



## **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

**REFERENCENO: UEDA/SCM/DD02/2025-2026**

## **REQUEST FOR ACCREDITED SERVICE PROVIDER FOR THE OFFICE PARTITIONING OF UTHUKELA ECONOMIC DEVELOPMENT AGENCY**

**12 DECEMBER 2025**

uThukela Economic Development Agency is hereby invites quotations from qualified and experienced service provider for the following:

### **OFFICE PARTITIONING SPECIFICATION**

#### **Project Title:**

Office Partitioning for OSS Office and Boardroom

#### **Location:**

Uthukela Economic Development Agency (UEDA) – Main Office

#### **1. Layout Description:**

Based on the site sketch provided:

- The OSS Office will occupy a space measuring 2 metres (width) x 4.7 metres (length).
- A partition wall of 12.5 metres will extend from the OSS Office along the boardroom side, enclosing the Boardroom area up to the main wall.
- Both areas will include aluminium-framed partitions with a mix of glass and solid panels to ensure visibility and privacy.

#### **2. Partition Design:**

##### **2.1 Type:**

Aluminium demountable partitioning system, 2.4 m high, installed to ceiling level.

Frame finish: Powder-coated aluminium (silver or matte black).

Configuration: Half-solid (bottom) and half-glass (top).

##### **2.2 Panels:**

A handwritten signature in black ink, appearing to read "N.B." followed by a surname.

## GENERAL CONDITIONS

**Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement).**

1. Sealed quotations outwardly marked: **Ref. No. UEDA/SCM/DD02/2025-2026: Request for accredited service provider for the office partitioning of uThukela Economic Development Agency.** must be addressed to the **Chief executive officer** and placed in the Tender Box, 131 Murchison Street, Ladysmith, **not later than 12H00 on Wednesday, 14 January 2025**
2. **MBD1, MBD 3.1 MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.
5. **The 80/20 preference point system in terms of the Municipality's policy will be applicable as follows:**

	<b>Points</b>
<b>Price</b>	<b>80</b>
<b>Specific Goals (20 Points)</b>	
-Race-100% Black Owned	<b>5</b>
-Gender-100% woman Owned	<b>5</b>
-Disability	<b>5</b>
-Locality-Office Based in uThukela District Municipality	<b>5</b>
<b>Total points for price and specific Goal</b>	<b>100</b>

6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **No bid will be accepted from person in the service of the state.**
8. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
9. A valid SARS tax Pin number must be submitted together with the document.
10. Prices altered by means of correction fluid **will not** be considered
11. **A current (30 days) Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
12. **Proof of registration**, on the central supplier database of government.
13. **The document** will be available at the Agency office and on the website.

**Enquiries may be directed to: SM Luthuli Tell: 65 711 8331**

*A.B.*

- **Solid panels:** 12 mm gypsum board, double-sided, with Rockwool insulation for soundproofing.
- **Glass panels:** 6 mm toughened clear glass or frosted glass (as per privacy needs).
- Panel finish: Light grey or off-white laminated surface.

### 2.3 Doors:

- One aluminium-framed glass door for OSS office (900 mm x 2100 mm).
- One solid timber or aluminium-framed glass door for Boardroom (900 mm x 2100 mm).

### 3. Dimensions Summary:

Section	Length (m)	Height (m)	Type	Notes
OSS Office Front Partition	4.7	2.6	Half glass, half solid	Includes door
OSS Office Side Partition	2.0	2.6	Solid panel	Adjacent to passage
Boardroom Partition Wall	12.5	2.4	Half glass, half solid	Runs full length to main wall

### 4. Electrical & Data Provisions:

- Provision for 2 x double plug points inside the OSS Office and 2 double plug outside the office for portals.
- One network point and one light switch conduit within partition system.

### 5. Performance Requirements

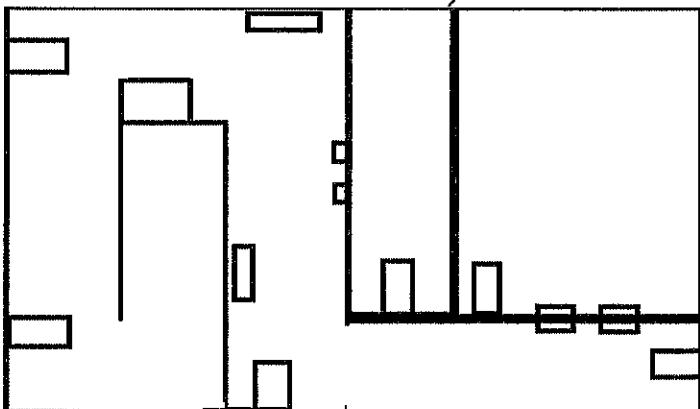
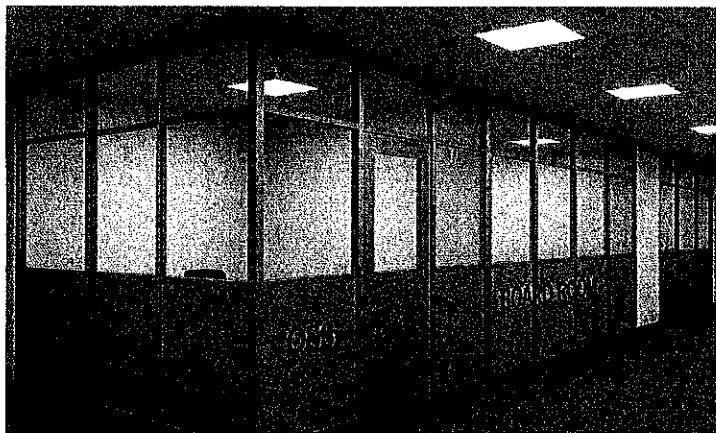
- **Warranty:** Minimum 3 years on materials and workmanship.

### 6. Installation Requirements:

- Installation to be carried out during office hours with minimal disturbance.
- Contractor must confirm all measurements before fabrication.
- Site to be cleaned and cleared of waste materials after completion.

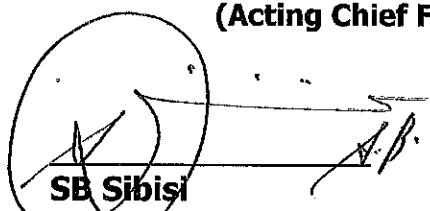
### 7. Deliverables:

- Final layout drawing (as built).
- Completion certificate and warranty documentation.



Checked by: AW Mathonsi

(Acting Chief Financial Officer)



**SB Sibisi**  
Acting Chief Executive Officer

2023-01-10 10:00:00 (South Africa)