



DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL OFFICE FURNITURE FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS SCMU7-15/16-0018

The Eastern Cape Department of Cooperative Governance & Traditional Affairs seeks to appoint a competent and experienced service provider that will supply, deliver furniture for the department of Cooperative Governance and Traditional Affairs (COGTA).

Bidders are required to achieve the stipulated minimum threshold for Local Production and Content as per DTI designated sector as per section 9 of the PPPFA Regulations of 2011. Industry Sector: Office Furniture (85%). Bidders must complete SBD6.2 with annexure C and must be submitted with the bid. Failure to submit will invalidate the bid.

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS AS PART OF THE TENDER DOCUMENTS.

- An Original Tax Clearance Certificate
- B-BBEE Certificate Copy / Consolidated copy for JV's / Consortiums (Original Certified Stamp)
- Company Registration Certificate and ID Copies of business owners (Original Certified Stamp)
- Letters of reference from previous client (must be in logo of that particular institution)
- Completed Standard Bidding Documents
- Industry Sector: Office Furniture
- Minimum threshold for local production and content 85%
- Submit an Exemption Letter from The DTI failure to do so will lead to disqualification
- A company profile
- A letter of good standing from the bank
- Proof of physical existence and location of business entity. A copy of Municipal rates account to be attached or a lease agreement if the municipal rates account is not on the entity's name
- Latest financial statement that have been audited or independently reviewed by a firm of registered auditors for the past two financial years with contact details of registered auditors or independent reviewers

A compulsory briefing session will be held on **10th November 2015** at **Cooperative Governance and Traditional Affairs, Bhisho offices at 10h00 at 2nd floor Boardroom, Tyamazshe Building, Bhisho.**



Ikamva elizaqambileyo!

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The validity of the Bid is 90 days. Failure to provide adequate information or to adhere to the Specification will result in disqualification. The Specification and minimum bid documents can be collected from **Demand Management unit: Supply Chain Management, 3rd Floor Room 3164 with a non-refundable amount of R100.00**. Bid documents must be deposited to the departmental bid box situated at the entrance of the department specifying the name of the bid and the bid number not later than **11H00 on 23rd November 2015 to:**

**The Senior Manager: Supply Chain Management
Department of Cooperative Governance and Traditional Affairs
Tyamzashe Building
Bhisho
5605**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING CONDITIONS:

- The department of Cooperative Governance and Traditional Affairs Supply Chain Management Policy will apply.
- Service providers must be registered in the Eastern Cape Provincial Treasury database and on LOGIS
- Bidders that do not meet the minimum threshold of 60 % in functionality will be disqualified.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price 90 points

B-BBEE Status Level of Contributor 10 points

NB: E-mailed/faxed documents will not be accepted.

All enquiries should be directed to:

**Mr Z. Fonzela Tel: 040- 609 5426/ 079 508 7503 – Supply Chain Management
Ms N. Mbekwa Tel: 040-609 5433 / 071 602 4420 - Supply Chain Management
Mr T. Sithole Tel: 040- 609 5408/5998 / 0824953426 - Technical**



**HEAD OF DEPARTMENT
COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

DATE: 28/10/2015

