



REQUEST FOR QUOTATION (RFQ)

RFQ REF	FIN-INF-09/2024
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF OFFICE CHAIRS AND APPLIANCES
RFQ ISSUE DATE	20 MARCH 2025
CLOSING DATE & TIME	27 MARCH 2025 AT 16H00 PM

Submissions must be electronically submitted to InfrastructureRQF@legal-aid.co.za on or before the closing date of this RFQ,

For queries, please contact **Phumlani Ngidi** via email: PhumlaniN@legal-aid.co.za

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

TELEPHONE NO : _____

FAX. NO. : _____

EMAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF OFFICE CHAIRS AND APPLIANCES -FINANCE

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 the supply and delivery of equipment.

1. SERVICE REQUIRED: -

Supply and Delivery of office chairs and appliances at Legal Aid SA offices situated at Legal Aid House, 29 De Beer Street, Braamfontein;

2. DETAILED SCOPE OF WORK

The Service provider is required to ensure that the following activities are undertaken:

- Supply and delivery of executive chairs
- Supply and delivery of ice machine 60kg ice maker ~~for hotel and other commercial spaces~~-(black, silver)
- Supply and delivery of 7kg grey front loader washing machine
- Supply and delivery of anti-slip, entrance mat, rubber scraper, indoor use, black, 900mm 1.8m 10mm

3. PRICING

A Formal Written Quotation on Company Letterhead (clear & unambiguous; including VAT (where applicable) is to be submitted.

Description	Unit Measure	Qty	Rate	Total
Supply and delivery of executive chairs: Contour Executive High Back Office Chair The Contour Executive High Back chair is fully adjustable and designed for heavier users with superior comfort.	No	2	R	R
Supply and delivery of ice machine 60kg ice maker for hotel and other commercial spaces (black, silver)	No	1	R	R
Supply and delivery of 7kg grey front loader washing machine	Lot	1	R	R
Supply and delivery of anti-slip, entrance mat, rubber scraper, indoor use, black, 900mm 1.8m 10mm	No	3	R	R
Delivery & installation Fee	Once-off			
		Sub Total		R
		Vat @ 15%		R
		Total		R

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

4. TERMS AND CONDITIONS

- Quotations are to be submitted on an official Company Letterhead reflecting the following:
 - **Date of quote issued**
 - **Validity Period (minimum of 60 days from the closing date)**
 - **Delivery date**

- **Warranty period or manufacturers guarantee**
- **VAT registration**
- **CSD Number**
- **Physical Address**
 - Quotation should be VAT inclusive where applicable;
 - Quotations must be valid for a minimum period of 60 days from the closing date;
 - The full costs must be disclosed and no variances will be entertained;
 - **Legal Aid SA SCM Policy: Specific goals will be evaluated using the Preferential Points System Evaluation: 80/20: Price = 80 and B-BBEE status level of contribution = 20**
 - **The SDB 1, 3.1, 4 and 6.1 (attached) should be completed and submitted with the quote**
 - The full costs must be disclosed and no variances will be entertained
 - All tools and equipment required to perform repairs and maintenance shall be supplied by the service provider and must wholly be locally produced or sourced wherever possible;
 - Bidders must be registered on National Treasury's Central Supplier Database
 - Only emailed quotations will be considered
 - Quotation should be emailed to: InfrastructureRQF@legal-aid.co.za
 - Payments will be made within 30 days of the invoice date
 - **Closing date for submission: 27 March 2025 at 16h00pm**

Delivery Address: Legal Aid South Africa
 Legal Aid House
 29 De Beer Street
 Braamfontein
 Johannesburg
 2017

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 SUBMISSION OF THE PROPOSALS.

Document Checklist

No.	Document	(√)Tick applicable box	
		Yes	No
1.	Quotation		
2.	Fully Completed SDB 1, 3.1, 4 and 6.1		
3.	Valid Tax Compliance Status PIN		
4.	Valid B-BBEE Certificate or sworn affidavit		