



REQUESTS FOR PROPOSALS (RFP)

RFP NUMBER: 03/2023

RFP DESCRIPTION:

**REQUEST FOR THE SUPPLY AND INSTALLATION OF
CONFERENCE FACILITIES FURNITURE**

CLOSING DATE: 10 July 2023 TIME: 15:00

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ADVERT: REQUEST FOR PROPOSALS FOR THE SUPPLY AND INSTALLATION OF CONFERENCE FACILITIES FURNITURE

The South African Pharmacy Council (SAPC) invites service providers to submit proposals for the supply and installation of Conference Facilities Furniture at 591 Belvedere Street, Arcadia, 0083.

The proposals must be submitted together with company profiles, recent references, the latest financial statements, tax compliance status certificates and BBBEE rating scorecards.

Proposals should be submitted in soft copy to Ms Refilwe Mutlane by **10 July 2023 at 15:00** to tenders@sapc.za.org, or on a USB stick in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia, 0083. Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

The SAPC subscribes to the DTIC's BBBEE Balanced Scorecard for accreditation of all proposals, in accordance with the latest DTIC Codes of Good Practice.

Interested parties can obtain the RFP documents on the Bulletin Board found on the home page of our website (www.sapc.za.org).

SAPC is not bound to accept any proposals and reserves the right to cancel, withdraw or decline services/tenders in respect of the proposals received, as well as to re-advertise at its sole discretion.

1. INTRODUCTION

This document provides guidelines to service providers wishing to submit proposals in terms of Request for Proposals No. 3/2023 – Request for proposals for the supply and installation of conference facilities furniture to the South African Pharmacy Council.

2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

- 2.1 to assist in the promotion of the health of the population of the Republic;
- 2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;
- 2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;
- 2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- 2.5 to establish, develop, maintain and control universally acceptable standards-
 - 2.5.1 in pharmaceutical education and training;
 - 2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
 - 2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;
 - 2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and
 - 2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;
- 2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and
- 2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

3. FURNITURE SPECIFICATIONS

3.1 DESK MODULES – FLIP TOP



STANDARD FEATURES

FRAME:

- Steel flip frame- Finished in Ferro grain Black Epoxy (Powder Coating: 30micron Black Ferro Grain)
- Frame size: (To accommodate 650mm depth top x 2050/1300)
- Steel beams – Black Ferro Grain Epoxy (Powder Coating: 30micron Black Ferro grain)

MODESTY PANEL AND RETICULATION CHANNELS:

- Steel Modesty panel and Reticulation channel in Black Ferro grain Epoxy (Powder Coating: 30micron Black Ferro grain)
- 1mm Cold Rolled carbon steel
- Modesty panel brackets to be provided (4 brackets per 2050 size/2 brackets per 1200 size)
- Fluted cut-outs on the modesty panel
- See drawings provided

DESKTOPS:

- 32MM Haven Melamine/PG Bison with matching ABS edge (1.5mm ABS Haven Matching Edge)
- Sizes: 2050 x 650 x 32mm & 1300 x 650 x 32mm

LINKING DEVICES:

- Linking – 2 sets of flat desk top connectors to be included per desk – colour Black (Powder Coating: 30micron Black Ferro grain)

CASTORS:

- Castors – Lockable Castors – all castors

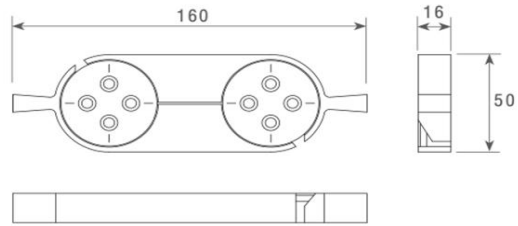
MISCELLANEOUS:

- Power management solution – Allow for 1 x cut-out per top. Size as per supplier specification.

FINISHES AND ACCESSORIES:

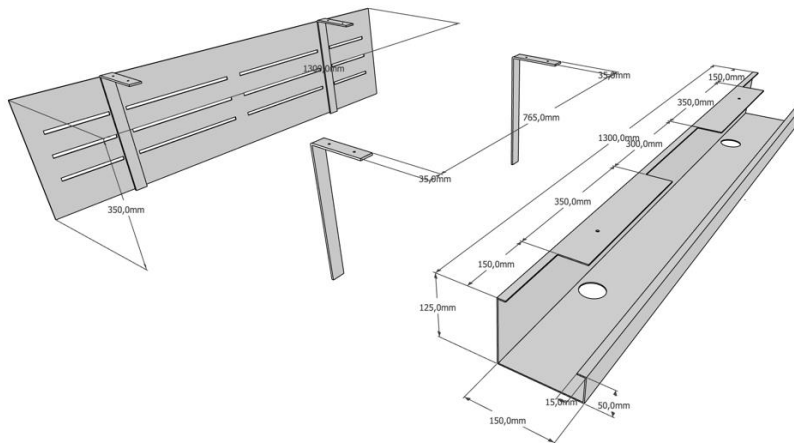


DESKTOP FLAT CONNECTOR | ITEM 293
Material | ABS
Size | 160 x 16 x 50mm
Finish | black | RIH2153

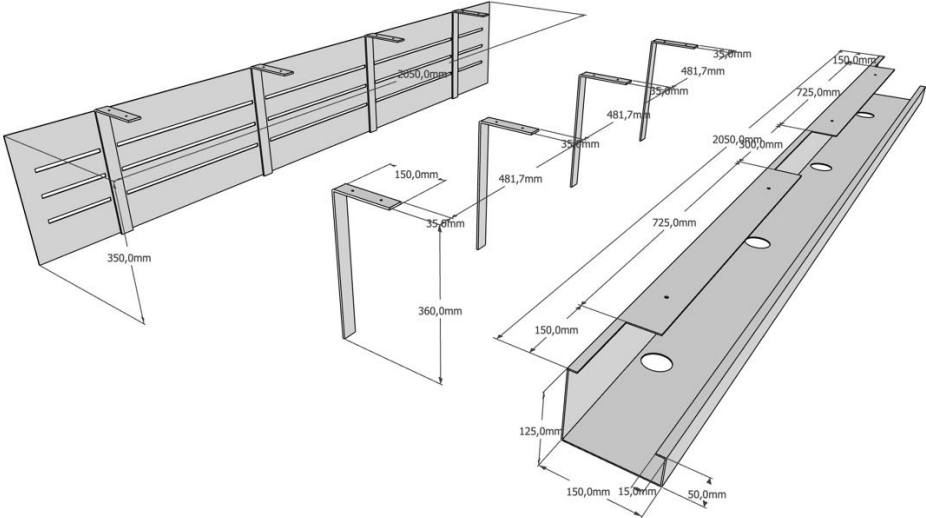


MODULAR/MOBILE DESKS – STEEL COMPONENTS

STEEL MODESTY PANEL AND RETICULATION CHANNEL – 1300 Desk Size



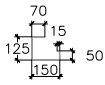
STEEL MODESTY PANEL AND RETICULATION CHANNEL - 2050 DESK SIZE



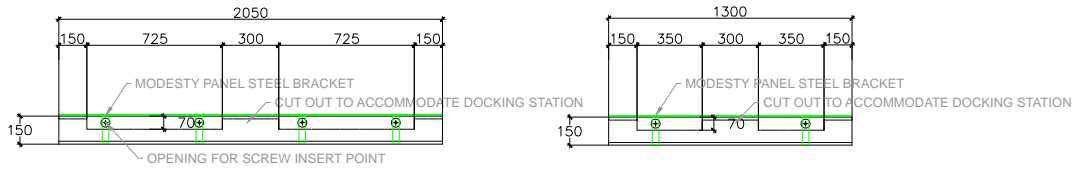
MODESTY PANEL AND RETICULATION CHANNELS:

- Steel Modesty panel and Reticulation channel in Black Ferro grain Epoxy (Powder Coating: 30micron Black Ferro grain)
- 1mm Cold Rolled carbon steel
- Modesty panel brackets to be provided (4 brackets per 2050 size/2 brackets per 1300 size)
- Fluted cut-outs on the modesty panel
- See drawings provided

MODULAR/MOBILE DESKS – DESK SIZES AND CONFIGURATIONS



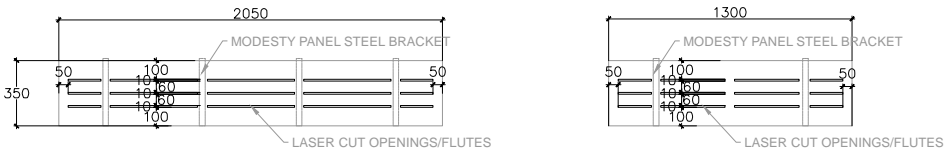
RETICULATION CHANNEL - SIDE VIEW



modesty panel and reticulation channel - plan view

modesty panel and reticulation channel - plan view

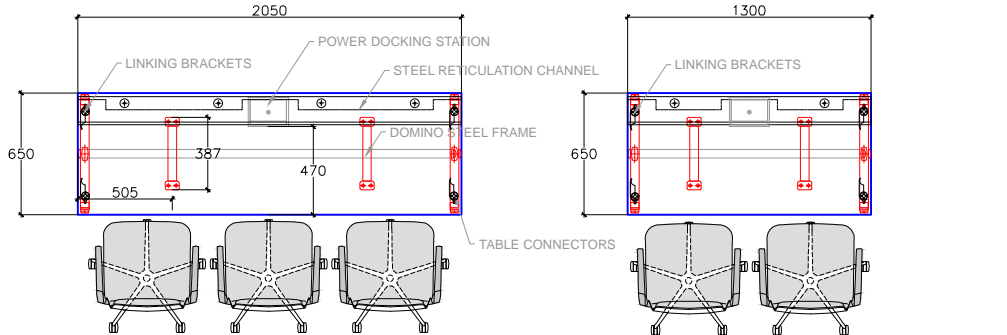
MODESTY PANEL AND RETICULATION CHANNEL - PLAN VIEW



modesty panel - front view

modesty panel - front view

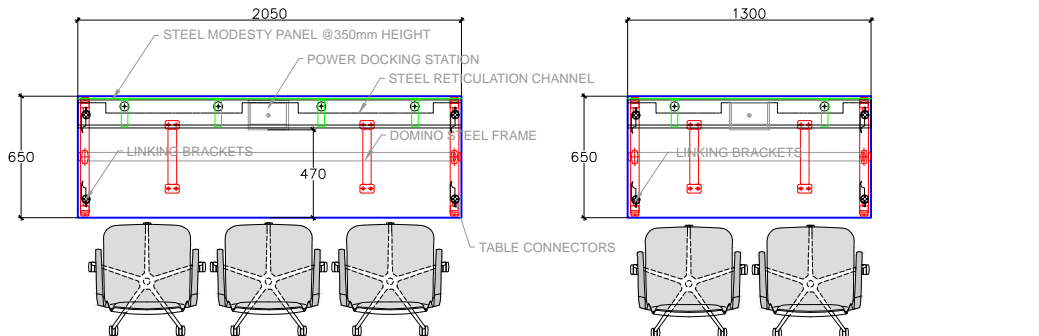
MODESTY PANELS - ELEVATIONS



2050 DESK - FLIP TOP with reticulation channel and power docking station

1300 DESK - FLIP TOP with reticulation channel and power docking station

DESKS WITHOUT MODESTY PANELS



2050 DESK - FLIP TOP with reticulation channel, power docking station and steel modesty panel

1300 DESK - FLIP TOP with reticulation channel, power docking station and steel modesty panel

DESKS WITH MODESTY PANELS

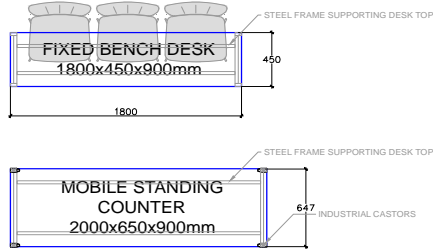
FOYER FURNITURE



MOBILE STANDING TABLE



FIXED BENCH DESK



DESK SIZES



DESKTOP FINISH

MOBILE STANDING TABLE STANDARD FEATURES:

FRAME:

- Mild Steel Tubular frame – 50 x25mm – Finished in Ferro Grain Black Epoxy (Powder Coating: 30micron Black Ferro grain)
- Frame size: 2000 x 650mm x 900mm (H)
- Steel beams – Finished in Black Ferro Grain Epoxy

TOPS:

- 32mm Haven Melamine/PG Bison with matching ABS edge (15mm Abs Haven Matching Edge)
- Sizes: 2000 x 650mm

CASTORS:

- Industrial strength Castors – Lockable – all castors

FIXED BENCH DESK STANDARD FEATURES:

FRAME:

- Mild Steel Tubular frame – 50 x 25mm – Finished in Ferro Grain Black Epoxy (Powder Coating: 30micron Black Ferro grain)
- Frame size: 1800 x 450 x 900mm (H)

- Steel beams – Finished in Black Ferro Grain Epoxy (Powder Coating: 30micron Black Ferro grain)

TOPS:

- 32MM Haven Melamine/PG Bison with matching ABS edge (1.5mm Haven Matching Edge)
- Sizes: 1800 x450 x 32mm

LINKING:

- Linking brackets required to fix two units side by side and to the wall

3.2 CHAIRS

CHAIRS SEMINAR ROOMS



SHIFT SIDE CHAIR:

STANDARD FEATURES:

FRAME:

- 4-legged Steel frame – Black Ferro grain finish (Powder coating: 30micron Black Ferro Grain)
- BACK AND SEAT/SHELL: flexible Backrest – Perforated plastic
- COLOUR: Black

UPHOLSTERY:

- SEAT ONLY: Upholstered in Genuine Black Leather. Certificate and Warranty required
- FOAM: 50kgm3 density: 53mm Thickness in centre

STACKING:

- Stackable

WARRANTY PERIOD/COMPLIANCY:

- 10-year warranty – Locally manufactured
- Chair to conform with standards set in BS EN 1335-1:2000

BAR STOOLS – FOYER



APPLICATIONS

Bar
Bistro
Food court
QSR
Canteen

USE / ORIGIN



INDOOR



ITALY

DIMENSIONS

Width 590mm
Depth 480mm
Overall Height 1140mm
Seat Height 740/760mm
Weight 8kg



POLYPROP
SEAT



POLYPROP
SEAT

SHELL OPTIONS



POLYPROP
SEAT



UPHOLSTERED
SEAT

URBAN BAR STOOL:

STANDARD FEATURES:

- FRAME: Light Weight Sleigh base Steel frame – Chrome finished
- BACK AND SEAT/SHELL: Flexible – Polypropylene
- COLOUR: Black

UPHOLSTERY:

- No Upholstery

STACKING:

- Stackable

WARRANTY PERIOD:

- 1-year warranty
- Imported

MALAWOOD BOARD SPECIFICATIONS, COMPLIANCY & WARRANTIES

SPECIFICATIONS/WARRANTY/COMPLIANCY:

- Supplier to confirm: Melawood – Haven Fusion onto 32mm single sheet particle board
- Cured Melamine Surface with anti-bacterial benefit
- Formaldehyde: Class E1 <8mg /100 grams
- Compliance with the below datasheet
- Unless specified – all products are to carry a 5-year warranty



Panel Products

**DATA SHEET | TECHNICAL DATA
MELAWOOD & SUPALAM & BISONLAM**

Date: May 2019

MELAMINE FACED BOARD (MFB) - VG/S LOW PRESSURE, VERTICAL GENERAL PURPOSE, STANDARD (MEDIUM DENSITY FIBREBOARD SUBSTRATE/ PARTICLEBOARD SUBSTRATE) - FOR INTERIOR USE

No	PROPERTY	TEST METHOD	UNITS	EN 14322 : 2017 (Table 1)		
				< 15	≥ 15 to 20	> 20
	THICKNESS		mm			
1	Thickness tolerances on nominal dimensions - Thickness Tolerance	EN 14323	mm	± 0,3		± 0,5
	Length and width - Commercially available panels - Pre-cut panels			± 5,0 ± 2,5		
2	Flatness	EN 14323	mm/m	-	≤ 2 (only for balanced surfaces)	
3	Edge damage - Commercially available panels - Pre-cut panels	EN 14324	mm	≤ 10 ≤ 3		
4	Surface defects	EN 14323	mm ² / m ² mm / m ²	points ≤ 2 length ≤ 20		
5	Resistance to scratching	EN 14323	N	≥ 1,5		
6	Resistance to staining	EN 14324	Rating	≥ 3		
7	Resistance to cracking	EN 14325	Rating	≥ 3		
8	Formaldehyde release (EN 312 : 2010)	EN 120	mg/100g	Class E1: ≤ 8mg/100 grams		
			mg/100g	Class E2: ≤ 20 PB & ≤ 30 MDF mg/100 grams		
<p>NOTES:</p> <p>For the physical and dimensional properties, refer to the relevant standards from the series EN 622 and EN 312.</p> <p>Normally, unless otherwise specified, the particleboard grade used will be as required in EN 312 (P2) and the MDF grade will be described in EN 622-5 (MDF).</p> <p>On request of the customer other values can be specified.</p> <p>Numerous factors including changes in temperature and relative humidity in storage and fabrication areas at building sites may cause boards and panels to bow or twist irreversibly.</p>						
<p>Conditions for defect assessment</p> <p>For a micro-imperfection to be defined as a defect, it must be detectable under the following conditions (this applies to spots/dents as well as fibres/scratches):</p> <ul style="list-style-type: none"> - Viewing distance of at least 1500mm from board surface - Viewing duration: maximum 20 seconds - Light intensity: 2000 - 5000 Lux - Inclination angle of product: 45° to the vertical 						

CUSTOMER SERVICE CENTRE
Corner of Lonie & Brakpan Road
Boksburg, 1460, South Africa
Tel 0860 579 196



4. SERVICE PROVIDER ORGANISATION DUTIES AND RESPONSIBILITIES

The service provider will be required to fully comply with all requirements/deliverables as stipulated in Section 3 of this document.

5. DESIRED CONFIDENTIALITY TERMS AND CONDITIONS

5.1 The successful service provider must strictly treat all SAPC's information with a high degree of confidentiality.

- 5.2 The SAPC's information must not be provided to a third party by any means.
- 5.3 The SAPC's information must not be provided to a third party by any means.
- 5.4 The successful service provider must be compliant with the requirements of the POPI Act.
- 5.5 SAPC undertakes to maintain confidentiality relating to any unpublished information you supply to us as part of this RFP and will only use any information provided for the purposes of evaluating this RFP.
- 5.6 South African Pharmacy Council reserves the right:
 - 5.6.1 to negotiate with one or more preferred service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other service provider(s) who has not been awarded the status of the preferred service provider;
 - 5.6.2 to carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the service provider(s), whether before or after adjudication of the RFP;
 - 5.6.3 to correct any mistake at any stage of the RFP that may have been in the RFP documents or occurred at any stage of the RFP process; and
 - 5.6.4 to cancel and/or terminate the RFP process at any stage, including after the closing date and/or after presentations have been made, and/or after proposals have been evaluated and/or after the preferred service provider has been notified of their status as such.

6. CONTENT OF THE PROPOSAL

The proposal must include the following:

- 6.1 Company profile and relevant experience.
- 6.2 BBBEE rating scorecard.
- 6.3 Valid tax compliance status certificate.
- 6.4 Company registration documents.
- 6.5 Risk Assessment Audit Form (Annexure A)
- 6.6 At least three contactable references.
- 6.7 Complete Costing Sheet (Annexure B & C).
- 6.8 Floor Layout (Annexure D, E & F)
- 6.8 Pricing must be inclusive of VAT.

Other important conditions:

- 6.9 The prospective service provider is responsible for all costs incurred in the preparation and submission of the proposal.

- 6.10 By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, not to disclose it to third parties and not to use it for purposes other than the proposal.
- 6.11 The SAPC reserves the right not to award this contract.
- 6.12 The SAPC reserves the right to disregard a service provider's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last 5 years.
- 6.13 Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- 6.14 It is the responsibility of prospective service providers to ensure that their proposal is submitted before the closing date and time of the RFP, and to ensure that the proposal is received by the SAPC.

7. ENQUIRIES AND SUBMISSION

- 7.1 All enquiries must be made in writing and will be responded to during office hours 08:00 to 15:00, Monday to Friday.

Refilwe Mutlane	E-mail	tenders@sapc.za.org
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- 7.2 Proposals should be submitted by **10 July 2023** at 15:00 in soft copy format to tenders@sapc.za.org or on a USB in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia 0083.
- 7.3 Proposals not meeting the submission requirements or submitted after the due date will be disqualified.
- 7.4 If you do not hear from us within 90 days after the closing date, please accept that your proposal was unsuccessful.

8. EVALUATION OF PROPOSALS

- 8.1 The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA), to this proposal.
- 8.2 The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-
- 8.2.1 Pre-qualifications.
 - 8.2.2 Functionality.
 - 8.2.3 Pricing and BBEE.

8.3 Phase 1- Pre-qualification Evaluation

Proposals will be disqualified or excluded by the Adjudicating Committee under any of the conditions listed below:

- 8.3.1 Submission after the deadline.

- 8.3.2 Proposals submitted at an incorrect location.
- 8.3.3 Proposals submitted in the wrong format; other than via email or soft copy on a USB dropped at designated location per Paragraph 7.2 above.
- 8.3.4 Service providers whose tax matters/statuses are not in good standing with the South African Revenue Service (SARS).
- 8.3.5 Proposal not fully completed.
- 8.3.6 BBEE Original Certificate/Affidavit (not older than 3 Months) not submitted or an expired certificate is submitted.
- 8.3.7 No company registration documents and IDs of registered directors are submitted.

8.4 Phase 2 - Functionality Evaluation

- 8.4.1 A total of 27 points (30% of 90) is allocated for the functionality score.
- 8.4.2 A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the Committee will be used.
- 8.4.3 Service providers will be required to bring a sample of the desktop finish.

8.5 Phase 3: Pricing and Black Economic Empowerment (BEE)

- 8.5.1 A maximum of 63 points is allocated for price on the following basis/ formula.

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where -

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of the lowest acceptable bid

- 8.5.2 A maximum of 10 points is allocated to BBEE on the following sliding scale.

BBEE Status	BBEE Scorecard rating	BBEE Points
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	5
Level 5 Contributor	Between 55 and 65 points	4
Level 6 Contributor	Between 45 and 55 points	3
Level 7 Contributor	Between 40 and 45 points	2
Level 8 Contributor	Between 30 and 40 points	1
Non-Compliant Contributor	Less than 30	0

- 8.6 The overall aggregate score for service providers qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

Description	Maximum points
Functionality	27
Pricing	63
BBBEE	10
Total Points	100