (0) points. Each reference letter must be signed by the client, clearly state the client's name, telephone number, and email</b></p>	<b>10</b>	<b>5</b>

	<p>address, and confirm the successful delivery of library furniture.</p> <p><b>NB: In terms of the SCM Policy section 28(e) Mogale City reserves the right to conduct due diligence to confirm the validity of the reference letters.</b></p>		
2.	<p><b><u>Product catalogue</u></b></p> <p>The bidding company must submit a catalogue with images demonstrating products as per the scope of work. = <b>5 points</b></p> <p><b>NB: non-submission of the catalogue will lead to 0 points.</b></p>	<b>5</b>	<b>5</b>
3.	<p><b>Warranty and Support from Original Equipment Manufacturer (OEM), service providers must be able to offer warranty and support from the Original Equipment Manufacturer (OEM) or through their distribution agreement.</b></p> <ul style="list-style-type: none"> <li>- Warranty and support from a valid Original Equipment Manufacturer (OEM) or authorized distributor: <ul style="list-style-type: none"> <li>a. Original Equipment Manufacturer (OEM) warranty and support structure = <b>10 points</b></li> <li>b. Warranty and support through third-party = <b>5 points</b></li> </ul> </li> </ul> <p><b>NB: Bidders must submit valid proof of Original Equipment Manufacturer (OEM) warranty and support. Acceptable documentation may include:</b></p> <ul style="list-style-type: none"> <li>- <b>A signed letter of intent or certificate from the Original Equipment Manufacturer (OEM) or authorized distributor confirming support and warranty coverage,</b></li> <li>- <b>Valid reseller/distributor authorization certificates.</b></li> </ul>	<b>10</b>	<b>5</b>
4.	<p><b>Public Liability Insurance</b></p> <p>Proof of public liability insurance or letter of intent from an accredited insurance company to cover for unforeseen incidences</p>	<b>5</b>	<b>2</b>

	<ul style="list-style-type: none"> <li>• R2 million cover = <b>2 points</b></li> <li>• More than R2million cover = <b>5 points</b></li> </ul> <p><b>NB: Failure to submit proof of public liability insurance or letter of intent from an accredited insurance company of a minimum of R2 million will lead to zero (0) point scoring</b></p>		
5.	<p><b>Compensation for Occupational Injuries and Diseases Act (COIDA)</b></p> <p>Bidders must submit a valid Letter of Good Standing = <b>5 points</b></p> <p><b>NB: Failure to submit the valid Letter of Good Standing issued by the Compensation Fund will lead to zero (0) point scoring</b></p>	<b>5</b>	<b>5</b>
	<b>TOTAL</b>	<b>35</b>	<b>22</b>

- The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of **22** points out of the **35** points in order to be considered to the next evaluation phase.
- All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.



**8. THE CRITERIA TO MONITOR AND EVALUATE PERFORMANCE OF THE SERVICE PROVIDER/S AS PER SECTION 27 OF SUPPLY CHAIN MANAGEMENT POLICY**

KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	PORTFOLIO OF EVIDENCE
1. Leadtime	The Service Provider must deliver within seven (7) working days after receipt of the purchase order.	The delivery note must be on the letterhead of the Service Provider's company and signed by both parties.
2. Quality	The quality must be in line with requirements of South African National Standards (SANS) to ensure the quality, safety and legality of services rendered.	A copy of South African National Standards (SANS) Certificate: <ul style="list-style-type: none"> <li>- SANS 1404 Office furniture – Mechanical safety standards for chairs.</li> <li>- SANS 10227 Inspection and testing criteria for conformity.</li> </ul>
3. Quantity	Quantity of the delivered Furniture must be as per the Purchase Order	A delivery note with the company's letter signed and dated by both parties. <ul style="list-style-type: none"> <li>- Pictures of the delivered Furniture</li> </ul>

**SCORING GUIDELINES**

Rating scale	Description
1 = Poor (<59%)	Unacceptable Performance, the performance does not meet the standard expected, the contractor has failed to demonstrate the commitment level expected.
2 = Average (60-69%)	Performance not fully effective, performance is below the standard required, it meets some expectations.
3 = Above Average (70-79%)	Performance fully effective, performance fully meets standards expected as per the scope
4 = Good (80%-89%)	Performance significantly above expectations, performance is significantly higher than the standard expected.
5 = Excellent (90%-100)	Outstanding performance, performance far exceeds the standard expected.

**PENALTIES**

Penalties for poor performance will be evoked in line with Clause 10 of the Supplier Performance Monitoring and Evaluation Policy.

## BID CHECKLIST

This list is aimed at assisting all bidders to submit complete quotation documents.

Bidders are to check the following points before the submission of their quotation document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned.

ITEM	DESCRIPTION	YES	NO
1.	Bidder must attach the Central Supplier Database (CSD) registration report.		
2.	Copies of ID's for company/entity directors		
3.	The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.		
4.	If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).		
5.	If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business or Rental Statement which is in the name of the business.		
6.	<p>If the Bidding Entity and its director(s) operates from Informal settlement and does not have a Municipal Rates Account,</p> <ul style="list-style-type: none"> <li>the bidder must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor / delegate with contact details and not older than three (3) months.</li> <li>An original letter from a tribal authority not older than three (3) months indicating that the business is operating on tribal land.</li> </ul>		
7.	<p>If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services.</p> <ul style="list-style-type: none"> <li>The bidding entity must submit an original Sworn Affidavit by the property owner.</li> </ul>		
8.	If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.		

9.	If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from the Trustees must be furnished explaining that factor.		
10.	If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact must be submitted.		
11.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD 's forms duly completed and signed. e.g. MBD1, MBD 4 , MBD 6.1, MBD 8 AND MBD 9.		
12.	All pages requiring information have been completed in full and in black ink.		
13.	Bids must be submitted in original document.		
14.	No pages removed from the quotation document		
15.	A copy of the resolution of your Board of Directors, similar to the attached specimen, authorizing the signatory to sign the quotation and the subsequent contracts, has been attached and signed.		
16.	Joint Venture (JV) agreement has been attached and signed (if applicable)		
17.	Pricing Schedule must be completed and signed		
18.	In case of any amendments made, must be initialled in each alteration by the authorized signatory?  Please note that the use of tipp-ex will lead to immediate disqualification.		
19.	Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence. <ul style="list-style-type: none"> <li>▪ Personal Tax Numbers included</li> <li>▪ State Employee Number / Persal Number</li> <li>▪ Identity number</li> <li>▪ Name</li> </ul>		
20.	Please take note of the functionality evaluation criteria that will be applied to your submission in order to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed.  Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

**PLEASE NOTE:**

- **No contract will be awarded to a service provider, if the service provider or its directors are in arrears with their municipal accounts for more than three (3) months.**

- In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, such as CSD, municipal accounts, etc.
- No communication with Mogale City Municipal officials is allowed after the closing date of the quotation.
- The only authorized form of communication will be through the Supply Chain Management Office email address at [SCMEnquiries@mogalecity.gov.za](mailto:SCMEnquiries@mogalecity.gov.za)