1 Cullinan Crescent • Civic Centre • Kimberley • 8301 • email: enquiries@whag.co.za • Tel: 053 831 1724/5

**07 March 2025**

**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF APARTMENT FURNITURE**

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3c public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture. The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

WHAG invites proposals for appointment of a service provider for supply and delivery of apartment furniture in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications and mandatory documents to be completed contact Mpho Matsitle at 053 831 1724.

Closing date for proposals is 14 March 2025. Submit written proposals via email to mpho@whag.co.za

*The William Humphrey Art Gallery reserves the right to not make any appointment in this regard*.

**TERMS OF REFERENCE FOR SUPPLY AND DELIVERY OF APARTMENT FURNITURE**

William Humphreys Art Gallery invites supply and delivery of apartment furniture. The successful supplier will provide high-quality, durable, and aesthetically pleasing furniture for the WHAG Artist in Residence apartment per the following specifications:

| Product | Description | Qty |
|---|---|---|
| ***Bedroom Furniture*** | | |
| Bed Set | • Double standard length bed (137cm x 188cm) mattress and base set<br>• Mattress comfort: Medium | 1 |
| Bedroom Suite | • Headboard with 2 x drawer and shelve pedestals to fit double bed, walnut oak finish<br>• Dressing table with dresser stool, shelves and/or drawers, and mirror, walnut oak finish | 1 |
| Sofa | • Upholstered 2-seater sofa, charcoal grey | 1 |
| TV | • 40inch Smart TV with wall bracket | 1 |
| Side Table | • Modern side table, walnut oak finish | |
| Occasional Chair | • Upholstered occasional chair, charcoal grey | 1 |
| Rug | • Sisal natural fibre area rug<br>• Dimensions: 2700mm x 1800mm | 1 |
| ***Kitchen Appliances*** | | |
| Fridge | • 150ml capacity (min) refrigerator with freezer<br>• Maximum dimensions: 580mm(L) x 580mm(W) x 1500mm(H) | 1 |
| Stove | • 30L two-plate mini oven stove | 1 |
| Microwave | • 20L (min) electric microwave<br>• Maximum dimensions: 590mm(L) x 390mm(W) x 370mm(H) | 1 |
| Air Fryer | • 7L (min) stainless steel air fryer | 1 |
| Kettle | • 1.5L (min) stainless steel cordless electric kettle | 1 |
| Toaster | • 2 slice stainless steel electric toaster | 1 |
| Coffeemaker | • 1.5L (min) stainless steel digital filter coffee maker | 1 |

**Conditions of contract:**

1. The quotation should cover all costs to provide the service.
2. Proposals that do not include all items as listed above will be considered non-responsive.
3. Proposals should include detailed product specifications, including pictures and warranty details.
4. The validity period for the quotation after closure will be 60 days.
5. Delivery within 21 days of purchase order issue.
6. Payment for items delivered will be done within thirty (30) days of valid invoice.

**EVALUATION CRITERIA**

**Functionality Evaluation**

Proposals will be evaluated based on the following criteria:

1. Product quality
2. Product warranty

The functionality criteria and weightings that will be utilized to test the capability of service providers is set as follows:

| CRITERION | DESCRIPTION | SCORE |
|---|---|---|
| **Product Quality** | Quality, durability, brand reputation, and aesthetic design of the furniture, including material composition, craftsmanship, ergonomic considerations, and overall visual appeal to ensure suitability for long-term residential use.<br><br>**Score**<br>Excellent 60<br>Good 45<br>Fair 30<br>Poor 0 | **60** |
| **Warranty: Bedroom Furniture** | Warranty coverage duration, terms, and conditions, including repair, replacement, and maintenance services.<br><br>**Score**<br>10+ years warranty 20<br>5+ years warranty 15<br>2+ years warranty 10<br>Less than 2 years warranty 0 | **20** |
| **Warranty: Kitchen Appliances** | Warranty coverage duration, terms, and conditions, including repair, replacement, and maintenance services.<br><br>**Score**<br>5+ years warranty 20<br>2+ years warranty 15<br>1+ years warranty 10<br>Less than 1 year warranty 0 | **20** |
| | **TOTAL:** | **100** |

All Bidders who score less than 75 points on functionality evaluation will not be considered for further evaluation on Price and Preferential Points.

**Pricing and Preferential Evaluation**

The following 80/20 criteria will be used for the evaluation of the proposals:

a. **Pricing** 80 points
b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

| CRITERION | POINTS | PROOF OF CLAIM |
|---|---|---|
| B-BBEE Status | 4 | Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status. |
| Businesses Based in the Northern Cape | 4 | Proof of Business Address |
| Ownership by Youth | 4 | WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders |
| Ownership by Women | 4 | WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders |
| Ownership by People with Disabilities | 4 | WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders |

B-BBEE Status Points will be awarded as per below:

| B-BBEE STATUS | POINTS |
|---|---|
| Level 1 | 4 |
| Level 2 | 3 |
| Level 3 | 2 |
| Level 4 and below | 1 |
| Non-compliant | 0 |

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

| OWNERSHIP | POINTS |
|---|---|
| Above 50% | 4 |
| Above 40% | 3 |
| Above 25% | 2 |
| Above 10% | 1 |

**MANDATORY INFORMATION TO BE SUBMITTED**

The written application should be accompanied by the following minimum documentation:

a. Central Supplier Database (CSD) Registration Number
b. WHAG SBD 4 Form – Bidder's Disclosure

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to* William Humphreys Art Gallery *are required to* **self-register** *on the government Central Supplier Database. Please visit the CSD website* www.csd.gov.za *for further details.*

William Humphreys Art Gallery
an agency of the Department of Sports, Arts and Culture
sport, arts & culture
Department: Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

1 Cullinan Crescent • Civic Centre • Kimberley • 8301 • email: enquiries@whag.co.za • Tel: 053 831 1724/5

**WHAG-SBD4**

# BIDDER'S DISCLOSURE

## 1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

| Full Name | Identity Number | Name of State institution |
|---|---|---|
| | | |
| | | |
| | | |

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the William Humphreys Art Gallery? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

**3 Declaration of shareholding**

3.1 Are any of the bidder's directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, designated as youth, women, and/or people with disabilities? **YES/NO**

3.1.1 If so, furnish particulars of the names, individual identity numbers, sex, shareholding and, if applicable, disability of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

| **Full Name** | **Identity Number** | **Sex** | **Disability** | **Shareholding %** |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 4 DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

4.1 I have read and I understand the contents of this disclosure;

4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the William Humphreys Art Gallery in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|---|---|
| **Signature** | **Date** |
| **Position** | **Name of Bidder** |