



REQUEST FOR QUOTATION:

**PROVISION FOR RENOVATIONS AND REFURBISHMENT OF
CAPE TOWN OFFICE**

COMPULSORY BRIEFING DETAILS

DATE: 20 MARCH 2019

TIME : 11H30

SUBMISSION DETAILS

CLOSING DATE: 29 MARCH 2019

TIME : 12H00

TENDER DOCUMENTS SUBMISSION ADDRESS:

Financial Fiscal Commission Site:

12th Floor Constitutional House

124 Adderley Street

Cape Town

Enquiries:

Tel: (011) 207-2342 Email:lyn@ffc.co.za

Lyn Rens – Procurement Officer

PROVISION OF RENOVATIONS AND REFURBISHMENT OF THE FFC CAPE TOWN OFFICE

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PROVISION OF RENOVATIONS AND REFURBISHMENT OF THE FFC CAPE TOWN OFFICE

A. TERMS OF REFERENCES AND CONDITIONS OF THE TENDER**1. BACKGROUND**

The Financial and Fiscal Commission (FFC) is an independent constitutional institution established in terms of section 220 of the Constitution of the Republic of South Africa, 1996, read with the Financial and Fiscal Commission Act, 1997(as amended) (FFC Act). The mandate of the FFC is to make recommendations to Organs of State on financial and fiscal matters in accordance with the Constitution and the FFC Act.

2. SERVICE REQUIREMENTS

The Financial Fiscal Commission wishes to appoint a Turnkey Solution contractor for the renovations and refurbishment of its Cape Town Offices. The contractor is expected to have industrial experience in the building and construction sector, low current electricity and network installations with a minimum Construction Industry Development Board (CIDB) 3 grading for general building works(GB).

2.1 Operational Conditions

- (i) The service provider to have offices in the Western Cape
- (ii) The services to meet the statutory regulations - OHSA requirements and Building Regulations (SANS10400) standards
- (iii) The products to be locally manufactured;
- (iv) Products price to be fixed for the period of project implementation to include material, labour cost and other associated costs;
- (v) All the new installations and workmanship to meet the warranty and guarantee stipulations for a period of twelve (12) months;
- (vi) Data and Voice network and connections.
- (vii) Furniture and equipment supply and installation.

2.2. Project Site Address

Financial Fiscal Commission
12th Floor Constitutional House
124 Adderley Street
Cape Town

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2.3 BILL OF QUANTITIES SPECIFICATIONS – FFC CAPE TOWN OFFICE (COMPULSORY SITE INSPECTION NECESSARY)

ITEM	WORKS TO BE SUPPLIED	UNIT	QUANTITY	RATES		TOTAL	
OPEN PLAN and SUPERVISORS OFFICE							
1	Supply and install new Berber Point 920g carpet tiles	m ²	116	R	c	R	c
2	Supply and install desks and storage units as per layout and specifications - Annexure 1	each	11	R	c	R	c
3	Supply and install ergonomic desk chairs as per plan and specification - Annexure 2	each	11	R	c	R	c
4	Supply and install visitors chairs as per plan and specification - Annexure 2	each	6	R	c	R	c
5	Prepare and paint all exposed walls with 2 coats of quality low sheen interior paint	m ²	240	R	c	R	c
6	Install and paint new hollow core door to dry walling of Supervisors office as indicated on plan	each	1	R	c	R	c
7	Supply and fit 25mm horizontal blinds to all external windows, widths and drops to be determined on site, colour samples to be submitted	each	14	R	c	R	c
8	Supply and fit 2 partitioned electrical/data trunking to interior walls	lm	52m	R	c	R	c
9	Supply, fix and connect electrical, data and voice cover plates as indicated in Annexure 3	each	11 sets	R	c	R	c
NEW OFFICES - MANAGERS WING							
10	Demolish existing dry wall in Managers office next to existing door	lm	3800mm	R	c	R	c
11	Erect new dry wall to Managers office with inter leading hollow core door to PA	lm	3800mm	R	c	R	c
12	Prepare and paint all exposed walls with 2 coats of quality low sheen interior paint	m ²	100	R	c	R	c
13	Supply and install new Berber Point 920g carpet tiles	m ²	41	R	c	R	c
14	Supply and install desks and storage units as per layout and specifications - Annexure 1	each	2	R	c	R	c
15	Supply and install ergonomic desk chairs as per plan and specification - Annexure 2	each	2	R	c	R	c
16	Supply and install visitors chairs as per plan and specification - Annexure 2	each	6	R	c	R	c
17	Supply and install a double seater couch upholstered in real leather	each	1	R	c	R	c
18	Supply and install a 1200 x 600mm coffee table	each	1	R	c	R	c
19	Supply and install a wall unit comprising 4 swing door base unit and glazed swing door units above	each	1	R	c	R	c

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20	Supply and fit 25mm horizontal blinds to all external windows, widths and drops to be determined on site, colour samples to be submitted	each	5	R	c	R	c
21	Supply and fit 2 partitioned electrical/data trunking to interior walls	lm	11m	R	c	R	c
22	Supply, fix and connect electrical, data and voice cover plates as indicated in Annexure 3	each	3 sets	R	c	R	c

NOTES:

Contractors/ bidders are requested to verify all dimensions and levels on site prior to pricing the specifications.

3. DETAILED WORK REQUIREMENTS

ITEM NO	DESCRIPTION	REMARKS
3.1	Conditions Affecting Execution of Works	
	It shall be deemed that the bidder has considered all aspects relating to the Health and Safety and other related regulations of their workforce when operating within the contract area. Should the bidder have any OHS concerns, these should be brought to the attention of the FFC Executive Manager: Special Projects.	
3.2	The installation crew	
	The bidder shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel according to their capabilities. The maintenance/installation crew shall have CIBD Grading 3 experience industry experience to ensure that the standards detailed in the specification, are achieved and maintained at all times.	
3.3	Supervision of Emergency Assistance	
	The bidder must have a well-established and equipped emergency contact infrastructure.	
	The bidder must furnish details of any equipment or tools that may be brought to the site upon inspection. NB: The Financial Fiscal Commission reserves the right to inspect such equipment at any point during the contract.	
3.4	Assumption of duty	
	The bidder must be in a position to assume duty within two (2) weeks after acceptance of the tender.	
3.5	Service Delivery	
	The quality of the level of service to be rendered must be in accordance with the acceptable standard of the trade concerned and at a competitive rate.	
	It is the responsibility of the bidder to ensure that personnel in his/her service and especially rendering service at <i>Financial Fiscal Commission</i> meet the requirements at all	

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ITEM NO	DESCRIPTION	REMARKS
	times.as detailed below;	
	<p>All possible steps shall be taken by the bidder to ensure the following:</p> <p>a) The protection of state officials from injury, death or any other offences, including offences referred to in all Schedules of the Criminal Procedure Act, 1977 (Act 51 of 1977);</p> <p>b) The protection of state property at the intended sites and the protection of said property against damage, vandalism, or theft;</p> <p>c) The protection of Information; and ensure that there is no interruption of the FFC business process.</p>	
3.6	Standard and Code Of Practice	
	<p>The bidder shall ensure that all replacements and new installations wherever possible are in accordance with the appropriate SABS/ISO requirements. Without limiting the foregoing, the bidder shall be deemed to be fully familiar with, and to fully comply with all the statutory regulations or by-laws, or any industry standards or Codes of Practice or manufacturer's recommendations (warranty and guarantee), as applicable to all parts of the work and shall indemnify FFC against any legal proceedings, claims or losses arising from breach of, or failure to comply with same. In particular, but without limitation, the bidder shall observe:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act 85 of 1993, and any amendments thereto, • The regulations appertaining to the Control of Substances Hazardous to Health; • South African National Standards (SANS)/ISO standards; and • Building Regulations Act 	
3.7	Inspections	
	The Financial and Fiscal Commission reserves the right to inspect the service rendered by the bidder at any time, in order to ensure that the service is rendered in accordance with the conditions of the contract and the tender specification.	
	The Financial and Fiscal Commission reserves the right to require from the bidder, that any of his/her employees be replaced, should justifiable reasons exist, in which case the employee must leave the site forthwith. Financial and Fiscal Commission will not be held responsible for any damage or claims which may arise because of this and is indemnified against any such claims and legal expenses.	
3.8	General	
	The bidder shall not erect or display any sign, printed matter, painting, name plates, advertisement and article or object of any nature whatsoever, in or to Financial and Fiscal Commission's buildings or sites or any part thereof	

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ITEM NO	DESCRIPTION	REMARKS
	without written consent. The bidder shall not publicly display at any site any article or object which might be regarded as objectionable or undesirable.	
	Any sign, printed matter, painting, name plates, advertisements, article or object displayed without written consent or which is regarded as objectionable or undesirable will immediately be removed. The bidder shall be held responsible for the costs of such removal.	
3.9	Additional requirements	
	The contract is for Renovations and Refurbishment of Cape Town Offices and Financial and Fiscal Commission reserves the right to terminate the contract at any point if Financial and Fiscal Commission makes a determination that the services are rendered unsatisfactorily. This will be done in line with National Treasury Regulations.	

4 EVALUATION CRITERIA

4.1 Qualifications: First evaluation: Functionality	Weights
4.1.1 Years of operation of the company At least five (5) years in office and building renovations, installation of electrical and network points installations - proof accompanied by correspondence from referees (at least four reference letters)	50
4.1.2 The contractor to have minimum Construction Industry Development Board (CIDB) 3 grading for General Building Works (GB)	50
Total	100
Minimum Threshold (Failure to meet this threshold will disqualify the bid)	70%
4.2 Scoring Evaluation	
(5) years' experience in office and building renovations, installation of electrical and network points installations	5= Greater than 10 years 4 = (6 to 10) years 3 = (3 to 5) years 2 = (1 to 2) years 1 = (less than 1 year)
CIDB Grading minimum of 3	5 and above = 100 4 = 75 3 = 50 2 = 20 1 = 10

5 TENDERING DETAILS

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5.1 Contact Details for technical enquiries:

Lynn Rens 011 207 2300 lynr@ffc.co.za

5.2 Contact Details for administrative procurement enquiries:

Lynn Rens 011 207 2300 lynr@ffc.co.za

5.3 Compulsory Briefing Session

- Site visit at Financial and Fiscal Commission, 12th Floor, Constitutional House, 124 Adderley Street, Cape Town 20 March 2019 11h30
- Closing date, 29 March 2019 12h00

6 RECOMMENDATION

The Bid Specification Committee hereby recommends for approval the above Terms of Reference.

Recommended / Recommended with Ammendments / Not Recommended

Name: Mr V. Mbethe
Chair: Bid Specification Committee
Executive Manager: Special Projects
Financial and Fiscal Commission
Date:

Recommended / Recommended with Ammendments / Not Recommended

Name: Mr G. Matsane
Director: Facilities Management
National Treasury
Date:

Recommended / Recommended with Ammendments / Not Recommended

Name: G Petlele
Acting Head: Corporate Services

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Financial and Fiscal Commission

Date:

Approved / Approved with Recommendations/ Not approved

Dr Kay Brown
Chief Executive Officer
Financial and Fiscal Commission
Date:

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B. ANNEXURES 1 – EURO DESK SPECIFICATION

ANNEXURE 1EURO DESK SPECIFICATION**DESK**

The following specifications are for the above. The desk is based on a standard size (1600 x 750mm) that may need to be adjusted to suit the premises and or space occupied by Financial and Fiscal Commission offices. The specifications are detailed below and a series of pictures are referenced to give more detail. The specifications given are minimum specifications which must be adhered to.

DESCRIPTION	COMPLIANCE	
	YES	NO
<p>Worktop Surfaces Work surfaces, 1600 x 750 rectangular desk, to be manufactured from 32 mm thick high-density particle board complying with SABS Standards. Boards to be finished with low glare continuous decorative laminate in Beech Melamine. Underside finished with a quality 0.3mm balancing backer, not paper. Allowance must be made for:</p> <p>➤ 1 x 80mm Cable cut out grommet portal in the work surface.</p>		
<p>Work Surface Edging Laminated work surfaces to have a 2mm thick extruded PVC or ABS edging with all corners profiled, resulting in no sharp edges. Edging should match the top. All edges to be applied using high-grade hot-melt adhesive.</p>		
<p>Mounting Positions All steel grommets to be mounted into the surfaces to allow fixing and joining. This ensures proper mounting/fixing and ensures in principle that no screwing directly into the wood is permitted. Components are to be securely attached by means of 6mm button head machine screw turned into steel sockets of ± 16mm, which are pre-positioned into the underside of the work surface.</p>		
<p>Desk Top Support The range is knock down which comprises of U shape end legs 50 x 50mm mild steel with support brackets. Silver adjustable foot levellers are attached to each leg end. The cross beams are fastened to the leg bracket and these are 50 x 25mm mild steel, two beams for single legs. Bench legs are to be chemically cleaned, rust treated, and epoxy coated to</p>		

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<p>BS DIN or SABS standards. Colour silver.</p>		
<p>Reticulation Reticulation is to be provided along the underside of the work surface. Reticulation in the form of an anodized coated metal frame forming a “U” channel to allow cables to be routed to the power set from the screen reticulation channel.</p>		
<p>Storage Units Pedenza unit casings are to be constructed from 16mm high density particle board, laminated with Beech melawood and edged in matching 2mm PVC with all corners profiled. Tops and bases to be constructed as per work surface tops, where applicable. Roller door to be silver with silver D drawer unit handles.</p> <p>Drawer units to consist of:</p> <ul style="list-style-type: none"> ➤ A pen and pencil tray, 2 standard 150mm stationery drawer and a 300mm deep filer. Drawers to be fitted with full extension roller ball bearing slides. ➤ Drawer to have a quality central locking system with quality locks on a master key system and interchangeable barrels to be fitted. Door to be fitted with a silver coloured “D” handle. ➤ Drawer fronts to be manufactured from 16mm high density particle board, laminated with Beech melawood and edged in matching 2mm PVC with all corners profiled. 		
<p>Modesty Panels Modesty panels, where required, are to be constructed from 2mm mild steel, punched with square 15mm holes and a centre to centre of 60mm. These must be chemically cleaned rust treated and epoxy coated to BS DIN or SABS standards. Colour to be epoxy coated silver.</p>		
<p>Roller Door Cabinets 2 x 1100x560x1500mm Roller Door Cabinet. laminated with Beech melawood and edged in matching 2mm PVC with all corners profiled.</p>		
<p>Free Standing office screens for privacy and noise reduction For each cluster and equal height to roller door cabinets Colour similar to wall paint</p>		
<p>ROUND TABLE Work surfaces to be manufactured from 32 mm thick high-density particle board complying with SABS Standards. Boards to be finished with low glare continuous decorative laminate in Beech Melamine. Underside finished with a quality 0.3mm balancing backer, not paper.</p>		

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<p>Work Surface Edging Laminated work surfaces to have a 2mm thick extruded PVC or ABS edging with all corners profiled, resulting in no sharp edges. Edging should match the top. All edges to be applied using high-grade hot-melt adhesive.</p>		
<p>Legs Legs to be approximately 76mm diameter steel tube with a minimum wall thickness of 1.6mm. Legs to fitted with an adjuster that can cope with uneven floor surfaces. These must be chemically cleaned rust treated and epoxy coated to BS DIN or SABS standards. Colour to be epoxy coated silver.</p>		

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C. ANNEXURE 2 - SEATING SPECIFICATION**SEATING: SWIVEL & TILT CHAIR**

The following specifications are for the above. The specifications are detailed below, and a series of pictures are referenced to give more detail. The specifications given are minimum specifications which must be adhered to.

DESCRIPTION	COMPLIANCE	
	YES	NO
MIDBACK/HIGH BACK DESK CHAIR Synchronous mechanism. Sample to be made available for evaluation.		
ERGONOMIC REQUIREMENTS Front edge of the seat should rise a maximum of 20mm in recline position.		
BACK REST Spring return force of backrest should be adequately adjustable for individuals weighing between 50 - 150kg.		
Synchronous angle adjustment of seat and backrest angles should be in the range of 1:2,5 to 1:3,5.		
Seat depth maximum of 450mm. Seat height 420 - 520mm.		
SEAT FOAM All foam used for chairs to be flame retardant and CFC free. Foam to comply with the following minimum standards and specifications: <ul style="list-style-type: none"> ○ Density to be 50kg/m³ ○ Harness factor of 35kg/m³ ○ Compression set to be 3% ○ Elongation (breaking point) 242% ○ High density injection moulded foam of a minimum thickness of 23mm 		
ARMREST		

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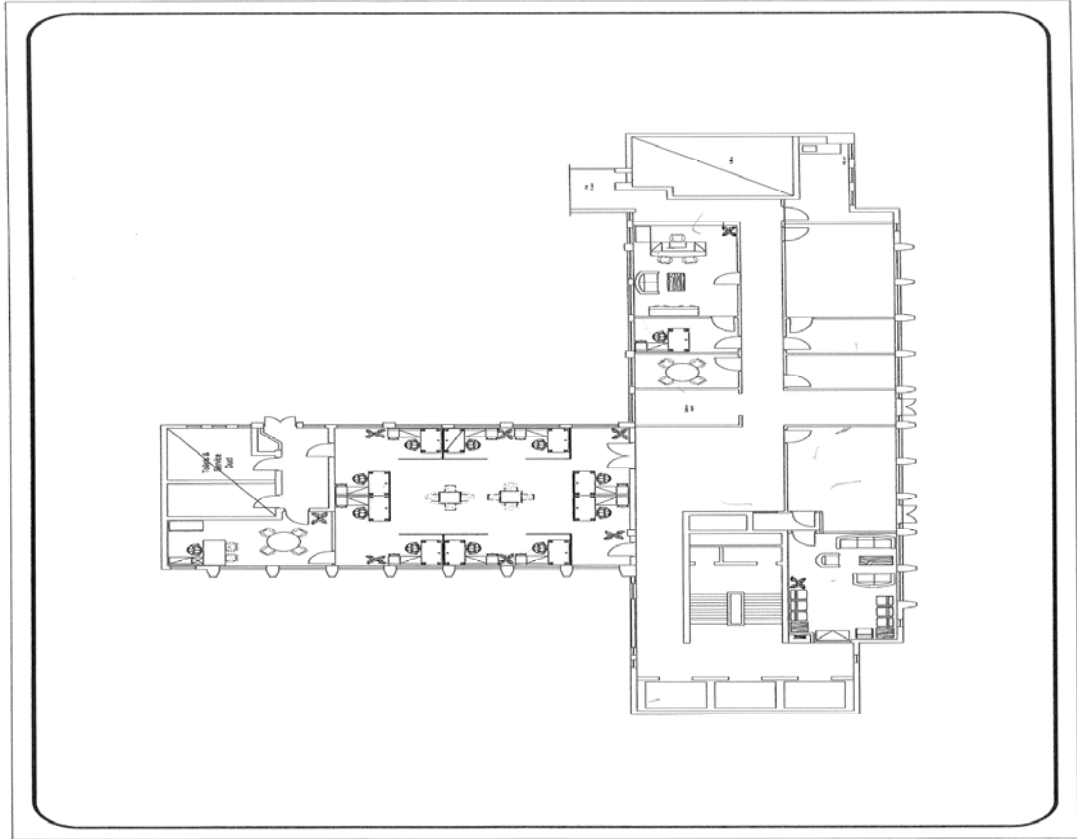
<p>Armrest minimum width of 45mm. Polyurethane injected moulded armrest with 16 x 6mm steel flat bar for added strength. Polyurethane mix of Suprasec 2030 and Durato 0789. Minimum width between arms 470mm.</p>		
<p>CONTROLS Confemo or Donati synchronous mechanism lockable in at least five positions. Single lever to action the gas height adjustment and lock/unlock mechanism.</p>		
<p>Minimum three-degree negative tilt. Copies of manufacturers guarantee to be provided for synchronous mechanism. The mechanism must carry a five-year guarantee from mechanism supplier.</p>		
<p>TECHNICAL REQUIREMENTS Five star base to be a minimum of 630 - 720mm, manufactured from nylon or polyurethane re-inforced with a steel structure in back.</p>		
<p>Shrouded twin wheel plug-in swivel castors rated at 80kg each. Variable gas height adjustment of seat from 420 - 530mm. All steel parts to be epoxy powder coated. All chairs to carry at least a five-year guarantee.</p>		
<p>LEATHER Back – Navy Blue Seat – Navy Blue</p>		
<p>VISITORS SEATING</p>		
<p>VISITORS CHAIRS Manufactured from one-piece plywood shell mounted on black powder coated round tube integral sleigh base. Standard with arms covered with PVC protectors. Foam on seat to be high density. Seat width minimum of 490mm, depth minimum 480mm. Foam on back to be medium density. Back width minimum of 550mm, back height minimum of 570mm.</p>		

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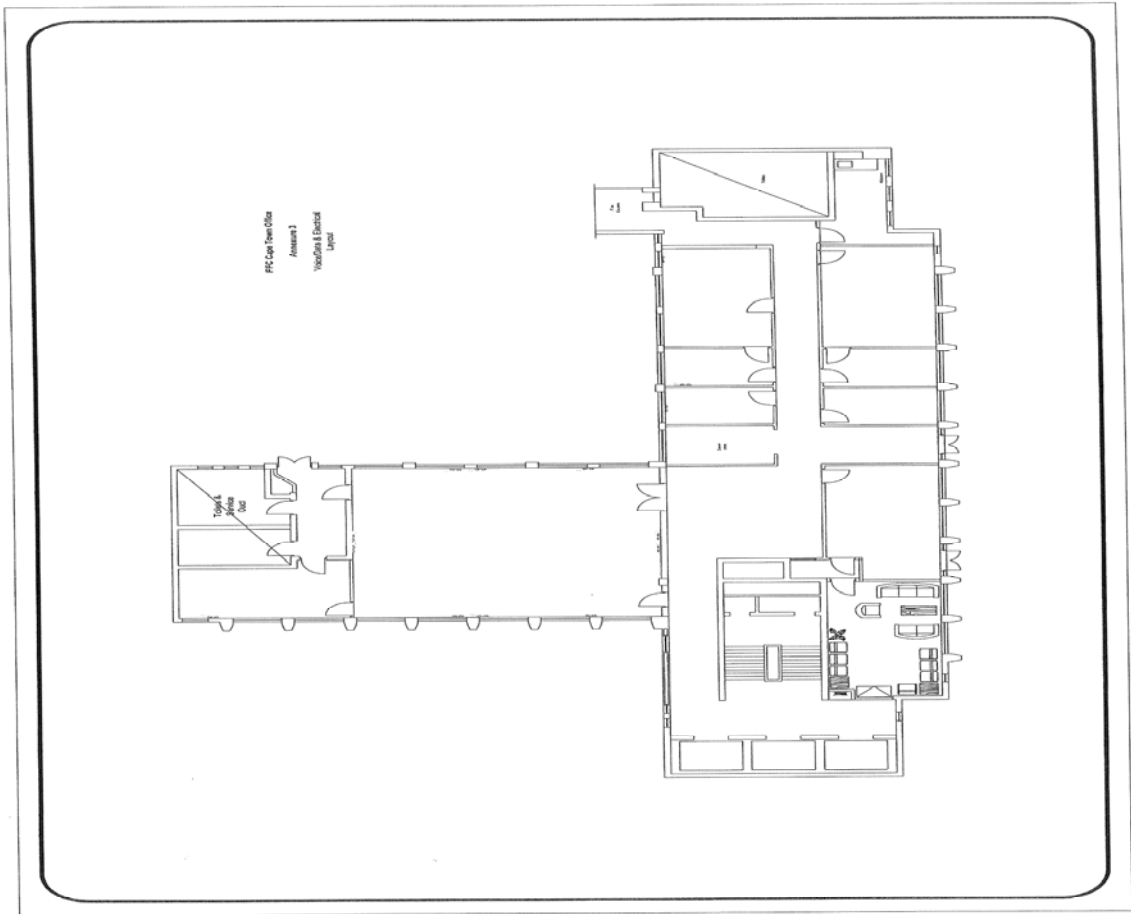
FABRIC Back - Weavers World Vulcan – Navy Blue Seat - Weavers World Vulcan – Navy Blue		
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Floor
plans



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Example of cluster



Example of Roller door filing cabinet

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Example of free-standing office screens