

INVITATION TO BID

Department of Safety seeks services of a suitable, experienced and capable service provider for a once-off supply, delivery and installation of office furniture. Interested bidders must meet the following minimum requirements:

- Must provide with the bid proof that they have been involved in manufacturing/ supply of office furniture industry for a minimum of three (3) years by availing minimum of three (3) reference letters from satisfied clients that have been serviced in the past five (5) years, the submission must be in the client's letter head and signed by a person in authority.
- Must provide completed Annexure C with the bid and a letter of exemption should be requested from the Department of Trade and Industry before the bid closing date (i.e. **Bidders are requested to consult with DTI for any queries related to the completion of Annexure C or the supply of office furniture**).
- Provide a three months bank statement with a minimum bank positive balance of R500 000,00 as proof of sufficient financial stability or a letter from its financing institution confirming arrangement made with a financing institution.
- Bidders must provide quotes for all items contained in this bid as no selective bidding shall be entertained.
- Must provide proof of functional branch/office in the Eastern Cape Province (i.e. municipal account under the name of the company or owner/ lease agreement with proof of rental payment of not less than three months prior to the closing date of the bid).

Bid documents will be available from Supply Chain Management Unit from **31/07/2020** upon payment of a **non-refundable** fee of **R100** (hundred rand) for each document which must be deposited (direct bank deposit to Standard Bank, Account number- 27 302 1680, branch code- 050419).

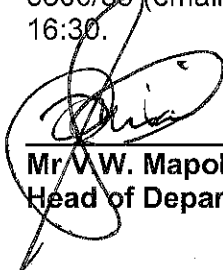
There will be **no briefing session** and bidders will be required to send electronic mails for any enquiries related to the bid from **31 July 2020** until **14 August 2020**.

Completed Quotation/Bid documents, placed in sealed envelopes, must be deposited into the Bid Box at the **Department of Safety and Liaison, King William's Town** on or before **21/08/2020**, clearly marked: **"Supply, delivery and installation of office furniture to the Eastern Cape Department of Safety and Liaison – SCMU15- 20-/21-002"**

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- (a) The Department's Supply Chain Management Policy will apply
- (b) The Department's does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid
- (c) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted and use of Tippex will render the bid non-responsive
- (d) Bids submitted are to hold good for a period of 90 days
- (e) The documents must remain intact
- (f) Declaration pages must be fully completed and signed
- (g) The department of Safety and Liaison shall not do business with any person who is in the service of the state.**

Please refer all SCM enquiries to Ms. B. Khumalo at 043- 605 6800/46 (email- bulelwa.khumalo@safetyec.gov.za) and technical enquiries to Mr M. Mantangayi at 043- 605 6800/38 (email- mfezeko.mantangayi@safetyec.gov.za) during normal office hours viz. 08:00 – 16:30.



Mr V W. Mapolisa
Head of Department