



public works  
& infrastructure

---

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

National Department of Public Works & Infrastructure  
Eben Donges Building, Hancock Street, North End  
Port Elizabeth, 6056 or Private Bag x 3913, North End  
Port Elizabeth, 6056

**INVITATION OF QUOTE\***

SERVICES: PORT ELIZABETH: NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:  
QUOTATION FOR THE PROCUREMENT OF HIGH BACK ERGONOMIC OFFICE CHAIR  
ORTHOPEADIC AS PER ATTACHED SPECIFICATION.

QUOTATION NUMBER: PE105A01354/2023

ADVERT DATE: 23/06/2023

CLOSING DATE: 29/06/2023

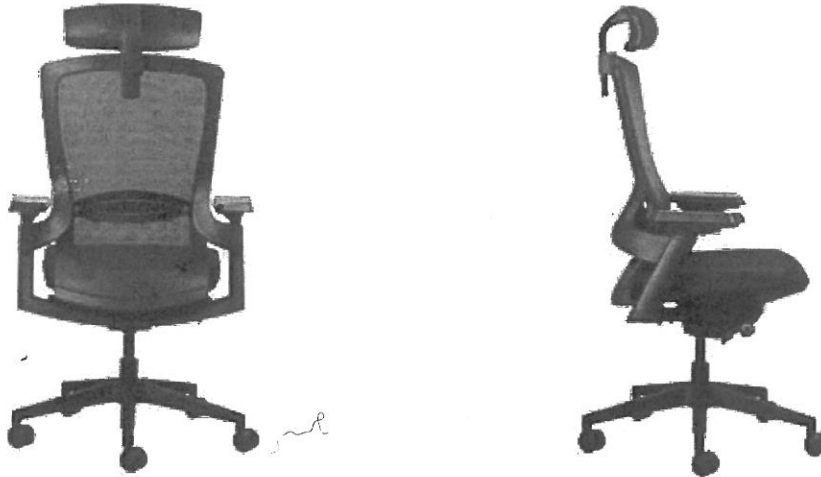
TIME: 11:00

QUOTATIONS DOCUMENTS MAY BE E-MAIL TO:

Ms. Johanna Heilbron: 041- 408 2146 [johanna.heilbron@dpw.gov.za](mailto:johanna.heilbron@dpw.gov.za)

Mr. Tsepo Ngalo@041- 408 2142 [tsepo.ngalo@dpw.gov.za](mailto:tsepo.ngalo@dpw.gov.za)

## HIGH BACK ERGONOMIC OFFICE CHAIR



**Executive office chair.** With a fully adjustable headrest and lumbar support, multi-adjustable armrests and a synchronous swivel & tilt mechanism with integrated seat depth adjustment.

- 5-Star Ergonomic Rating.
- Height adjustable upholstered headrest.
- Premium black mesh backrest.
- Adjustable lumbar support.
- Upholstered seat with high-density automotive grade moulded foam.
- Seat depth adjustment
- Multi-adjustable armrests, viz. height adjustable, while the arm pads can slide
- Synchronous mechanism with 3 locking positions.
- Seat height adjustment (floor to top of seat).
- 680mm diameter black nylon 5 star base with 60mm castors.

### PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

|                        |  |                        |  |
|------------------------|--|------------------------|--|
| <b>Project title:</b>  | PV SOLAR INSTALLATION TRAINING FOR 5 OFFICIALS |                        |  |
| <b>Project Leader:</b> |  | <b>Bid / Quote no:</b> |  |

**1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

*(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)*

| Bid Document Name:                    | Number of Pages: | Returnable document:     |
|---------------------------------------|------------------|--------------------------|
| PA 32 INVITATION TO BID               | 2 Pages          | <input type="checkbox"/> |
| PA -16 PREFERENCE CLAIMING POINTS     | 11 Pages         | <input type="checkbox"/> |
| SWORN AFFIDAVIT/ BBBEE CERTIFICATE    | 2 Pages          | <input type="checkbox"/> |
| PA-11 BIDDERS DISCLOSURE              | 3 Pages          | <input type="checkbox"/> |
| PA 40 DECLARATION FORM                | 2 Pages          | <input type="checkbox"/> |
| PA -10 GENERAL CONDITIONS OF CONTRACT | 10 Pages         | <input type="checkbox"/> |
| SPECIAL CONDITIONS OF BID             | 9 Pages          | <input type="checkbox"/> |
| ID COPY                               | Pages            | <input type="checkbox"/> |
| CSD REPORT                            | Pages            | <input type="checkbox"/> |
| TAX COMPLIANCE STATUS                 | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |
|                                       | Pages            | <input type="checkbox"/> |

|                |           |      |
|----------------|-----------|------|
|                |           |      |
| Name of Bidder | Signature | Date |

## PA 32: INVITATION TO BID PART A

|   |      |               |            |
|---|------|---------------|------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                      |      |               |            |
| BID NUMBER:   | 105A | CLOSING DATE: | 29/06/2023 |
|   |      | CLOSING TIME: | 11H00      |
| <b>DESCRIPTION</b>  |      |               |            |
| POCUREMENT OF HIGH BACK ERGONOMIC OFFICE CHAIR( ORTHOPEADIC   |      |               |            |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).</b> |      |               |            |

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

Eben Donges Building  
CNR Hancock and Robert Street

**OR POSTED TO:**

### SUPPLIER INFORMATION

|   |          |             |            |
|---|----------|-------------|------------|
| NAME OF BIDDER  |          |             |            |
| POSTAL ADDRESS  |          |             |            |
| STREET ADDRESS  |          |             |            |
| TELEPHONE NUMBER  | CODE     |             | NUMBER     |
| CELLPHONE NUMBER  |          |             |            |
| FACSIMILE NUMBER  | CODE     |             | NUMBER     |
| E-MAIL ADDRESS  |          |             |            |
| VAT REGISTRATION NUMBER   |          |             |            |
|   | TCS PIN: |             | OR CSD No: |
|   |          |             |            |
| <b>SIGNATURE OF BIDDER</b>  | .....    | <b>DATE</b> |            |
| <b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b> |          |             |            |

|  |  |  |   |
|--|--|--|---|
| <b>TOTAL NUMBER OF ITEMS OFFERED</b>                   |  | <b>TOTAL BID PRICE ('ALL APPLICABLE TAXES)</b>   | R |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |   |
| DEPARTMENT/ PUBLIC ENTITY                              |  | CONTACT PERSON                                   |   |
| CONTACT PERSON   |  | TELEPHONE NUMBER                                 |   |
| TELEPHONE NUMBER                                       |  | FACSIMILE NUMBER                                 |   |
| FACSIMILE NUMBER                                       |  | E-MAIL ADDRESS                                   |   |
| E-MAIL ADDRESS   |  |  |   |

## 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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE  |
| 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). |
| 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.                                |



1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 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 SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
  - 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
  - 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
  - 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

**Note Well:**

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

Notice and Invitation for Quotation: PA-03 (GS)

## PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

|                        |   |                  |            |
|------------------------|---|------------------|------------|
| Quotation description: | HIGH BACK ERGONOMIC OFFICE CHAIR ( ORTOPEADIC |                  |            |
| Quote no:              | 004   | Closing date:    | 29/06/2023 |
| Closing time:          | 11h:00  | Validity period: | 30 days    |

### 1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

|    |                                     |  |
|----|-------------------------------------|--|
| 1  | <input checked="" type="checkbox"/> | Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.  |
| 2  | <input checked="" type="checkbox"/> | Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender). |
| 3  | <input checked="" type="checkbox"/> | All parts of tender documents submitted must be fully completed in ink and signed where required   |
| 4  | <input checked="" type="checkbox"/> | Use of correction fluid is prohibited.   |
| 5  | <input checked="" type="checkbox"/> | Submission of PA-32: Invitation to Bid   |
| 6  | <input type="checkbox"/>            | Submission of record of attending compulsory briefing session.<br><i>insert motivation why the tender clarification meeting is declared compulsory</i>   |
| 7  | <input checked="" type="checkbox"/> | Registration on National Treasury's Central Supplier Database.   |
| 8  | <input type="checkbox"/>            | <i>Specify other responsiveness criteria</i>   |
| 9  | <input type="checkbox"/>            | <i>Specify other responsiveness criteria</i>   |
| 10 | <input type="checkbox"/>            | <i>Specify other responsiveness criteria</i>   |
| 11 | <input type="checkbox"/>            | <i>Specify other responsiveness criteria</i>   |
| 12 | <input type="checkbox"/>            | <i>Specify other responsiveness criteria</i>   |

1.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

|   |                                     |  |
|---|-------------------------------------|--|
| 1 | <input checked="" type="checkbox"/> | Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .                 |
| 2 | <input checked="" type="checkbox"/> | Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. |
| 3 | <input checked="" type="checkbox"/> | Submission of (PA-09): List of Returnable document   |
| 4 | <input checked="" type="checkbox"/> | Submission of (PA-11): Bidder's disclosure.  |



Notice and Invitation for Quotation: PA-03 (GS)

|    |                                     |  |
|----|-------------------------------------|--|
| 5  | <input checked="" type="checkbox"/> | Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.  |
| 6  | <input checked="" type="checkbox"/> | Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer   |
| 7  | <input checked="" type="checkbox"/> | Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance. |
| 8  | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 9  | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 10 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |
| 11 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>   |

**1.3. Indicate administrative requirements applicable for specific goals and functionality criteria. Tenderers will not be required to submit the below documents if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer:**

9.3.1. not allocated points for specific goals

9.3.2. not allocated points for functionality criteria

|    |                                     |   |
|----|-------------------------------------|---|
| 1  | <input checked="" type="checkbox"/> | SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.  |
| 2  | <input checked="" type="checkbox"/> | Official Municipal Rates Statement which is in the name of the bidder/Any account or statement which is in the name of the bidder/Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder/Lease Agreement which is in the name of the bidder. |
| 3  | <input checked="" type="checkbox"/> | Medical Certificate indicating that the disability is permanent/South African Social Security Agency (SASSA) Registration indicating that the disability is permanent/National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).                         |
| 4  | <input checked="" type="checkbox"/> | Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022   |
| 5  | <input checked="" type="checkbox"/> | <b>Specify other responsiveness criteria</b>  |
| 6  | <input checked="" type="checkbox"/> | <b>Specify other responsiveness criteria</b>  |
| 7  | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |
| 8  | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |
| 9  | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |
| 10 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |
| 11 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |
| 12 | <input type="checkbox"/>            | <b>Specify other responsiveness criteria</b>  |

**2. Points scoring system applicable for this bid:**

|   |
|---|
| <input checked="" type="checkbox"/> 80/20 points scoring system |
|---|

Notice and Invitation for Quotation: PA-03 (GS)

**2.1. Indicate the Price weighting applicable to this bid:**

|   | <b>Weighting percentage<br/>(must add up to 100)</b> |
|---|--|
| <b>Price:</b>                           | <b>80</b>  |
| <b>Preference points scoring system</b> | <b>20</b>  |
| <b>Total:</b>                           | <b>100</b>   |

**3. Method to be used to calculate points for specific goals**

**3.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

**Table 1**

| Serial No | Specific Goals  | Preference Points Allocated out of 20 | Documentation to be submitted by bidders to validate their claim   |
|-----------|---|---------------------------------------|--|
| 1.        | An EME or QSE which is at least 51% owned by black people (Mandatory)   | 10                                    | <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>  |
| 2.        | Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) | 2                                     | <ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul> |
| 3.        | An EME or QSE which is at least 51% owned by women (Mandatory)  | 4                                     | <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>  |
| 4.        | An EME or QSE which is at least 51% owned by people with disability (Mandatory)   | 2                                     | <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul>   |



Notice and Invitation for Quotation: PA-03 (GS)

|    |  |   |   |
|----|--|---|---|
|    |  |   | Or  |
|    |  |   | <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul> |
| 5. | An EME or QSE which is at least 51% owned by youth (Mandatory) | 2 | <ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>                       |

**4. COLLECTION OF QUOTATION DOCUMENTS:**

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on **insert date** at the following address **insert physical address insert postal code**.

A **select** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**.

**5. ENQUIRIES RELATED TO QUOTATION DOCUMENTS MAY BE ADDRESSED TO:**

|                            |                             |                      |               |
|----------------------------|-----------------------------|----------------------|---------------|
| <b>DPW Project Leader:</b> | Ms. Johanna Heilbron        | <b>Telephone no:</b> | 041- 408 2146 |
| <b>Cell no:</b>            | n/a                         | <b>Fax no:</b>       | 086 272 4559  |
| <b>E-mail:</b>             | Johanna.heilbron@dpw.gov.za |                      |               |

**6. DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of quotation is **11h:00 on 29/06/2023**

Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

|  |           |  |
|--|-----------|--|
| <p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><b>Department Of Public Works &amp; Infrastructure</b><br/><b>Ebendonges Building</b><br/><b>Hancock And Robert Streets</b><br/><b>North – End</b></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b><br/><b>Department Of Public Works &amp; Infrastructure</b><br/><b>Private Bag x3913</b></p> | <b>OR</b> | <p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><b>Johanna.heilbron@dpw.gov.za</b></p> <p><b>Tsepo.ngalo@dpw.gov.za</b></p> |
|--|-----------|--|