



**REQUEST FOR QUOTATION (RFQ)**

<b>RFQ DESCRIPTION</b>	<b>SPECIFICATION FOR SUPPLY AND INSTALLATION OF GLASS DOOR WITH ALUMINUM FINISH</b>
<b>RFQ ISSUE DATE</b>	<b>11 MARCH 2025</b>
<b>CLOSING DATE &amp; TIME</b>	<b>19 March 2025 @ 16h00</b>

**Submissions must be electronically submitted to [TlouMm@legal-aid.co.za](mailto:TlouMm@legal-aid.co.za)** on or before the closing date of this RFQ,

For queries, please contact **Pinky via email: [PinkyM@legal-aid.co.za](mailto:PinkyM@legal-aid.co.za)**

SUPPLIER NAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

TELEPHONE NO : \_\_\_\_\_

FAX. NO. : \_\_\_\_\_

E MAIL ADDRESS : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

CELL NO : \_\_\_\_\_

**SPECIFICATION FOR SUPPLY AND INSTALLATION OF GLASS DOOR WITH ALUMINUM FINISH**

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## **SPECIFICATION FOR:**

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the constitution. Legal Aid South Africa is a high-performance organization delivering its constitutional mandate to provide legal assistance to the poor.

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for

### **1. Required Services**

**1.1 Supply and installation of Glass door with aluminum finish as per below scope.**

### **2. Scope of Work**

The appointed contractor shall undertake to provide Legal Aid with services, which is of a high and acceptable standard applicable, which shall include:

2.1 Glass door with aluminum finish size 248 L-117 W, with entry keypad outside and sensor to exit.

**THE APPOINTED SERVICE PROVIDER TO ENSURE RE-MEASUREMENT BEFORE ANY**

WORK IS UNDERTAKEN TO ENSURE ACCURACY

***Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to you.***

**3. Pricing**

Item	Description	Unit measure	Qty	Unit Price	Total Price
1.	Glass door with aluminum finish	248L-117 W	1		
2.	Entry keypad outside and sensor to exit.		1		
3.	Delivery				
4.	Labour				
				<b>Sub Total</b>	
				<b>Vat 15%</b>	
				<b>Total</b>	

#### 4. PPR2022 SPECIFIC GOALS

- Historical Disadvantage Individuals (HDI) applied

- The following table will be used to calculate the score out of 20, for HDI.

<u>Specific goals</u>	<u>Points</u>	<u>Points Claimed</u> (to be completed by supplier)
<b>Historically Disadvantaged individual (HDI)</b>		
Enterprises with ownership of 51% or more by person/s who are black person/s.	<b><u>10</u></b>	
Enterprises with ownership of 51% or more by person/s who are women.	<b><u>5</u></b>	
Enterprises with ownership of 51% or more by person/s who are youth.	<b><u>3</u></b>	
Enterprise with ownership of 51% or more by person/s with disability.	<b><u>2</u></b>	
Enterprises with ownership of less than 51% by person/s who are black; or less than 51% by person/s who are women; or less than 51% by person/s who are youth or less than 51% by person/s with disability.	<b><u>0</u></b>	
<b>Total</b>	<b><u>20</u></b>	

***Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to***

#### 5. Terms and Conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 90 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;

- The following documents must be completed and returned together with the quotation:
- SBD 1
- SBD 3.1
- SBD 4
- SBD 6.1
- Quotation on a company letterhead must be provided;
- The service provider will not be entitled to a retainer fee;
- Prices to be fixed for a year upon appointment;
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and Specific Goals: HDI = 20 points as tabulated above.**
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- This Request for Quotation is subject to the conditions of the General Conditions of Contract (GCC) and, any other legislation or Special Conditions of Contract (SCC);
- Quotations must be submitted by email to **TlouMm@legal-aid.co.za**
- Technical enquiries should be directed by email to **PinkyM@legal-aid.co.za**
- Hand delivered quotations will not be considered;
- Payments will be made within 30 days of the invoice date; • Closing date of submission is on **19 March 2025 at 16:00.**

**Delivery Address: Legal Aid 38 Lambert Street;**


**Germiston**

**6. Checklist:**

Documents	SUBMITTED <i>please tick applicable</i>	
	Yes	No
Quotation		
Latest CSD Report		
Valid BBBEE Certificate or Sworn Affidavit Certificate		
Valid SARS TAX compliance PIN		
SBD 1		
SBD 3.1		
SBD 4		

SBD 6.1		
All required copies of certificates/CV'S/registration documents		

**LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSAL.**

Prepared by: T.Mathole	Signature : 	Date :07.03.2025
Reviewed by: NP Makhaye	Signature : 	Date : 07.03.2025
Approved by: A.Gani	Signature : 	Date : 07.03.2025