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**Request For Quotations**

**Notification date: 25/08/2023**

**ADVERTISEMENT: RFQ NO - 10/08/2023  
(SUPPLY AND DELIVERY OFFICE CHAIRS AND FOLDING TABLE FOR NTINGA  
BOARDROOM)  
NTINGA HEAD OFFICE**

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced Bidders to submit detailed quotations for the supply and delivery of **OFFICE CHAIRS AND FOLDING TABLE** for Ntinga Head Office

<b>Minimum specification (s) for SUPPLY AND DELIVERY OF OFFICE CHAIRS AND FOLDING TABLE for Ntinga Boardroom required is as follows:</b>	<b>Quantity</b>
<p>This is to request procurement of the following Office Chairs and Table as per specification hereunder.</p> <p><b><u>DOWNTOWN HIGH BACK CHAIR X 4 (PMO, HR and IA)</u></b></p> <ol style="list-style-type: none"><li>1 Piece fully moulded high back shell.</li><li>Nylon flexible arm.</li><li>Swivel &amp; Tilt action.</li><li>Gas height adjustment.</li><li>5 star black nylon castor base.</li><li><b><u>Black Bonded PU Leather.</u></b></li></ol> <p><b><u>HEFTY HIGH BACK CHAIR X2</u></b></p> <ol style="list-style-type: none"><li>Swivel &amp; tilt action</li><li>Gas Height adjustment.</li><li>Knee-tilt mechanism</li><li>Extra width -660mm</li><li>Black PU padded arms on black frame</li><li>5-star chrome base 700mm</li><li>Heavy duty 4x4 castors</li><li>Upholstered seat and back</li><li><b><u>Range 1 fabric- Black.</u></b></li><li><b><u>Maximum weight capacity 170kg</u></b></li></ol>	

Ntinga O. R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)  
Directors: Dr L. L. Ndabeni (Chairperson), Dr N.T Ndudane, Mr T Yako, Mr. L Mbiko (CEO), Adv. S Mancotywa, Z.W Xalisa  
M.J Sikhosana, Mr. M.P Madikiza, Ms. S Ndondlwana(Company Secretary).

<p><b>FOLDING TABLE (BOARDROOM)</b></p> <ol style="list-style-type: none"> <li>1. 1800w x 450d x740h.</li> <li>2. Melamine Finish of choice</li> <li>3. Spring loaded legs up against top.</li> <li>4. Steel folding black frame</li> <li>5. 22mm Thick top</li> </ol>	
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**EVALUATION CRITERIA**

**Price and Preference**

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

Points	Price and Preference	Proof to be Attached to claim full points
80	Price	N/A
20	Specific goals	
Bidders are to score specific goals as follows:		
5	<b>Women</b>	<b>Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Youth</b>	<b>Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Disabled</b>	<b>Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more</b>
5	<b>Rural</b>	<b>Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town</b>
<b>100</b>		

**Note: Quotation must include a detailed breakdown of all costs involved in the provision of the goods/service.**

**Terms and conditions:**

- Quotations will be evaluated according to the 80/20 point system in compliance with PPPFA.
- The quotation should include company registration number, tax reference number/ tax pin, valid tax clearance certificate, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE**

- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download [www.ntinga.org.za](http://www.ntinga.org.za)
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of BBBEE Certification should be attached if not attached your quotation will score zero for preference points.

Quotations clearly marked "RFQ 10/08/2023 **OFFICE CHAIRS AND FOLDING TABLE** may be emailed to [rfq@ntinga.org.za](mailto:rfq@ntinga.org.za). and/or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Monday, 04 September 2023 at 12:00. For enquiries and delivery directions please contact Mrs Rozani at 072247858 and/or at [sizekar@ntinga.org.za](mailto:sizekar@ntinga.org.za) .**

Approved by;

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S.Sentwa-Chief Financial Officer

23/08/2023  
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Date