



**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION WITH
WESTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE (WCCETC)**

Herein referred to as WCCETC

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR
SUPPLY AND INSTALLATION OF COMPUTER LABORATORY FURNITURE
ONCE-OFF PROJECT**

TENDER NO: PU5611/003

CLOSING DATE: 16 May 2023 at 11h00

Prospective Suppliers, interested in participating in the above-mentioned tender are encouraged to submit their proposal in full compliance to the requirement of this tender document. The Suppliers must submit the signed completed and binded tender document with all attachments in a clearly labelled and sealed envelope together with one USB in the Tender box at the below mentioned address:

PURCO SA, ROSEN OFFICE PARK, 8 INVICTA ROAD, ERAND GARDERNS, MIDRAND, 1682

Tender number	PU5611/003
Date issued	22 April 2023
Tender closing date	16 May 2023 Time 11h00
Compulsory Information Session	02 May 2023- Venue:Old Telkom Building,5 Keerom Street, Malmesbury Time: 10h00-11h30 03 May 2023- Venue:Villiesdorp Marakesh Building, c/o Main & Buitenkant,Street,Villiersdorp Time: 10h00-11h30 04 May 2023- Venue: Worcester ,163 Grey Street, Worcester Time:10h00-11h30

Company Name	
Address	
Contact person	Mr/Mrs/Ms/Dr/Prof.
Contact numbers	(w) (cell)
Email address	

1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- **One signed hard copy in a sealed envelope together with a memory stick, containing the appendixes in the following order:**

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Payfast Proof of payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix B1	USB x1/No CD Acceptable	Fully scanned tender document and all returnables
Appendix C	Proof of Bank Account	Signed or stamped letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin (must be valid on tender closing)
Appendix F	BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA sworn Affidavit
Appendix G	Fully signed Audited Financial Statements/ Annual Financial Statements	Provide fully signed recent Audited Financial Statements / Annual Financial Statements
Appendix H	Declaration of Interest	Please sign point 9 of this tender document
Appendix I	Distributor or Manufacturer	Letter from Manufacturer
Appendix J	Registration National Treasury (CSD)	Supply proof of registration with the National Treasury
Appendix K	Fully signed SBD Forms	SBD 4 SBD 6.2 SBD 8 SBD 9
Appendix L	Locality	Local labour within the college site/centre(Western Cape province)

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable reference letters <ul style="list-style-type: none"> • of contracts of similar nature or service • for the past five (5) years: • Letters must be clearly dated (Commencement, Completion and Duration) 3 References verified 2 References verified 1 Reference verified No evidence provided	 = 15 Points = 10 Points = 05Points = 0 Points	 15
Telephonic and Email reference verification		Max 15
Company profile with a list of projects completed in the same Industry Both Provided One Provided None Provided	 = 10 Points = 05 Points = 00 Points	 10
Provide typical Delivery,Lead and Set up time for a standard project after appointment: Within 3 weeks Within 3 to 4 Weeks More than 4 Weeks	 = 20 Points = 10 Points = 05 Points	 20
Proof of Business offices in the Province of the Project (Eg,Utility Bill) Proof Provided None Provided	 = 20 Points = 00 Points	 20
Transport – provide proof of delivery vehicle ownership or rental Provided None Provided	 = 20 Points = 00 Points	 20
Total Points		100



Background

The WCCETC is based in the Western Cape Province. The college has three computer laboratory sites where they require computer room furniture to be supplied and installed.

Sites

District	Main Centre	Centre Address
1	Worcester	163 Grey Street, WORCESTER
2	Villiersdorp	Marakesh Building, c/o Main & Buitenkant Street, VILLIERSDORP
3	Malmesbury	Old Telkom Building 5 Keerom Street MALMESBURY

Specification



Partition/dividers, flexible



Rick stacker chair (200 kg plus strength)

Specification	Qty	Colour	Seating	Sizes
Tables - students	12 (4 per site)	Light oak/pine	90 (30 per site)	to fit per site
Chairs (rick stacker)-students	90 (30 per site)	Dark blue cloth	90 (30 per site)	Standard
Table - lecturers	3 (1 per site)	Light oak/pine	3 (1 per site)	Medium
Chairs -(Kingston high back, wheeled) Lecturers	3 (1 per site)	Dark blue cloth	3 (1 per site)	Entry level

NB: Chairs – submit samples of clothes: dark blue, blue and light blue.

Pricing Schedule

ITEM	Site	QTY	ETA (Weeks)	TOTAL PRICE (INCL. VAT)
1	Worcester	30 seater tables and 30 chairs		R
2	Villiersdorp	30 seater tables and 30 chairs		R
3	Malmesbury	30 seater tables and 30 chairs		R
4	All 3 sites	3 medium lecturer tables and 3 entry level high back chairs with wheels		R
5	TOTAL BID PRICE (INCL. DELIVERY, INSTALLATION AND VAT)			R

SUPPLIER ARE ADVISED TO STICK TO THE SPECIFICATION