

Dear Sir/Madam,

## REQUEST FOR QUOTATION **PACKAGE 4**

In terms of the Municipal Finance Management Act (Act No. 56 of 2003)

Senqu Local Municipality hereby invites suitably qualified and experienced suppliers of furniture and soft fittings (Curtains) to submit quotations for installation at the following location:

**Project Title:** Furniture and Fittings – Barkly East Town Hall

**RFQ Number:** 2026 P4

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### **Package 4: Supply and Installation of Furniture and Soft Fittings – Barkly East Town Hall**

#### **Scope of Work**

This package covers the supply and installation of furniture and soft fittings (curtains) to the Barkly East Town Hall on completion of finishing by others. In other words when the builders work is complete.

#### **1. Furniture**

- Supply Ascot high back typist chair, Supply assembled, colour: Black
- Desk 1800 x 800, Top colour: Coimbra, Frame colour: Black, with 75mm x 25mm end Legs, Silver roller door credenza 900x500, contrasting melamine modesty panel, Cut out for cables
- Visitors Chairs with full mesh back upholstered seat, nylon arm rest, fixed lumbar support, back sleigh base
- Door systems cabinet h- 1500mm w 800mm d 400mm as per spec sheet
- Visitors 4 person chrome seater

#### **2. Curtains**

\*All dimensions are to be verified on site prior to placing the order for the curtains.

Option 1: To be fitted to existing track

Option 2: To be fitted to new track

## 1. Curtains

- a. Supply and install a pair of centre-split stage curtains to close an opening of 8 700 mm wide × 3 800 mm high.
- b. Each panel shall be fabricated from a heavy-duty, inherently flame-retardant black velour or wool-blend stage fabric with a minimum mass of 400 g/m<sup>2</sup>, compliant with SANS 10177 Part 2 or equivalent fire performance standard.
- c. Panels shall be made up at a 2.5:1 fullness ratio, giving a finished combined width of not less than 21 750 mm of fabric, with a finished drop of 3 900 mm (allowing 50 mm floor clearance and 50 mm header allowance above track).
- d. The top of each panel shall be fitted with a sewn-in header tape and rustproof curtain hooks at maximum 100 mm centres; hems shall be double-stitched and weighted with a continuous lead weight tape at the bottom.
- e. Pull cords or a baton shall be provided to each panel for manual operation without direct fabric handling.

## 2. Track (if new track is required)

- a. Supply and install a heavy-duty, centre-opening, bi-parting stage curtain track to suit the 8 700 mm opening, with a minimum 300 mm clearance overlap at centre.
- b. The track shall be a commercial-grade steel or aluminium top-fix draw track rated for a minimum load of 15 kg/m, complete with a nylon-runner carrier system, end stops, and a continuous cord-and-pulley draw system terminating in a cleat or locking device at each side at approximately 1 500 mm above finished floor level.
- c. The track shall be fixed to structural support above the opening at maximum 600 mm bracket centres and shall be installed level to a tolerance of ±3 mm over the full span.
- d. All metal components shall be powder-coated or galvanised to prevent corrosion.

## 3. Compliance Requirements

All work must comply with:

- Occupational Health and Safety Act (Act 85 of 1993)
- Applicable municipal by-laws and regulations
- Any other relevant South African National Standards (SANS)

#### 4. Contractor Requirements

Bidders must:

- Be registered with the **Department of Labour**
- Provide proof of relevant experience in similar projects
- Provide references of completed electrical works
- Be in good standing with SARS (valid TCS PIN)

#### 5. Submission Requirements

Interested bidders must submit:

- Valid Tax Compliance Status (TCS) PIN
- CIPC registration documents
- Proof of banking details
- Certified B-BBEE certificate or sworn affidavit
- Municipal rates and taxes clearance (or lease agreement)
- Completed and signed MBD forms (MBD 4, MBD 6.1, etc.)
- Detailed quotation with pricing breakdown
- Project timeline for completion

#### 6. Evaluation Criteria

Quotations will be evaluated in accordance with the municipality's Supply Chain Management Policy and the Preferential Procurement Policy Framework Act (PPPFA). The 80/20 or 90/10 preference point system will apply where applicable

#### 7. Contractual Matters

The successful contractor will enter into a JBCC Simple and Small Works Contract

Following conditions will apply:

1. Contract Period: 3 months from date of site handover
2. Penalties of R1000 per day for late completion
3. Defects liability period of 60 days
4. Retention of 5% which will be repaid at the end of the defects liability period

*Refer to Contract Data*

## 8. Site Inspection Compulsory

A **compulsory** site inspection will be held in at the Town Hall in Barkly East on

**Date:** 26-05-2026

**Time:** 11:00

**Venue:** Barkly East Town Hall

## 9. Closing Date and Submission

**Closing Date:** 29-05-2026

**Time:** 12:00

Quotations must be submitted to:

Senqu Local Municipality Tender Box

**19 Murray Street, Lady Grey, 9755.**

Late submissions will not be accepted.

## 10. Enquiries

All enquiries must be directed to:

SCM

Nkosinathi Ngwenya

**Tel:** 051 603 1355

Consultant

Z Nkomana

Tel: 051 634 1847 / 076 258 3008

## 11. Pricing Schedule / Bill of Quantities (BOQ)

Bidders are required to complete the pricing **schedule attached**. All prices must be inclusive of labour, materials, equipment, transport, supervision, and compliance costs, unless otherwise stated. The schedule is available in excel format on request.

## 12. Notes to Bidders:

- All rates must include labour, materials, tools, transport, and compliance costs.
- Quantities are indicative; bidders must verify on site.

- Any additional work must be approved in writing before execution.
- Failure to price any item may result in disqualification or the item being deemed included elsewhere.
- The municipality reserves the right to negotiate rates where necessary.

Senqu Local Municipality reserves the right not to accept the lowest or any quotation and may cancel or amend this RFQ at any time.

Issued by:

**T. MAWONGA**  
MUNICIPAL MANAGER  
SENQU LOCAL MUNICIPALITY

**Date:**