

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha
5099



Tel : +27(0) 47 531 0346
fax : +27(0) 47 531 4121

Email : Info@ntinga.org.za
Website : www.ntinga.org.za

REQUEST FOR QUOTATION

NOTIFICATION DATE: 13 AUGUST 2026

ADVERTISEMENT: RFQ NO – 01/08/2026
OFFICE FURNITURE (CORPORATE SERVICES)

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced bidders to submit detailed quotations for the supply and delivery of Office furniture. Following is a required specification:

1. 4X APPRENTICE High/Back CHAIRS/ SIMILAR.

MINIMUM SPECIFICATION-

- a) Synchro Mechanism
- b) Backrest with integrated headrest
- c) V- Shaped fixed arms with polyurethane armrests
- d) 5- Star black nylon base with 50mm castors
- e) Black leather look upholstery.

2. 1X AUTOMAX 350C CROSS-CUT (P4) AUTO FEED SHREDDER/SIMILAR.

- a) Sheet Capacity- 350 (12 Manual)
- b) Bin Capacity- 68L (Door Pull-Out Bin) 400 sheets
- c) Cut Type-Cross Cut (4x38mm)
- d) Security Level- P4 (410) particles per sheet.
- e) Feed Type-Auto feed and Manual.
- f) Throat Width- Auto 230mm/ Manual :220mm.

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Dr. N.T. Ndudane (Chairperson), Mr. T. Yako, Mr. S. Sentwa (CEO), Dr. S. Mancotywa, Mr. J. Sikhosana,
Mr. M.P. Madikiza, Ms. S. Ndondlwana (Company Secretary).

- g) Also Shreds- Staples, cards and discs.
- h) Colour : Black
- i) Product Dimensions- 813x390x578.
- j) Product Weight- 31.8 Kg.

3. 4x 5 - TIER OPEN STEEL SHELVING UNIT WITH CORNER GUSSETS (PMO and HR).

- a) Size : 1910H X 914WX 305D.
- b) Weight: 21.6 Kg
- c) Colour : Black/Grey.

Additional work.

The selected Service Provider must be prepared to supply, assemble and fit the furniture as per customer request.

NB! Local Production and Content applies to this procurement, bidders are requested to declare by filling in the annexures for local production and content as it applies to the furniture to be supplied.

2. Price and Preference

Quotations will be evaluated according to the **80/20-point** system in compliance with **Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.**

Points	Preferential Procurement Goals		Proof to be Attached to claim full points
80	Price		Quotation
20	Specific goal		
Bidders are to score specific goals as follows:			
5	Women		Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding

Points	Preferential Procurement Goals		Proof to be Attached to claim full points
			less, then will be apportioned points in line with the percentage held
5	Youth		Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Disabled		Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Rural		Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100	Total		

Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

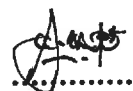
1. Bids will be evaluated according to the compliance with Preferential Procurement

Policy Framework Act.

2. The bids should include company registration number, tax reference number, Central Supplier Database (CSD) Report, valid tax clearance certificate or TCC code, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON-RESPONSIVE**
3. Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
4. A letter of confirmation from the local municipality where the bidder pays rates must be attached confirming that all rates and taxes are no more than 3 months in arrears.
5. Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.
6. Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your bid will score zero for preference points.

Quotations clearly marked **“RFQ 01/08/2026 “SUPPLY AND DELIVERY OF OFFICE FURNITURE”** may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099Late quotations will not be considered. **Closing Date Friday, 21 August 2026 at 12:00.** For enquiries, please contact Ms. S. Rozani 0722476858 or email address: vuyelwad@ntinga.org.za

Approved by;


.....

M. Mpatheni

Acting Chief Financial Officer

13/08/2026

Date

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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, 2011, 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, 2022 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids 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 Specific Goals.
- 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) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 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 –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the 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).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **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:**

Sector(s)/ Commodity(ies) Designated	Local Production threshold
Description	% Local content
1. Office Furniture	85%

Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
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- 4.1 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 at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.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.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
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- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
(b) Practice number:
(c) Telephone and cell number:
(d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. 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.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 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 E) is accessible on http://www.thdti.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.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 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(name of bidder 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
- (ii) the declaration templates have been audited and certified to be correct.

(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 4.1 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)	
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 4.1 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 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

(C1)	Tender No.
(C2)	Tender description:
(C3)	Designated product(s)
(C4)	Tender Authority:
(C5)	Tendering Entity name:
(C6)	Tender Exchange Rate:
(C7)	Specified local content %

Note: VAT to be excluded from all calculations

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[illegible]

Signature of tenderer from Annex B

Date: _____

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of Imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted Import value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(D19) Total exempt imported value

This total must correspond with
Annex C - C 21

B. Imported directly by the Tenderer

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item no's	Description of Imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total Imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total Imported value by tenderer											R

(D32) Total Imported value by tenderer	R 0
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C. Imported by a 3rd party and supplied to the Tenderer

C. Imported by a 3rd party and supplied to the Tenderer				Calculation of imported content						Summary	
Description of Imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity Imported	Total Imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total Imported value by 3rd party											

(D45) Total imported value by 3rd party	R 1
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D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type 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)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above B 4

This total must correspond with
Annex C - C 23

Signature of tenderer from Annex B

Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: