



**SUPPLY & INSTALLATION OF FURNITURE &
EQUIPMENT
FOR NEW PREMISES IN ECO-PARK, CENTURION
TERMS OF REFERENCE**

1. INTRODUCTION

ICASA hereby invites service providers to submit proposals for the supply and installation of office furniture and equipment.

2. SCOPE OF WORK

- 2.1. Service providers will be required to:
 - 2.1.1. Source, supply furniture and equipment, listed in Annexure A.
 - 2.1.2. Deliver and install such furniture and equipment.
 - 2.1.3. Replace all items damaged in transit, at no cost to ICASA.
 - 2.1.4. Co-ordinate and schedule the project, from inception to completion.
 - 2.1.5. Perform quality assurance and control until final inspection and handover.
 - 2.1.6. Provide a detailed inventory of all furniture and equipment installed in each office space.
- 2.2. Furniture and equipment offered must comply with the specifications and quantities listed in Annexure A.
- 2.3. Furniture style must be:
 - 2.3.1. high quality material and finishes;
 - 2.3.2. modern, contemporary, aesthetically pleasing;
 - 2.3.3. modular, functional, ergonomically designed;
 - 2.3.4. suitable for an eight (8) hour work day,
 - 2.3.5. uncluttered and easy to use.
- 2.4. Furniture must comply with approved SABS standards for office furniture, technical specifications number SATS 1286:2011 or latest (on local content). Provide proof of such compliance.
- 2.5. All furniture must have a lifespan of eight (8) to twelve (12) years, taking into account fair wear and tear.
- 2.6. Where applicable, proposed furniture and equipment must be installed with hidden LAN points and power points, adapters and USB points which accommodates audio-visual equipment and any other necessary points required.
- 2.7. Proposed furniture such as desks must be fitted with corporate connections (i.e. cable connection management, with chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity).
- 2.8. Furniture must be durable, easy to clean and maintain and suitable for local weather conditions.

- 2.9. Cabinets to have adequate storage space and work surface area, modern finish & design.
- 2.10. ICASA reserves the right to negotiate and select final furniture and equipment.
- 2.11. Floor plans of the new premises will be made available to the successful service provider, to facilitate the finalization of the layout and placement of the furniture and equipment.
- 2.12. Such floor plans remain the property of ICASA, they cannot be shared with anyone and must be returned upon completion of the project.
- 2.13. The appointed service provider will be required to do a floor by floor layout out of all furniture on CAD (Computer Aided Drawing) to ensure that all furniture fit the allocated spaces prior to furniture being transported to ICASA's new premises.
- 2.14. The service provider must possess an in-depth knowledge and experience in manufacturing office furniture as per the specifications that have been provided.

3. LOCAL CONTENT AND PRODUCTION

- 3.1. All bids will be evaluated as per National Treasury's Instruction Note on Local Content and Production.
- 3.2. Bids will be evaluated in terms of minimum thresholds for local content stipulated in the bid document.
- 3.3. The declaration made by the bidder in the Declaration Certificate for Local Content and Local Content Declaration: Summary Schedule will be used for this purpose.
- 3.4. All response that do not meet the required minimum threshold for local content as stipulated in the bid document will be disqualified and not evaluated further.

4. BID RESPONSES

- 4.1. ICASA reserves the right to invite bidders to present or otherwise demonstrate their proposed solution to clarify aspects that are required as part of the evaluation process, at the bidders' own cost.
- 4.2. All bid responses, including supporting documents shall become the sole property of ICASA, with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by bidders.

5. BID AWARD

- 5.1. ICASA reserves the right not to award the bid to the lowest bidder, but to the bidder representing the best value for money.

- 5.2. ICASA reserves the right to reduce quantities and/or items, due to budgetary constraints.
- 5.3. Value for money will be determined by reference to the quality, viability reliability, durability of the service and the bidder's technical capacity to execute the bid.

6. SERVICE LEVELS & PERFORMANCE

- 6.1. ICASA will enter into a service level agreement with the successful service provider, detailing project deliverables, standards, project delivery dates and providing remedies for under/poor performance and non-compliance with terms and conditions of the agreement.
- 6.2. Terms and conditions contained in this bid document will form an integral part of the service level agreement.
- 6.3. In instances of transgression of a more serious nature, should ICASA during the contract period for any reason regard the service provider's service levels and performance against this contract as being inadequate or not to ICASA's satisfaction, the details will be reduced to writing and sent to the service provider.
- 6.4. ICASA reserves the right to appoint more than one service provider, as well as the right not to appoint any service provider.
- 6.5. In the event that the service provider is unable to remedy the complaints to ICASA's satisfaction within 14 days of such notice of inadequate performance, ICASA reserves the right to cancel this contract and recover costs in terms of the service level agreement.
- 6.6. Notice of cancellation shall either be in writing, hand-delivered or sent by email.
- 6.7. ICASA reserves the right to request bidders meeting all the requirements criteria to do a presentation of their proposal to ICASA.

7. MEETINGS

- 7.1. Meetings between ICASA and/or its duly appointed representative, and the service provider shall be held more frequently if so required by ICASA, at a time, date and venue determined by both parties, to discuss all aspects of this project.
- 7.2. No additional compensation will be paid for this. The site meetings will be under the chairmanship of the ICASA Representative and/or his duly appointed representative.

8. TECHNICAL REQUIREMENTS

The service provider must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

8.1. PROPOSED SOLUTION/METHODOLOGY	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The service provider must provide detailed comprehensive, proposed solution or methodology that includes the following:</p> <ul style="list-style-type: none"> • Mood board, providing an overview of the type of furniture and colour scheme proposed; • Presentation boards with photographs/pictures of the actual furniture per office space, as well as samples of materials offered; • Proof of compliance with SABS standards; • Furniture and equipment guarantees and lifespan; • A detailed list of unique features or benefits that will set your company apart of other competitors in relation to the required solution. 			
Substantiate:			

8.2. EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The service provider must have a minimum of 3 years or more experience in successfully delivering a project of similar nature.</p>			
Substantiate:			

8.3. PROJECT PLAN IMPLEMENTATION	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The service provider must provide its implementation plan on this project which should be completed by 31 October 2018. The plan must be detailed and must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> Activities and tasks Timeframes Deliverables Project Initiation Document; Project Kick-off Meeting; Monthly Project Report; Risk & Issue Register; Project Close-out Report 			
Substantiate:			

8.4. SITE VISIT	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The service provider must be able to show the furniture being offered, allow for inspection of the quality of all items offered and demonstrate its ability to source, supply and install the furniture and equipment not later than 31 October 2018. The service provider must be able to provide mock-up furniture for display at ICASA's current premises.</p>			
Substantiate:			

8.5. REFERENCES	COMPLY	PARTIALLY COMPLY	NOT COMPLY
<p>The service provider must provide three (3) contactable references or more for the provision of similar equipment & system, maintenance and support done in the past 3-5 years.</p>			
Substantiate:			

9. EVALUATION CRITERIA

DESCRIPTION	WEIGHT														
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<p>9.2 Project plan implementation</p> <p>The service provider must provide its implementation plan on this project which should be completed by 31 October 2018. The plan must be detailed and must include, but not be limited to, the following:</p> <p>Activities and tasks Timeframes Deliverables Project Initiation Document;</p>	35														

Project Kick-off Meeting; Monthly Project Report; Risk & Issue Register; Project Close-out Report		
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Provided insufficient information on the proposed solution/methodology	= 2	
Provided irrelevant information/no response on the proposed methodology	= 1	

9.3 Experience		15
The service provider must have a minimum of 3 years or more experience in successfully delivering a project of similar nature.		
Description	Points	
Service provider has five (5) years' experience or more in successfully delivering a project of similar nature	= 5	
Service provider has four (4) years' experience in successfully delivering a project of similar nature	= 4	
Service provider has three (3) years' experience in successfully delivering a project of similar nature	= 3	
Service provider has less than three (3) years' experience in successfully delivering a project of similar nature	= 2	
Service provider has irrelevant experience/provided no response on experience	= 1	

9.4 References The service provider must provide three (3) or more contactable references for the provision similar equipment & system, maintenance and support done in the past 3-5 years or more.		10																		
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ANNEXURE A
FURNITURE SPECIFICATIONS



**SECTION A: FURNITURE & EQUIPMENT
COUNCIL; EXCO & GENERAL MANAGERS**

ITEMS	DESCRIPTION	QTY	PRICE
A1. Office Desk	Office desk with the following features: A1.1. Melamine 32mm top with 50 x 25mm steel under frame supporting the top A1.2. Size: 2000 x 2000mm; A1.3. Underneath cable management holes (2 holes); A1.4. Wooden modesty panel; A1.5. Furniture Type: Two-tone (Dark Mahogany - melamine + white); A1.6. SABS approved, desk power dock with: A1.6.1. overload switch, with 3 x SA sockets; 2 x 2 pin sockets; data connection, phone charging, 3m SA input power cable; 220-240 VAC 50 Hz (voltage); 15 Amp max (current); A1.6.2. mounted on office desk; A1.6.3. chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity or equivalent	21	R _____ each
A2. Wall Unit	Wall Unit with the following features: A2.1. Two (2) hinge doors & two (2) framed sandblasted glass door; A2.2. Dark Mahogany - melamine A2.3. Size: 1280h x 2000w x 450d	21	R _____ (each)
A3. Server Unit	Server unit with the following features: A3.1. Four (4) hinge doors; A3.2. Dark Mahogany - melamine A3.3. Size: 750h x 1800w x 450d	21	R _____ (each)
A4. Chair	A4.1. Highback chair with tilt mechanism; A4.2. Stabilizing bar for extra strength, A4.3. Gas height adjustment, A4.4. Stylish chrome arms + leather sleeves, A4.5. High quality, 100% soft leather, A4.6. Extra thick seat & back cushioning with high density foam, A4.7. Chrome pyramid base, A4.8. Maximum weight = 130kg	21	R _____ (each)

ITEMS	DESCRIPTION	QTY	PRICE
A5. Visitors Chair	A.5.1. Visitors arm chair – two (2) chairs per office A.5.2. Black 100% soft leather, with silver legs & leather sleeves	42	R_____ (each)
A6. Meeting Area Table	Round, conference table with 60mm solid wood edging A6.1. Size: 800mm A6.2. 32mm Dark Mahogany - melamine	21	R_____ (each)
A7. Meeting Area Chairs	A7.1. Visitors arm chair – four (4) chairs per office A7.2. Black leather, with silver legs & leather sleeve	84	R_____ (each)
A8. Couch	Office Couch A8.1. Three (3) seater 100% black soft leather couch	21	R_____ (each)
A9. Council Pause Area	One (1) Seater 100% Leather Couch, with Silver Epoxy Frames A9.1. Cosmo slipper chair; A9.2. Green 100% full leather on the front and on the back;	4	R_____ each
	Three (3) Seater 100% Leather Couch, with Silver Epoxy Frames A9.3. Cosmo slipper chair A9.4. Black 100% full leather on the front and on the back;	2	R_____ each
	100% Leather Cosmo Ottoman, with Silver Epoxy Frames A9.5. Cosmo ottoman A9.6. Green 100% full leather on the front, sides and on the back;	2	R_____ (each)
	Cosmo Glass Coffee table A9.7. Cosmo Glass Coffee Table 360H x 1300D x 750W	2	R_____ (each)
	Side table with the following features: A9.8. Size: 520 x 700 x 860 (H) A9.9. Height adjustable chrome frame A9.10. Clear tempered glass top	4	R_____ (each)

A10. Fridge	<p>Energy Efficient Fridge with the following features or equivalent: (Kitchens/Pause Areas)</p> <p>A10.1. Satin metallic finish;</p> <p>A10.2. Size: 248 litres or equivalent;</p> <p>A10.3. 2L water dispenser;</p> <p>Bar fridge – energy efficient or equivalent:</p> <p>A10.4. Satin metallic finish or equivalent;</p> <p>A10.5. Size: 94 Litres or equivalent;</p>	12	R_____ (each)
A11. Microwave	<p>Microwave with the following features or equivalent: (Kitchens/Pause Areas)</p> <p>A11.1. Anti-bacteria coating;</p> <p>A11.2. Five (5) lever power control or equivalent;</p> <p>A11.3. Keypad control type;</p> <p>A11.4. Smart LED display</p>	12	R_____ (each)
Total Cost	Total Cost (excl. VAT)		R_____
	VAT		R_____
	Total Cost (incl. VAT)		R_____
	See below for furniture illustrations		









**SECTION B: FURNITURE & EQUIPMENT
SENIOR MANAGERS & MANAGERS**

ITEMS	DESCRIPTION	QTY	PRICE
B1. Office Desk	<p>L Combination Desk with Hinge Door Pedenza + pedestal, with the following features:</p> <p>B1.1. Melamine 32mm top with 50 x 25mm steel under frame supporting the top; B1.2. Underneath cable management holes (2 holes); B1.3. Chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity or equivalent; B1.4. White modesty panel; B1.5. Size: 1800 x 900 mm; B1.6. Furniture Type: Melamine Walnut; B1.7. SABS approved, desk powerdock with: overload switch, with 3 x SA sockets; 2 x 2 pin sockets; 3m SA input power cable; data connection, phone charging, 220-240 VAC 50hz (voltage); 15 amp max (current); mounted on office desk</p>	68	R_____ each
B2. Filing Cabinet	<p>B2. Filing cabinet with the following features:</p> <p>B2.1. Four (4) hinge door + four (4) drawers; B2.2. Furniture type: Melamine Walnut; B2.3. Size: 750h x 2200w x 600d</p>	68	R_____ each
B3. Chair	<p>B3. Highback chair with the following features:</p> <p>B3.1. Medically endorsed chair; B3.2. Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; B3.3. Armrests with adjustable heights & direction (4D) + lumbar height & seat depth adjustment; B3.4. Lateral flexibility in backrest + synchronous mechanism; B3.5. Pivot lumbar support – polypropylene + Polypropylene 5-star base & with castors for soft & hard floors; B3.6. Back rest & forward tilting - the sitting angle 4° forward & 27° backward, allowing fixing at 3 positions</p>	68	R_____ each

B4. Visitors Chairs	B4. Chair has the following features: B4.1. Arm chair with mesh back & fabric seating (2 per office)	136	R_____ each
B5. Meeting Area Chairs	B5. Chair has the following features: B5.1. Arm chair, with mesh back with fabric seating (4 per office)	272	R_____ each
B6. Meeting Table	B6. Meeting/conference table has the following features: B6.1. Round 800mm with disk centre leg; B6.2. Furniture type: Melamine Walnut;	68	R_____ each
Total Cost	Total Cost (excl. VAT) VAT Total Cost (incl. VAT)		R_____ R_____ R_____

Furniture Illustrations





**SECTION C: FURNITURE & EQUIPMENT
SPECIALISTS**

ITEMS	DESCRIPTION	QTY	PRICE
C1. Office Desk	<p>L Combination Desk with Hinge Door Pedenza + pedestal, with the following features:</p> <p>C1.1. Melamine 32mm top with 50 x 25mm steel under frame supporting the top;</p> <p>C1.2. Underneath cable management holes (2 holes);</p> <p>C1.3. Chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity or equivalent;</p> <p>C1.4. White modesty panel;</p> <p>C1.5. Size: 1800 x 900 mm;</p> <p>C1.6. Furniture Type: Melamine Walnut + white (two-tone);</p> <p>C1.7. SABS approved, desk power dock with: overload switch, with 3 x SA sockets; 2 x 2 pin sockets; 3m SA input power cable; data connection, phone charging, 220-240 VAC 50hz (voltage); 15 amp max (current); mounted on office desk</p>	7	R_____ each
C2. Office Desk	<p>Benching Unit with the following features:</p> <p>C2.1. Size: 1600L x 800W x 750H mm;</p> <p>C2.2. Furniture Type: Melamine Walnut + white (two-tone)</p> <p>C2.3. Aluminium framed fabric Screen;</p> <p>C2.4. Two (2) x 1800 x 800 Desks;</p> <p>C2.5. Two (2) x 3 Drawer Mobile Pedestals;</p> <p>C2.6. Two (2) x 750h x 800w x 450d Base Cupboards, with; 2 x Single Door Roller Door Storage Unit on Top</p> <p>C2.7. Underneath cable management holes (2 holes);</p> <p>C2.8. Chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity or equivalent;</p> <p>C2.9. SABS approved, desk power dock with: C2.9.1. overload switch, with 3 x SA sockets; 3 x 2 pin sockets; 3m SA input power cable; data connection, phone charging, 220-240 VAC 50hz (voltage); 15 amp max (current); mounted on office desk;</p>	66	R_____ (each)
C3. Filing Cabinet	<p>C3. Filing cabinet with the following features:</p> <p>C3.1. Four (4) hinge door + four (4) drawers;</p> <p>C3.2. Furniture type: Melamine Walnut;</p> <p>C3.3. Size: 750h x 2200w x 600d;</p>	7	R_____ (each)

ITEMS	DESCRIPTION	QTY	PRICE
C4. Chair	C4. Highback chair with the following features: C4.1. Medically endorsed chair; C4.2. Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; C4.3. Armrests with adjustable heights & direction (4D) + lumbar height & seat depth adjustment; C4.4. Lateral flexibility in backrest + synchronous mechanism; C4.5. Pivot lumbar support – polypropylene + Polypropylene 5-star base & with castors for soft & hard floors; C4.6. Back rest & forward tilting - the sitting angle 4° forward & 27° backward, allowing fixing at 3 positions	73	R_____ each
C5. Visitors Chairs	C5. Chair has the following features: C5.1. Arm chair; (2 per office) C5.2. Mesh back with fabric seating	14	R_____ each
Total Cost	Total Cost (excl. VAT) VAT Total Cost (incl. VAT)		R_____ R_____ R_____


Furniture Illustrations





SECTION D: FURNITURE & EQUIPMENT
OPEN PLAN

ITEMS	DESCRIPTION	QTY	PRICE
D1. Office Desk	<p>D1. Benching Unit with desk height pedestals, desk-based storage, desk-based screens and modern steel leg desks, with the following features:</p> <p>D1.1. Size: 1600L x 800W x 750H mm; D1.2. Furniture Type: Two-tone Wisconsin Walnut & white D1.3. Aluminium framed fabric Screen; D1.4. Two (2) x 3 Drawer Mobile Pedestals; D1.5. Two (2) x 750h x 800w x 450d Base Cupboards, with 2 x Single Door Roller Door D1.6. Storage Unit on Top; D1.7. Underneath cable management holes (2 holes); D1.8. Chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity or equivalent; D1.9. SABS approved, desk powerdock with: D1.9.1. overload switch, with 3 x SA sockets; 3 x 2 pin sockets; 3m SA input power cable; data connection, phone charging, 220-240 VAC 50hz (voltage); 15 amp max (current); mounted vertical on office desk;</p>	250	R _____ (each)
D2. Open Plan Chair	<p>D2. Highback chair with the following features:</p> <p>D2.1. Medically endorsed chair; D2.2. Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; D2.3. Armrests with adjustable heights & direction (4D) + lumbar height & seat depth adjustment; D2.4. Lateral flexibility in backrest + synchronous mechanism; D2.5. Pivot lumbar support – polypropylene + Polypropylene 5-star base & with castors for soft & hard floors; D2.6. Back rest & forward tilting - the sitting angle 4° forward & 27° backward, allowing fixing at 3 positions</p>	250	R _____ (each)
D3. Bookcase	<p>D3. Bookcase with the following features:</p> <p>D3.1. Eight (8) lockable compartments; 1.1. Furniture type: Melamine Walnut + white (two-tone) 1.2. Size: 750h x 1600w x 350d</p>	125	R _____ (each)

D4. Counter desk	<p>D4. Counter desk with the following features:</p> <p>1.3. Size: 1600L x 800W x 750H mm;</p> <p>1.4. Furniture type: Melamine Walnut</p> <p>1.5. Steel legs;</p> <p>1.6. Table must have an easy to operate top folding mechanism which allows flexibility and space saving;</p> <p>1.7. Table must accommodate heavy duty equipment (e.g. scanners, computers, laptops, binding machines etc.);</p> <p>1.8. Pigeon holes, 12 holes, holes to fit A4 envelopes.</p>	8	R _____ (each)															
Storage Lockers	<p>2. Storage lockers</p> <p>5.1. All locker bodies are supplied White and powder coated locker bodies with anti-bacterial coating;</p> <p>5.2. With durable high gloss finish, sturdy steel body lockers, in 4 compartment options;</p> <p>5.3. With 164 ° wide opening hinges for ease of access;</p> <p>5.4. Shank diameter maximum 7mm;</p> <p>5.5. Standard cam lock, with 2 keys and serial combinations;</p> <p>5.6. Dimensions:</p> <table border="1" data-bbox="479 772 1532 866"> <thead> <tr> <th></th> <th>width</th> <th>depth</th> <th>height</th> <th>weight</th> </tr> </thead> <tbody> <tr> <td>External</td> <td>660</td> <td>670</td> <td>995</td> <td>40kgs</td> </tr> <tr> <td>Internal</td> <td>50</td> <td>430</td> <td>350</td> <td>40kgs</td> </tr> </tbody> </table>		width	depth	height	weight	External	660	670	995	40kgs	Internal	50	430	350	40kgs	250	R _____ (each)
	width	depth	height	weight														
External	660	670	995	40kgs														
Internal	50	430	350	40kgs														
																		





SECTION E: FURNITURE & EQUIPMENT
BOARDROOMS + INTERVIEW ROOMS + TRAINING ROOM(S)

ITEMS	DESCRIPTION	QTY	PRICE
E1. Boardroom Table	<p>E.1. Boardroom table(s) with the following features</p> <p>E1.1. Size: 1400 x 4000 (break it into tables of 2m x 700 or equivalent);</p> <p>E1.2. Furniture type: Melamine;</p> <p>E1.3. Barrel shape, 22mm wood thickness, with underneath steel frame (aluminium/brushed anodized legs, connected by mild steel beam structure or similar, with braking castors);</p> <p>E1.4. 2 x power dock inlays: SABS approved, desk power dock with overload switch, with 3 x SA sockets; 3 x 2 pin sockets; 3m SA input power cable; 220-240 VAC 50hz (voltage); 15 amp max (current) mounted vertical on office desk; black colour;</p> <p>E1.5. Cables from floor to the table top should be concealed within the table leg;</p> <p>E1.6. Electrical and data/voice points to be accessed from table top through a cavity cut-out;</p> <p>E1.7. Table must have an easy to operate top folding mechanism which allows flexibility and space saving.</p>		
	E1.7.1. Seating arrangements: 4-seater (chat rooms)	10	R_____ each
	E1.7.2. Seating arrangements: 6-8-seater (interview rooms)	3	R_____ each
	E1.7.3. Seating arrangements 10-12-seater (boardrooms + training rooms)	7	R_____ each
	E1.7.4. Seating arrangements: 16-18-seater	4	R_____ each
	E1.7.5. Seating arrangements: 20-seater	2	R_____ each
	E1.7.6. Seating arrangements: 24-30 seater	2	R_____ each
	E1.7.7. Seating arrangements: 36-seater (Council boardroom)	1	R_____ (each)
	E1.7.8. Seating arrangements: 97-seater (Presentation room)	1	R_____ each
E2. Server Unit (serving stations)	<p>E2. Unit with the following features:</p> <p>E2.1. Furniture type: Melamine Walnut + white (two-tone)</p> <p>E2.2. Four (4) hinge door + four (4) drawers;</p> <p>E2.3. Size: 750h x 2200w x 600d</p>	22	R_____ each

E3. Boardroom, Interview + Training Room Chairs	<p>E3. Chair has the following features:</p> <p>E3.1. Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating;</p> <p>E3.2. Armrests with adjustable heights & direction + lumbar height & seat depth adjustment;</p> <p>E3.3. Lumbar support – polypropylene + Polypropylene 5-star base, with castors suitable for use on soft & hard floors</p> <p>E3.4. Back rest & forward tilting - the sitting angle 4° forward & 27° backward, allowing fixing at 3 positions</p>	360	R_____ each
E4. Waiting Area Table + Chairs (Auditorium Area)	<p>E4.1. Round table with the following features:</p> <p>E4.1.1. 600-800mm round, thick glass table top;</p> <p>E4.1.2. 500 x 690(H) table base</p> <p>E4.1.3. Tulip style disc base – black colour</p> <p>E4.2. Round bar table with the following features:</p> <p>E4.2.1. 600 - 700mm round, thick glass table top;</p> <p>E4.2.2. 500 x 1100 bar table base;</p> <p>E4.2.3. Tulip style disc base – chrome</p> <p>E4.3. Chair has the following features:</p> <p>E4.3.1. Polypropylene shell (must be available in various ICASA colour);</p> <p>E4.3.2. Four (4) legged frame in chrome</p> <p>E4.4. Bar stool with the following features:</p> <p>E4.4.1. Polypropylene shell (must be available in various ICASA colours);</p> <p>E4.4.2. Four (4) legged frame in black</p>	2 2 8 8	R_____ (each) R_____ (each) R_____ (each) R_____ each
E5. Meeting Table	<p>E5.1. Meeting/conference table has the following features:</p> <p>E5.1.1. Round with disk centre leg;</p> <p>E5.1.2. Furniture type: Melamine</p>	64	R_____ each
E6. Phone Booths (for open plan areas)	E6.1. Closed, glass area, fitting a 1000mm desk + 1 chair	14	R_____ each

Boardroom Furniture Illustrations		
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Training Room Furniture Illustrations		
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Presentation Room Furniture Illustrations		
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Chat Room & Telephone Booth Furniture Illustrations





SECTION F: FURNITURE & EQUIPMENT
MOBILE BULK FILING SYSTEM

ITEMS	DESCRIPTION	QTY	PRICE
F1. Mobile Bulk Filing System	F1. Mobile bulk filing unit with the following features: High density 8 bay unit; Grey colour; Size: 2340 x 4925 x 1100		
	a. Finance: Size: 2340 x 4925 x 1100	1	R_____ (each)
	b. Supply Chain: Size: 2340 x 4925 x 1100	1	R_____ (each)
	c. Legal: Size: 2340 x 4925 x 1100	1	R_____ (each)
	d. Human Resources: Size: 2340 x 4925 x 1100	2	R_____ (each)
	e. Corporate Services: Size: 2340 x 4925 x 1100	5	R_____ (each)
	f. Compliance & Consumer Affairs: Size: 2340 x 4925 x 1100	1	R_____ (each)
	g. Policy Research Analysis: 6 bays, 2340 x 3300 x 1100	1	R_____ (each)
	h. Regions Offices: 6 bays, 2340 x 3300 x 1100	1	R_____ (each)





SECTION G: FURNITURE & EQUIPMENT
COFFEE MACHINES

ITEMS	DESCRIPTION	QTY	PRICE
G1. Coffee Machine	<p>G1. Supply, delivery and maintenance of coffee machine with the following features or equivalent</p> <ul style="list-style-type: none"> a. Type 1: Coffee machine with 8 button versions or more b. Types 2: Coffee machine with 24 menu selections c. 21.9 litre water tank d. Canisters for tea, hot chocolate, sugar, milk e. Must provide variety of options, e.g. Cappuccino, Espresso, Hot Chocolate, Lattes, Mocachinos, Black/White Coffee, Tea, Hot Water, Frothed Milk etc. f. All options above, with or without sugar g. Storage capacity: 150 cups between fills h. Free installation and full maintenance plan (no cost to ICASA) i. Inclusive of consumables, which includes, but not limited to coffee, sugar, milk, hot chocolate etc. j. Option to swap faulty/dysfunctional machine, collect and repair, at no cost to ICASA k. Maintenance of coffee machines, at service provider's cost, for the duration of the contract. 		
	Coffee machines (8 button versions or equivalent)	12	R _____ (each)
	Coffee machines (24 menu selection)	3	R _____ (each)



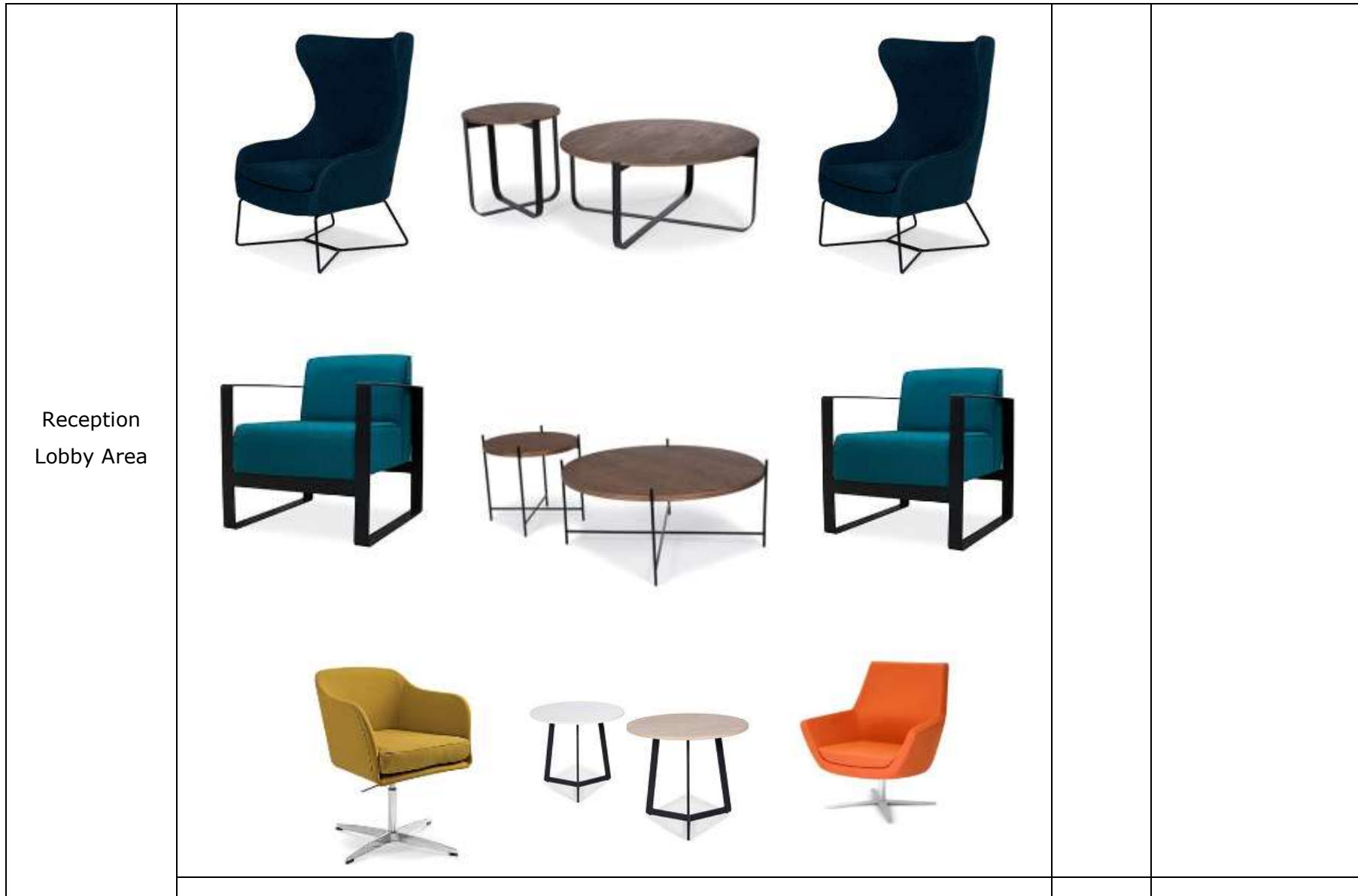


**SECTION H: FURNITURE & EQUIPMENT
RECEPTION AREAS**

ITEMS	DESCRIPTION	QTY	PRICE
H1. Presentation Lobby Area Couches	H1.1 Couch with the following features: H1.1.1 Single seater; H1.1.2. Grey fabric material; H1.1.3. Black powder coated steel	2	R_____ (each)
	H1.2 Couch with the following features; H1.2.1. Two (2) seater; H1.2.2. Blue fabric material; H1.2.3. Chrome legs	2	R_____ (each)
	H1.3. Couch with the following features; H1.3.1. Single seater; H1.3.2. Orange fabric material; H1.3.3. Chrome/stainless steel legs;	2	R_____ (each)
	H1.4. Couch with the following features; H1.4.1. Single seater; H1.4.2. Mustard fabric material; H1.4.3. Chrome legs;	2	R_____ (each)
H2. Presentation Lobby Area Coffee Tables	H2.1 Coffee table with the following features: H2.1.1 Square, wooden table top; H2.1.2. Black powder coat legs or equivalent; H2.1.3. Size: 675H x 810D x 400W or equivalent	2	R_____ (each)
	H2.2. Coffee table with the following features: H2.2.1. Square, wooden table top; H2.2.2. Black powder coat legs or equivalent; H2.2.3. Size: 360H x 1300D x 750W or equivalent	1	R_____ (each)
	H2.3. Coffee table with the following features: H2.3.1. Round, white table top; H2.3.2. Black powder coat legs or equivalent; H2.3.3. Size: 675H x 810D x 400W or equivalent	1	R_____ (each)
	H2.4. Coffee table with the following features: H2.4.1. Round, wooden table top; H2.4.2. Black powder coat legs or equivalent; H2.4.3. Size: 675H x 810D x 400W or equivalent	1	R_____ (each)

Presentation Lobby Area







SECTION I: FURNITURE & EQUIPMENT
CANTEEN

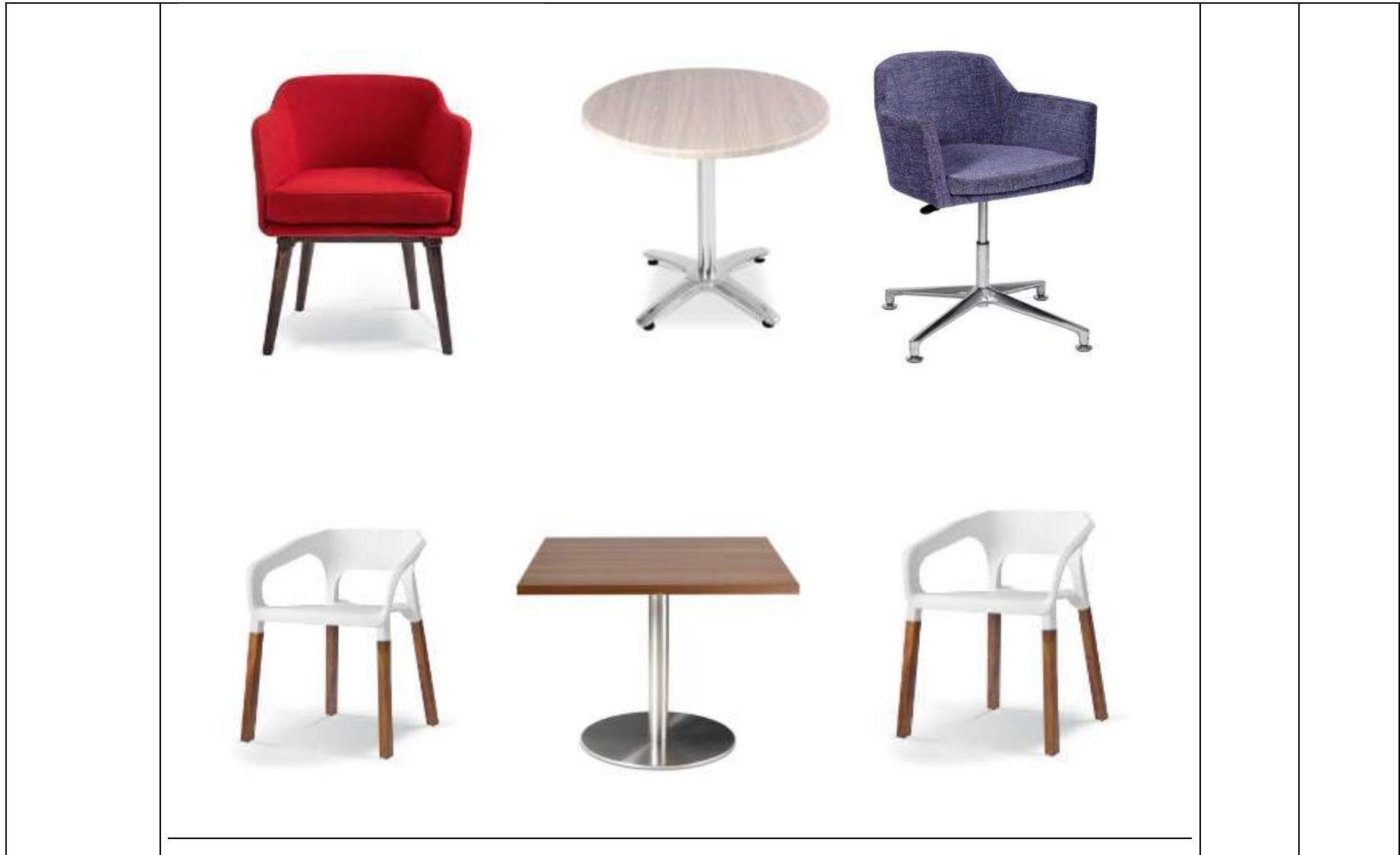
ITEMS	DESCRIPTION	QTY	PRICE
Seating Tables - Canteen	1. Seating table with the following features: 1.1. Square table top; 1.2. 20mm thick stainless steel circular polished post-formed top; 1.3. Aluminium 4-star base; 1.4. Size: 800 (L) x 800 (W) x 743 (H)	9	R_____ (each)
	2. Seating table with the following features: 2.1. Round table top; 2.2. 20mm thick stainless steel circular polished post-formed top; 2.3. Aluminium 4-star base; 2.4. Size: 800 x 743 (H)	9	R_____ (each)
Seating Chairs - Canteen	3. Seating chairs with the following features: 3.1. Polypropylene shell with anodized aluminium legs; 3.2. UV resistant; 3.3. Must be available in various ICASA colours	72	R_____ (each)





**SECTION J: FURNITURE & EQUIPMENT
PAUSE AREAS**

ITEMS	DESCRIPTION	QTY	PRICE
Seating Tables – Pause Areas	1. Seating table with the following features: 1.1. Square wooden table top; 20mm thick with chrome leg; 1.2. Size: 800 x 743(H) or equivalent	12	R_____ (each)
	2. Seating table with the following features: 2.1. Round table top; 20mm thick stainless steel circular polished post-formed top; 2.2. Aluminium 4-star base; 2.3. Size: 800 x 743 (H)	12	R_____ (each)
	3. Coffee table with the following features: 3.1. Colourful round table top;	12	R_____ (each)
Seating Chairs – Pause Areas	4. Seating chairs with the following features: 4.1. Polypropylene shell with wooden legs; 4.2. UV resistant; 4.3. Must be available in various ICASA colours or equivalent	16	R_____ (each)
	5. Seating chair with the following features: 5.1. Single seater armchair, with four (4) wooden legs; 5.2. Colour: RED	16	R_____ (each)
	6. Seating chair with the following features: 6.1. Single seater armchair, with chrome 4-star base; 6.2. Colour: BLUE	16	R_____ (each)
	7. Ottoman – square, maroon, velvet with black chrome legs;	16	R_____ (each)
	8. Ottoman – square, beige, velvet with black chrome legs;	16	R_____ (each)
	9. Ottoman – round, grey fabric with yellow fabric base;	16	R_____ (each)
	10. Ottoman – round, blue fabric with grey fabric base	16	R_____ (each)







**SECTION K: FURNITURE & EQUIPMENT
LIBRARY**

ITEMS	DESCRIPTION	QTY	PRICE
Various library items	Library furniture as follows: 10.1. Library circular wooden desk; 32mm thick table top; 10.2. Size: 2000 x 2000 x 743(H) or equivalent	1	R_____ (each)
	10.3. two door wall unit with 3 tier glass doors for CD case;	2	R_____ (each)
	10.4. Book cart / trolley (double sided, flat bottom);	1	R_____ (each)
	10.5. movable shelves (double sided) for library collection (i.e. books, regulatory document and transcripts) – refer to attached floor plan dimensions	13	R_____ (each)
	10.6. Book stand for new books;	2	R_____ (each)
	10.7. study carrel (double facing);	2	R_____ (each)
	10.8. 5-seater oval table;	2	R_____ (each)
	10.9. visitors chair with arms;	14	R_____ (each)
	10.10. kikstep (round steel);	2	R_____ (each)
	10.11. 3 Step ladder with handrail;	1	R_____ (each)
	10.12. Computer Cabinets (with pull out tray and space for your PC tower);	2	R_____ (each)
	10.13. Pouch Laminator;	1	R_____ (each)
	10.14. Pinning Boards Aluminium frame (900 x 1200);	2	R_____ (each)
	10.15. Two (2) seater couch – fabric material;	2	R_____ (each)
	10.16. Ring Binding Machines;	1	R_____ (each)
	10.17. Book Detection System (Aisle Unit, 3M compatible, single Unit)	1	R_____ (each)

ANNEXURE B: PICTURE ILLUSTRATIONS



Enya Walnut



Wisconsin Walnut



Burgan Mahogany



Mahogany Veneer

