



TERMS OF REFERENCE (TOR)

**REQUEST FOR QUOTATION FOR THE SUPPLY,
DELIVERY, ASSEMBLING, AND INSTALLATION OF
OFFICE FURNITURE TO THE PAN SOUTH AFRICAN
LANGUAGE BOARD (PanSALB) ON BEHALF OF
SALPC**

SALPC-2023/2024-0001

CLOSING DATE AND TIME OF RFQ:

27 MARCH 2024 AT 11H00

1. BACKGROUND TO PANSALB

- 1.1. The Pan South African Language Board is an entity of government under the Department of Sport, Arts and Culture, which promotes and supports the development of languages within South Africa.
- 1.2. The Board was established by national legislation with the exclusive mandate to promote and create conditions for the development and use of all official languages of the Republic of South Africa, including the KHOI, Nama, and San languages, as well as the South African Sign language.
- 1.3. The Department has requested PanSALB to accommodate the start-up structure for SALPC for the period of five years precisely so that the new Council can gain stability for that period while securing its permanent home and benefit from PanSALB's vast knowledge and best practices.


2. OBJECTIVE OF THE BID

- 2.1. On behalf of South African Language Council Practitioners (SALPC), PanSALB would like to invite suitable, qualified, and competent office furniture suppliers to send proposals to be considered for appointment as PanSALB's official service provider.
- 2.2. This is a once-off project and delivery of the furniture is expected to be delivered by the end of May 2024.


3. SCOPE OF SERVICE

- 3.1. The required items are tabulated below. Wherever a brand name is specified on the items below, the organization's requirement is not limited to the specified brand name but requires an item equivalent or better than specified.
- 3.2. The listed items below are for evaluation and comparison, successful bidders or service providers appointed in the panel will be expected to submit a quotation every time a request is issued.
- 3.3. Successful bidders are expected to deliver in all provinces, whenever a request for quotation is issued and they must indicate in their proposal their time-frame in terms of delivery for each province.
- 3.4. The proposal submitted must also indicate the local content percentage for each item quoted and it must be in line with

- 3.5. Supply, deliver, and assemble office furniture as specified in this document.
- 3.6. Ensure that any furniture damaged in transit or otherwise is immediately replaced.
- 3.7. Ensure that there are no delays in the delivery, supply, and assembly of office furniture.
- 3.8. All after-sales support (i.e., variations, queries, telephone calls, and correspondence) should be attended to promptly.
- 3.9. Ensure that delivery takes place within 4-6 weeks (one month) after the appointment.

No	Description	Specification	Quantity	Minimum Threshold for Local Content %
1	 <p>Ergonomic High-Back, Office Chair (with adjustable lumbar support and a synchro mechanism). Features:</p>	<ul style="list-style-type: none"> ▪ Height adjustable headrest with a 45mm height range. ▪ Adjustable lumbar support. ▪ Mesh Back. ▪ Fiber-reinforced polyamide V base. ▪ 3-position tilt lock. ▪ Pneumatic seat height auto weight-sensing tilt tension mechanism. ▪ 3-way adjustable armrest. ▪ 100% recyclable components. ▪ Donati Synchro mechanism. ▪ BIFMA Level 4 gaslift. 	2	65%

Supplier Initial:

2	 <p>MID-BACK ERGONOMIC OFFICE CHAIR Features:</p>	<ul style="list-style-type: none"> ▪ 5-star base and twin-wheel castors. ▪ Gas height adjustment. ▪ Seat depth adjustment. ▪ 3D adjustable armrests. ▪ Pivot lumbar support. ▪ Height adjustable headrest. ▪ 140 kg weight limit. ▪ Sustained back support. ▪ Extended recline position for non-keyboard posture. ▪ Adjustable seat, armrest, and headrest. 	2	65%
3	 <p>Visitors Chairs Additional Features:</p>	<ul style="list-style-type: none"> ▪ Polished aluminum frame and armrest ▪ Moulded foam seat, black in colour ▪ Mesh backrest ▪ Stacks vertically 	8	65%

Supplier Initial:

4	 <p>EXECUTIVE HIGH BACK OFFICE CHAIR</p>	<ul style="list-style-type: none"> ▪ HEAVY DUTY supporting a user weighing up to 180kg ▪ Swivel & tilt mechanism with 1 position lock ▪ Gas height adjuster ▪ Wooden armrests with upholstery. ▪ 5-star wood base (700mm diameter) ▪ Combo of bonded leather on the front & PVC on the back 	1	65%
5	 <p>EXECUTIVE VISITORS CHAIRS,</p>	<ul style="list-style-type: none"> ▪ Wooden armrests with upholstery. ▪ 5-star wood base (700mm diameter) ▪ Combo of bonded leather on the front & PVC on the back 	6	65%
6	EXEC. RECTANGULAR MEETING TABLE	<ul style="list-style-type: none"> ▪ 2400D x 1200W x 732H ▪ Rosewood Veneer finish ▪ 64mm thick profile on worktop ▪ 64mm x 6mm solid wood edges ▪ Box base leg system ▪ Solid wood feature beading on all sides ▪ 450mm deep modesty panel 	1	90%

Supplier Initial:

No	Description	Specification	Quantity	Minimum Threshold for Local Content %
7	EXEC. DOUBLE-PEDESTAL DESK - 2000W x 1000D x 732H	<ul style="list-style-type: none"> ▪ Rosewood Veneer ▪ 64mm thick profile on worktop ▪ 64mm x 6mm solid wood edges ▪ With leatherette inlay-black ▪ Solid wood feature beading on all sides and drawer fronts 	1	70%
8	3-DRAW DESK HEIGHT PEDESTAL	<ul style="list-style-type: none"> ▪ 1 x std draws, 1 x D/filer draw ▪ Pen & pencil tray ▪ Central locking ▪ Bar handles 	1	70%
9	4-DRAW DESK HEIGHT PEDESTAL	<p>4 X STD DRAWS</p> <ul style="list-style-type: none"> ▪ PEN & PENCIL TRAYS ▪ CENTRAL LOCKING ▪ BAR HANDLES 	1	70%
10	LINK –RHS OR LHS - 1000W X 600D X732H	<ul style="list-style-type: none"> ▪ Rosewood Veneer ▪ 64mm thick profile on worktop ▪ 64mm x 6mm solid wood edges ▪ With leatherette inlay-black 	1	70%
11	CREDENZA –SLIDING DOOR - 1200W x 600D x732H	<ul style="list-style-type: none"> ▪ Rosewood veneer ▪ 64mm thick profile on worktop 	1	70%

Supplier Initial:

		<ul style="list-style-type: none"> ▪ 64mm x 6mm solid wood edges ▪ With leatherette inlay-black ▪ 2 x sliding doors ▪ 1 x internal shelf <p>Solid wood feature beading on all doors and sides.</p>		
12	4 DRAW VENEER FILING CABINET	<ul style="list-style-type: none"> ▪ Rosewood veneer finish ▪ 32mm solid wood profile ▪ Solid wood feature beading on all doors and sides ▪ Telescopic ball bearing draw runners ▪ Hang rails – suspension files ▪ Central locking 	1	
13	DOUBLE WALL UNIT-GLASS DOOR TOP: 2100H x1800W x450D	<ul style="list-style-type: none"> ▪ Rosewood Veneer ▪ 32mm Thick profile on worktop ▪ 32mm x 6mm solid wood edges ▪ Solid wood feature beading on all doors and sides <p>2 x hinged door base cupboard - 900H x 900W x 450D</p> <ul style="list-style-type: none"> ▪ 2 x Internal shelves ▪ Lockable <p>2x Hinged door glass top cupboards 200H x 900W x450D</p>	1	100%

Supplier Initial:

		<ul style="list-style-type: none"> ▪ 2 x internal shelves ▪ Lockable 		
14	COMBINATION GLASS HINGED DOOR CUPBOARD & DRAW PEDESTAL 1200W x600D x 1130H	<ul style="list-style-type: none"> ▪ Rosewood veneer finish ▪ 32 mm solid wood profile ▪ 2 x Glass hinged doors ▪ 2 x adjustable shelves ▪ Lockable ▪ 3 x Std. draws, 1 x D/Filer draw ▪ Metal draw runners ▪ PVC draw inners ▪ Pen & pencil tray ▪ Silver round door knobs ▪ Central locking 	1	100%
15	EXEC. RECTANGULAR MEETING TABLE - 2400D x 1200W x 732H	<ul style="list-style-type: none"> ▪ Rosewood Veneer finish ▪ 64mm thick profile on worktop ▪ 64mm x 6mm solid wood edges ▪ Box base leg system ▪ Solid wood feature beading on all sides ▪ 450mm deep modesty panel 	1	90%
16	SINGLE SEATER TUB CHAIR	<ul style="list-style-type: none"> ▪ Black bonded leather ▪ Fully upholstered ▪ High-density foam ▪ Silver tapered stubby legs 		N/A

Supplier Initial:

17	DOUBLE SEATER TUB COUCH	<ul style="list-style-type: none"> ▪ Black bonded leather ▪ Fully upholstered ▪ High-density foam ▪ Silver tapered stubby legs 		N/A
18	COFFEE TABLE	<ul style="list-style-type: none"> ▪ 1000 x600 x500H ▪ Burgan mahogany melamine finish ▪ Full 22 mm thick top ▪ 22mm Banded PVC profile ▪ 22mm Panel legs ▪ 16mm modesty panel 		90%
19	ROLLER DOOR SYSTEM CUPBOARD - 1500H X 1200W X 550D	<ul style="list-style-type: none"> ▪ Burgan mahogany melamine finish ▪ Full 32mm thick top & base ▪ 32mm banded PVC profile ▪ Silver roller doors ▪ 3 x Adjustable ferrules ▪ Silver handles ▪ Lockable 		85%
20	DESK – MAHOGANY VENEER - 2200W X 900D 32MM	<ul style="list-style-type: none"> ▪ Veneer Top with Side Bonded Leather Inlay ▪ MDF Drawer Fronts and Modesty Panel Combination with Veneer Panels and Duco Insert ▪ 2000w x 550d Pedenza 	2	85%

Supplier Initial:

		<ul style="list-style-type: none"> Consisting of Pedestal Unit with Lock Mechanism, Deep Drawer, Open Shelf Units and CPU Consol 		
	 <p>DESK – MAHOGANY VENEER - 2200W X 900D PLUS PEDENZA</p>	<ul style="list-style-type: none"> Desk Size:- 2000W x 900D x 730H Side Ext & Credenza Size:- 1700W x 700D x 730H Total desk "L" Shape size 2000w x 1230L plus Roller Door Pedenza 	2	85%
	BOARDROOM TABLE 20 SEATER	<ul style="list-style-type: none"> Dark, Antique Mahogany Veneer 1800w x 1200d 2700w x 1200d 3600w x 1200d 5400w x 1200d 32mm 	1	85%
	BOARDROOM LEATHER CHAIRS	<p><i>Standard features:</i></p> <ul style="list-style-type: none"> With flat base: D 700 x W 700 x H 1160 – 1260 mm With high base: D 700 x W 700 x H 1220 – 1320 mm With chromed, nylon or solid wood arms and bases 	20	65%
				

Supplier Initial:

ITEM NO	DESCRIPTION	QUANTITY	PRICE PER UNIT (inclusive of VAT and delivery costs)	TOTAL PRICE (must be firm inclusive of delivery costs)
		A	B	C (C = A x B)
1.	Item Description		R	R
1.1	EXEC. DOUBLE-PEDESTAL DESK - 2000W x 1000D x 732H	1	R	R
1.2	3-DRAW DESK HEIGHT PEDESTAL	1	R	R
1.3	4-DRAW DESK HEIGHT PEDESTAL	1	R	R
1.4	LINK –RHS OR LHS - 1000W X 600D X732H	1	R	R
1.5	CREDENZA –SLIDING DOOR - 1200W x 600D x732H	1	R	R
1.6	4 DRAW VENEER FILING CABINET	1	R	R
1.7	DOUBLE WALL UNIT-GLASS DOOR TOP: 2100H x1800W x450D	1	R	R
1.8	COMBINATION GLASS HINGED DOOR CUPBOARD & DRAW PEDESTAL 1200W x600D x 1130H	1	R	R
1.9	EXEC. RECTANGULAR MEETING TABLE - 2400D x 1200W x 732H	1	R	R
1.10	SINGLE SEATER TUB CHAIR	2	R	R
1.11	DOUBLE SEATER TUB COUCH	1	R	R
1.12	COFFEE TABLE	1	R	R
1.13	EXECUTIVE HIGH BACK OFFICE CHAIR	1	R	R
1.14	EXECUTIVE VISITORS CHAIRS,	6	R	R
1.15	ROLLER DOOR SYSTEM CUPBOARD - 1500H X 1200W X 550D	5	R	R
1.16	DESK – MAHOGANY VENEER - 2200W X 900D 32MM	2	R	R
1.17	ERGONOMIC HIGH-BACK, OFFICE CHAIR (WITH ADJUSTABLE LUMBAR SUPPORT AND A SYNCHRO MECHANISM).	2	R	R
1.18	VISITORS CHAIRS	8	R	R

Supplier Initial:

SALPC-0004 -2023/24

1.19	DESK – MAHOGANY VENEER - 2200W X 900D PLUS PEDENZA	2	R	R
1.20	MID-BACK ERGONOMIC OFFICE CHAIR	2	R	R
1.21	BOARDROOM TABLE 20 SEATER	1	R	R
1.22	BOARDROOM LEATHER CHAIRS	20	R	R
TOTAL PRICE INCLUSIVE OF VAT & DELIVERY				R

Supplier
Initial: