

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

REQUEST FOR A SERVICE PROVIDER TO SUPPLY AND
DELIVER RESIDENTIAL FURNITURE, TO TOKYO, JAPAN.



TERMS OF REFERENCE

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APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER RESIDENTIAL FURNITURE FOR THE OFFICIAL RESIDENCE OF THE AMBASSADOR AND THE RESIDENCE OF THE MINISTER PLENIPOTENTIARY TO TOKYO, JAPAN.

1. PURPOSE

The Department of International Relations and Cooperation, intends to appoint a service provider to supply residential furniture for two residences at the South African Embassy in Tokyo, Japan. The first residence is utilized as the residence of the Ambassador to Japan and the second residence is the residence of the Minister Plenipotentiary (with Head of Mission Privileges).

2. PROJECT BRIEF

An Official Residence is the residence in which Heads of Mission reside when serving abroad. These residences are used both for private and official representational duties. In the case of this project, the residence of the Minister Plenipotentiary has to accommodate similar functions as the Minister has Head of Mission privileges and as such is expected to host certain official functions. Official Residences are furnished in such a way as to reflect the multi-cultural diversity of South Africa, bearing in mind the architecture of the building and the environment where it is situated. An Official Residence should make a statement of ethnic African elegance.

Functions of the Official Residence and its requirements

- An Official Residence is the residence where the Ambassador and his/her family reside during their term of posting. The house consists of formal and informal areas.
- The formal area comprises of an entrance area, dining room, lounge and the Ambassador's study. These areas are used for official functions when foreign dignitaries and other guests are hosted by the Mission. These areas require special attention when selecting furniture and fabrics. The finishes must be durable and must be of good quality.
- The informal areas are the private areas like the family dining room, family room and bedrooms. Furniture and fabrics used in these environments must be practical and durable.
- The interiors must be comfortable, functional and an aesthetically pleasing environment has to be created.

Validity of bids

All bids submitted must be valid for a period of six (6) months after the closing date (180 days).

Presentation

Bidders must present the furniture pieces that they are submitting on presentations no larger than A3 size. The furniture depicted must be the actual pieces quoted on. Fabric swatches and wood samples must also be submitted.

LIST OF ITEMS – AMBASSADOR’S RESIDENCE:

PUBLIC AREAS	QUANTITY
Entrance	
Wooden server approximately 1200 x 450 mm - Mahogany veneer	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Formal lounge	
Two seater couch – upholstered # The fabric must be at least 20 000 rubs	4
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	4
Wooden coffee table 1200 x 600 mm – Mahogany veneer	2
Wooden side tables 600 x 600 mm – Mahogany veneer	2
Lobby	
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	4
Wooden side tables 600mm diameter– Mahogany veneer	2
Loggia/ open gallery area	
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	4
Wooden side tables 1200 x 600 mm – Mahogany veneer	1
Stair hall and study	
Wooden server approximately 1500 x 450 mm – Mahogany veneer	4
Executive study desk 2000 x 1000 mm with double desk height pedestal - lockable. Leather inlay To include computer extension Mahogany veneer	1
Three tier bookcase – Mahogany veneer	2
Second Lounge (slightly informal)	
Two seater couch – upholstered # The fabric must be at least 20 000 rubs	4
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	4

Wooden coffee table 1200 x 600 mm – Mahogany veneer	2
Wooden side tables 600 x 600 mm – Mahogany veneer	4
Bedroom	
Bedside pedestals – mahogany veneer	2
Dresser with a stool – including mirror	1
Cheval mirror	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Wooden side table 600mm diameter– Mahogany veneer	1
Work room (reading room)	
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Wooden side tables 600 x 600 mm – Mahogany veneer	1
Garden furniture	
Wicker resin table – six seater	2
Wicker resin chairs with cushions	12

LIST OF ITEMS – MINISTER PLENIPOTENTIARY’S RESIDENCE:

PUBLIC AREAS	QUANTITY
Entrance	
Wooden server approximately 1200 x 450 mm - Mahogany veneer	1
Framed Mirror approximately 1200 x 900 mm	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Formal lounge	
Two seater couch – upholstered # The fabric must be at least 20 000 rubs	2
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	4
Wooden coffee table 1200 x 600 mm – Mahogany veneer	2
Wooden side tables 600 x 600 mm – Mahogany veneer	4
Study	
Executive study desk 2000 x 1000 mm with double desk height pedestal - lockable. Leather inlay	1

To include computer extension Mahogany veneer	
Executive High Back Chair 5 star polished chrome base Synchro mechanism Tension adjustment Tilt locks in 5 positions Seat depth adjustment Moulded foam seat Height adjustable arm Genuine leather	1
Visitors chairs to match the high back – in leather	2
Three tier bookcase with glass doors– Mahogany veneer	2
Formal dining room	
12 Seater dining table	1
Dining chairs – upholstered seats/ wooden backs	12
Sideboard – three doors/three drawers	1
Framed Mirror approximately 1500 x 900 mm	1
PRIVATE/INFORMAL AREAS	QUANTITY
Master Bedroom	
King bed base and mattress	1
King size wooden headboard – Mahogany veneer	1
Bedside pedestals – mahogany veneer	2
Dresser with a stool – including mirror	1
Cheval mirror	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Wooden side table 600mm diameter– Mahogany veneer	1
Guest Bedroom	
Queen bed base and mattress	1
Queen size wooden headboard – Mahogany veneer	1
Bedside pedestals – mahogany veneer	2
Dresser with a stool – including mirror	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Wooden side table 600mm diameter– Mahogany veneer	1
Bedroom 1	
Double bed base and mattress	1
Double size wooden headboard – Mahogany veneer	1
Bedside pedestals – mahogany veneer	2
Dresser with a stool – including mirror	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	1
Wooden side table 600mm diameter– Mahogany	1

veneer	
Bedroom 2	
Three quarter bed base and mattress	1
Three quarter size wooden headboard – Mahogany veneer	1
Bedside pedestals – mahogany veneer	1
Dresser with a stool – including mirror	1
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	1
Wooden side table 600mm diameter– Mahogany veneer	1
TV Room/Family room	
Two seater couch – upholstered # The fabric must be at least 20 000 rubs	2
Occasional chair – upholstered # The fabric must be at least 20 000 rubs	2
Wooden coffee table 1200 x 600 mm – Mahogany veneer	1
Wooden side tables 600 x 600 mm – Mahogany veneer	2
TV Stand	
Family dining area	
Six seater dining table	1
Dining chairs	6
Sideboard	1
Garden furniture	
REMOVED : No Space for	

4. EVALUATION CRITERIA TO BE USED

All bids received shall be evaluated in the following 3 phases:

4.1 Phase 1: Responsiveness

The minimum requirements that must be satisfied/ met by prospective bidders in order to progress to the next stage of the evaluation process are:

- A valid tax clearance certificate must be submitted with the bid documents
- All Standard Bid Documents (SBD) must be completed and signed
- Attendance of the compulsory briefing session
- No partial bids will be accepted

NOTE: Failure to comply with or submit any of the above information will result in a bid not being considered.

4.2 Phase 2: Functionality

Compliance with the special conditions as listed below

A panel shall evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of “functionality” shall be regarded as submitting a non-responsive bid and shall be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the criteria listed below:

Criteria	Maximum Points to be allocated
1. Bidders must provide sufficient detail of each and every item to be provided to enable DIRCO to evaluate the bid <ul style="list-style-type: none">• Fabric samples• Wood samples• Pictures of the furniture• Adherence by the bidders to the project brief especially the design style of the furniture required.	50
2. Product guarantees Bidders must confirm 5 year product guarantee or offer longer guarantee in a letter format.	30
3. Shortlisted bidders must be able to show the proposed products as well as their operations in the showrooms/factories during site inspection.	20
Total	100

4.3 Phase 3: Price and preference points

The applicable formula 90/10 shall be utilised to evaluate the bid, of which ninety (90) points are allocated for price and functionality, and for the remaining ten (10) points certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD 6.1 and SBD 6.4 that must be completed in detail.

- 3.3.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

NB! Clarification on the allocation of these preference points is detailed in the SBD6.1 document.

4. SPECIAL CONDITIONS

5.1 Specification and quality

The style of the proposed furniture should be classic and timeless.

- The furniture should be of good quality and design and be able to handle frequent usage.
- Quality finishes ensuring durability so as to attain the lifespan requirement.
- Veneers to be used must be at least 1.5mm thick with either Medium Density Fiberboard or lower grade solid wood substrates. Solid woods are to be utilized for structural components.
- Sofas must be made with sturdy frames made of oak for example and no frames made of particle wood or soft woods shall be accepted. Frames should be held firmly together with wooden dowels or wooden corner blocks. Springs are preferred instead of mesh or webbing and the filling must be of high density foam.
- Fabrics must have at least a 20000 rub count and due consideration must be made as to where the item will be used i.e. formal area or informal.

- Bidders are requested to ensure that the price of the submitted items allows for a wide selection of fabrics and woods, as the Department reserves the right to select alternatives when the final order is placed.
- The furniture is expected to have a minimum life span of 8-12 years taking into account fair wear and tear. The environments in which the furniture will be used demands that the furniture should be easy to maintain, clean, not require special treatment and be aesthetically pleasing.
- The furniture must comply with the relevant and applicable industry.
- All necessary supporting documents must be submitted i.e. B-BBEE certification etc.
- A quote for cost of transport, insurance and delivery to Tokyo, Japan must be included. (Door-to-Door, including packaging). Previous international shipping experience to be listed. A quote for delivery to a local warehouse (Pretoria or Johannesburg) from where the Department of International Relations and Cooperation takes responsibility for shipping must also be supplied as alternative.
- The bid/quote submitted by the bidder must include VAT and all applicable costs including the freight forwarding and clearing costs
- Bidders are expected to supply a project plan and fortnightly progress reports to the Department of International Relations and Cooperation Project Manager (bresgottR@dirco.gov.za) on the manufacturing progress measured against the project plan.

5. GENERAL CONDITIONS

6.1 The General Conditions of Contract will be applicable to this bid.

6.2 Locally produced furniture is recommended and bidders are requested to reflect the percentage of local production and that of imported items in their bids. (See attached circular)

5.3 In order to sustain the chain of custody, to limit handling, damages and loss; bidders are requested to quote for the delivery of the consignment to Tokyo, Japan. This service must be on a door-to-door basis and must include freight insurance from the point of collection to the point of delivery in Japan. All costs must include the necessary packaging for freight purposes. Bidders are requested to note that the onus is on them to ensure that the proper costs are submitted for the shipping as the Department will not be liable for additional costs of shipping due to incorrect volume estimations

5.4 The Department of International Relations and Cooperation will not be held responsible for any costs incurred by the bidders in the preparations and submission of quotations.

6.5 Please take note that the Department of International Relations and Cooperation is not obliged to select any of the firms submitting proposals.

5.5 Evaluation on functionality criteria can only be done on the basis of information which was requested and submitted. The comprehensiveness of the quotation can therefore be decisive in the award.

7. FEES AND PAYMENT SCHEDULE

7.1 All prices quoted must be in Rands.

7.2 All prices quoted must include VAT.

7.3 Bidders should take note that the Department will pay within 30 days after receipt of invoice and the service has been rendered.

7.4 Regarding ownership of the furniture, it will be expected that the supplier takes responsibility of the furniture until final delivery at the Ambassador's Residence and Minister Plenipotentiary's Residence in Tokyo, where after the Department of International Relations and Cooperation will affect the final payment to the supplier.

8. CONTACT PERSONS AND SUBMISSIONS

8.1 The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO, O.R. Tambo Building, 460 Soutpansberg Road, Rietondale.

8.2 All enquiries can be directed to Supply Chain Management as per fax: 012 329 1267. Enquiries pertaining to the completion of tender documents can be directed to the Bid Office Tel: 012 301 8538/8594/8674.

8.3 Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Department of International Relations and Cooperation
Tender Box – O.R. Tambo Building
460 Soutpansberg Road
Rietondale
Pretoria

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
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Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing date 01 August 2014, time: 11hoo, as late submissions will not be accepted.

E-mailed or faxed submissions shall not be accepted.