Midrand Office

Montrose Place 2nd floor Waterfall Park Bekker Street Vorna Valley, 1685



Cape Town Office Constitution House 12th floor 124 Adderly Street Cape Town 8000

ADDENDUM

To: Potential Service Provider/ Bidders

From: Supply Chain Management Unit

Subject: RFQ220104 REQUEST FOR SUPPLY AND DELIVERY OF 12 ERGONOMIC OFFICE CHAIRS.

The Financial and Fiscal Commission (FFC) intends to appoint a professional Service Provider to supply and deliver 12 ergonomic office chairs. Six (6) chairs must be delivered to the Midrand office and six (6) chairs must be delivered to the Cape Town office.

These Terms of Reference invite potential Service Providers that possess the necessary experience and capabilities to submit a proposal. Request for quotation documents can be downloaded from the FFC's website: www@ffc.co.za / Bid Number: RFQ220104.

The following amendments are made to the advertised bid:

Previously advertised:

Section 3 Page 4:

Amendment 1:

The following is deleted:

Warranty and certification

The chair has passed the U.S. BIFMA test standard

It is replaced as follows:

Warranty and certification

The chair has passed the South African Bureau of Standards (SABS) test standard

Please note that the **SABS** is mandated to develop, promote and maintain South African National Standards (SANS), promote quality in connection with commodities, products and services and render conformity assessment services and assist in matters connected therewith.

A crucial aspect of Local Content is its verification, and the South African Bureau of Standards (SABS) has been appointed as the verification agency for Local Content in SA. These measures in place to ensure compliance.

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Amendment 2:

Section 8, page 5:

Row 5 is amended as follows (in red):

Signed and Completed Standard Bid Documents (SBD 1, 4, 6.1, 6.2, 8 and 9) Forms

The following is inserted below the table:

Failure to prove and meet the local content requirements shall render your bid non-responsive.

Amendment 3:

Insertion of the following Standard Bidding Document:

The attached standard bidding document (SBD 6.2) DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS together with the Annexures C, D & E must be completed and duly signed as per the requirement set out on the instruction note 6 of 2016/2017 on section 3 3.2 for the SUPPLY AND DELIVERY OF 12 ERGONOMIC OFFICE CHAIRS.

Due to this addendum, the closing date of this RFQ is amended to the 3rd of February 2022 not later than 14h00pm.

The conditions of the bid, except for the amendments as detailed above remain the same.

Please note that for Submission please email to procurementJM@ffc.co.za.

Yours sincerely,

Supply Chain Management Unit

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

1. High back upholstered chair with arms on 5 star base

65%

2. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	NO	

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION (REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. RFQ220104 REQUEST FOR SUPPLY AND DELIVERY OF 12 ERGONOMIC OFFICE CHAIRS.

ISSUED BY: (Procurement Authority / Name of Institution): **Financial and Fiscal Commission**

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and accessible E) is http://www.thedti.gov.za/industrial development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. DeclarationsD and E should be kept by the bidders for verification purposes for a period of at least5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned,	(full names),
do hereby declare, in my capacity as	
of	
entity), the following:	·

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	65%
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula

given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Pol of 2000).	cy Framework Act (PPPFA), 2000 (Act No. 5
SIGNATURE:	
WITNESS No. 1	DATE:
WITNESS No. 2	DATE:

			1	ncal Con	tent De	Annex	C Summary	, Schedule					
(22) Ten (23) Des (24) Ten	ignated product(s) der Authority:	12 ergonomic office chairs		ocal com	ient be	Ciaration	Summary	Schedule				Note: VAT to be exc calculations	luded from all
6) Ten	dering Entity name: der Exchange Rate: cified local content %	65%	Pula		EU		GBP]				
(7) Spe	cinea local content %	05%			Ca	alculation of I	ocal content				Tend	er summary	
	Tender item no's	List of items	Tender _j eac (excl V	n im		Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
	12	12 ergonomic office of	chairs			content							
									(C20) Total t	ender value	R O		
Sign	nature of tenderer fron	n Annex B									t imported content	R 0	
								(C22) Total	Tender value	net of exemp	t imported content		
											• •	al Imported content	R
Date	9.											Total local content content % of tender	
Date	c.									,	CZJ/ MVCI age IUCal	content /6 or tenuer	03.00/6

				Α	nnex D							
			Imported C	ontent Declaratio	n - Suppo	rting Scheo	dule to Ann	ex C				
Tender No. Tender descript Designated Prod Tender Authorit	ducts:							Note: VAT to be eall calculations	excluded from			
Tendering Entity Tender Exchang	y name:	Pula] EU	R 9.00	GBP	R 12.00	1				
	ed imported cor	_	l .			<u>.</u>		imported conter	•			Summary
Tender item	Description of im		Local supplier	Overseas Supplier	Forign currency value as per Commercial	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(DE	8)	(D9)	(D10)	Invoice (D11)	(D12)	(D13)	(D14)	& duties (D15)	(D16)	(D17)	(D18)
									(D19) Total exempt i	This total m	R ust correspond with nex C - C 21
D lessonts	ماخر ما المراجع من المراجع	. Tondovou					Coloulation of	imported conter				Summary
Tender item no's	Description of im		Unit of measure	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Rate of Exchange		Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT		Total imported value
(D20)	(D2	1)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
	,								(022) T-	otal imported val	btada	R
C 1	dha a Qadaa ah		a a along would							ital IIIIporteu vali	ue by tenderer	
	d by a 3rd party	Unit of measure	Local supplier	Overseas Supplier	Forign currency value as per Commercial	Tender Rate of Exchange		Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Summary Total imported val
	(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
*												
									<i>(D45)</i> To	tal imported valu	ie by 3rd party	R
D. Other fo	reign currency	payments		Calculation of foreig payments								Summary of payments
Туре	of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange							Local value of payments
	(D46)	(D47)	(D48)	(D49)	(D50)	1						(D51)
						•						
						<u>'</u>	D52) Total of fo	reign currency pay	umants daclara	id by tenderer an	ıd/or 3rd nartı	
Signature of ten	nderer from Annex B									-		
						(D53) Total	οτ imported coi	ntent & foreign cur	rrency paymen	ts - (<i>D32),</i> (<i>D45) i</i>		R ust correspond with
Date:												nex C - C 23

SATS 1286.2011

Annex E

ender No. ender description:		Note: VAT to be excluded from	all calculations
esignated products:			
ender Authority:			
endering Entity name:			
,			
Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
_			
L_	(FO) Total land mundure	to (Coods Comisso and Marks)	D.O.
	(E9) Total local product	ts (Goods, Services and Works)	R 0
(E10) Manpower costs (Te	enderer's manpower cost)		R 0
()	,	_	
(E11) Factory overheads (Re	ntal, depreciation & amortisation, utility costs, o	consumables etc.)	R 0
(E12) Administration overhead:	s and mark-up (Marketing, insurance, finance)	cing, interest etc.)	R 0
		(E13) Total local content	R 0
		This total must correspond wit	h Annex C - C24
gnature of tenderer from Annex B			