



REQUEST FOR QUOTATION (RFQ)

RFQ REF	FIN-INF-02/2025-RE03-Advert
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS
RFQ ISSUE DATE	27 JANUARY 2026
CLOSING DATE & TIME	04 FEBRUARY 2026 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 VARIOUS GOODS -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 goods.

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 Heavy Duty Extra Large (XL) office chair, bonded leather
- Supply and delivery of ice machine 60kg ice maker
- 36 L Digital Inverter Microwave Oven (Silver)
- Supply and delivery of 10,5kg top loader washing machine
- Supply and delivery of anti-slip, entrance mat, rubber scraper, indoor use, black, 900mm 1.8m 10mm
- Tire Trolley Stainless Steel Kitchen Trolley (Pre-assembled) with three shelves
- Blower Mulching Vacuum Air Blower Petrol.
- Anvil Looping Pruner 770mm)
- Gu10 Led 5W Daylight White Globe

- Urinary flush valve FJ-6000
- Flush Master Exposed Toilet Flush Valve

3. REFERENCE IMAGE

Executive chair



XL Heavy Duty Office Chair



Ice Machine 60kg



10,5kg top loader washing machine



Anti-slip rubber entrance mat



Stainless Steel Kitchen Trolley



Blower Mulching Vacuum Air Blower Petrol



Anvil Looping Pruner 770mm



4. Mandatory Requirements

All bid respondents must submit mandatory documents indicated in the below table. Bids that do not fully comply with all the mandatory requirements will be disqualified and will not be considered for further evaluation.

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY DOCUMENTS		COMPLY (Yes/No)	
1.	The bidder must submit two reference letters on a client letterhead, clearly stating the value of the project, contact details and signed by the client. The letter should be for the supply and delivery of goods.		

Failure to submit will result in disqualification and the bidder will not be evaluated further.

5. PRICING

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

Description	Unit Measure	Qty	Local Content	Rate	Total
Supply and delivery of executive chairs: Genuine leather Executive High Back Office Chair The Executive High Back chair must be fully adjustable and be designed for heavier users with superior comfort.	No	2	85%	R	R
XL Heavy Duty Office Chair: Fabric (bonded leather) Seat width – left to right – 55cm Seat depth – front to back – 51cm A heavy duty high-back chair – extra strong Up to 160 kg capacity	No	1	85%	R	R
Supply and delivery of ice machine 60kg ice maker	No	1		R	R
36 L Digital Inverter Microwave Oven (Silver)	No	1		R	R
Supply and delivery of 10,5kg top loader washing machine Features and Specifications: • 3 Wash Cycles • 150 Litre Water Consumption per Full Wash • Extra Quiet Operation • Rear Self-Leveling Legs • 100% Front Service • Self-Correcting Out of Balance Mechanism Thermal Overload Switch • Flexi-Vane Agitator	Lot	1		R	R

- Bleach and Fabric Softener Dispenser 35 Minutes Wash Cycle					
Supply and delivery of anti-slip, entrance mat, rubber scraper, indoor use, black, 900mm 1.8m 10mm	No	3	100%	R	R
Tire Trolley Stainless Steel Kitchen Trolley (Pre-assembled) with three shelves	No	1			
Blower Mulching Vacuum Air Blower Petrol	No	1		R	R
Anvil Looping Pruner 770mm	No	1			
Gu10 Led 5W Daylight White Globe	No	500		R	R
Urinary flush valve FJ-6000 NB: Must be compatible with existing Cobra system	No	10		R	R
Flush Master Exposed Toilet Flush Valve NB: Must be compatible with existing Cobra system	No	10		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.

6. TERMS AND CONDITIONS

- **Quotations are to be submitted on an official Company Letterhead reflecting the following:**
 - **Date of quote issued**
 - **Validity Period (minimum of 180 days from the closing date)**
 - **Delivery period**

- Warranty period or manufacturers guarantee
- VAT registration (Where Applicable)
- CSD Number
- Physical Address
- Quotation should be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 180 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;
- Bidders must be registered on National Treasury's Central Supplier Database
- 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: B- BBEE, Local Content and HDI = 20 points as tabulated below.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender: Historically Disadvantaged individual (HDI)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Level of Contributor – Level 1-4	N/A	8	N/A	
*Local Content and Production	N/A	6	N/A	
Majority Owned Women Entity (51%)	N/A	2	N/A	
Majority Owned Black Youth Entity (51%)	N/A	2	N/A	
Majority Owned People Living with	N/A	2	N/A	

Disability Entity (51%)				
Non-compliant and/or B-BBEE Level 5-8 contributors	N/A	0	N/A	
Total points		20		

Table 2: Proof and evidence required for claiming points for specific goals (a combination thereof maybe applicable):

Goal	Proof and Acceptable Evidence
B-BBEE Level of Contributor	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per the Codes of Good Practice
Local Content and Production	Returnable Local Content Declaration Document and Annexures C, D and E / Manufacturer's Letter
Women	CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document
Black Youth	CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document
Disability	Medical Report/ CIPC documents/B-BBEE Certificate / Sworn- Affidavit/ Certified Copy of Identity Document

- The SDB 1, 3.1, 4 and 6.1 (attached) should be completed and submitted with the quote
- The Declaration forms for Local Content (Annexure C, D, & E) must be completed with the bidder's Local Content percentages for the specified designated product items listed by the Department of Trade and Industry, sector designation office furniture. See attached Regulations.
- For queries, please contact Phumlani Ngidi via email: PhumlaniN@legal-aid.co.za
- Only emailed quotations will be considered
- Quotation should be emailed to: InfrastructureRQF@legal-aid.co.za

- Closing date for submission **04 February 2026 at 16h00pm**
- Payments will be made within 30 days of the invoice date

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, 6.1, Annexure C, D and E		
3.	Valid Tax Compliance Status PIN		
4.	Valid B-BBEE Certificate or sworn affidavit		
5.	Two reference letters		