



KWAZULU-NATAL PROVINCE

TRANSPORT
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: TIDS

Private Bag X552, Ixopo, 3276
52 Margaret Street, Ixopo, 3276
Tel: 039 834 0500

COST CENTRE IXOPO

Email: smangele.hlongwa@kzntransport.gov.za
Reference: ZNB02816/00000/00/IXO/GEN/25/T
Date: 30 December 2025

ADDENDUM No. 1

BID NO: ZNB02816/00000/00/IXO/GEN/25/T SUPPLY AND DELIVER OFFICE FURNITURE AND EQUIPMENT FOR DC43

Date issued: 30/12/2025

This is Addendum No. 1 which comprises of a total of ^{13 SA}12 pages including this page.

The amendments required to the tender document are as follows:

Amendment No.	Amendments Required
1	<u>The following section / pages will be amended.</u> Cover Page: Page 1(A) Section A: Page 3 (A) Section B: Page 7(A), Section G Page 12 (A), Section L page 38 (A) -39 (A), Section M Page 41 (A) – 46 (A)

Non-acknowledgment of this addendum will lead to disqualification

The acknowledgement of this addendum must only be submitted with the bid document.

Should you have any queries with regards to the above, please contact **Ms. SD Mlima or Ms. S Hlongwa (039 834 0500)**


COST CENTRE MANAGER

I/We acknowledge receipt of this addendum no.1 and have made alterations to our bid document.

NB: Failure to complete, sign and date this form or failure to acknowledge receipt and effect changes of each Addendum issued shall result in the tender being considered non-responsive and rejected.

BIDDER: _____

SIGNED ON BEHALF OF BIDDER: _____

NAME OF SIGNATORY: _____

DATE: _____

REQUEST FOR BID

ISSUED BY: MS. S MLIMA



KWAZULU-NATAL PROVINCE
TRANSPORT
REPUBLIC OF SOUTH AFRICA

POSTAL ADDRESS: PRIVATE BAG X552
IXOPO
3276

PHYSICAL ADDRESS: COST CENTRE IXOPO
23 HIGH STREET
IXOPO
3276

TELEPHONE NO.: 039 834 0500

BID NUMBER: ZNB02816/00000/00/IXO/GEN/25/T

BID DESCRIPTION: SUPPLY AND DELIVER OFFICE FURNITURE AND EQUIPMENT FOR DC43.

DETAILED SPEC.: KINDLY REFER TO PAGE -41 to 46-- FOR THE TERMS OF REFERENCE

CLOSING DATE: 29 JANUARY 2026

DIRECTORATE: TRANSPORT INFRASTRUCTURE DISTRICT SERVICES

SUBMITTED BY:

COMPANY NAME:	
CENTRAL SUPPLIER DATABASE NUMBER:	

SECTION A: SBD1 - INVITATION TO BID

Invitation to Tender – Bid No.: **ZNB02816/00000/00/IXO/GEN/25/T**

Suitable service providers are invited to bid for: **Supply and deliver Office furniture for DC43**

Tender documents will be available on the www.kzntransport.gov.za and www.etenders.gov.za website at no charge and must be downloaded.

Briefing Session (Not Applicable)

Any SCM related enquiries may be directed to:

Name: Ms. S Mlima
Tele: 039 834 0500
Email: Sbongile.Mlima@kzntransport.gov.za

Any technical related enquiries may be directed to:

Name: Ms. N Mkhize
Tele: 039 834 0500
Email: Nokulunga.Mkhize@kzntransport.gov.za

Closing of bids:

Date: 29 January 2026
Time: 11:00

NB: Bids sent via telegraphic, telephonic, telefax, facsimile and late bids will not be accepted. Bids must be deposited in the bid box located at the address specified below:

Bids must be deposited in the bid box located at the address specified below	The department has introduced an automated process where bids are submitted both hard copy and electronic .
KwaZulu-Natal Department of Transport Cost Centre Ixopo 23 High Street Ixopo 3276 Co-ordinates: -30.1473135, +30.0600944	Electronic copy must be submitted to the department via a USB Memory Stick at 23 High Street, Ixopo, 3276 The electronic submission is limited to whole documents and returnable / supporting documents

SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

Please note that this bid is subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, Department of Transport's SCM Policy.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be completed in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax and telegraphic electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initiated and use of correcting fluid is prohibited.
13. Bids will be opened in public as soon as practicable after the closing time of bid.
14. Where practical, prices are made public at the time of opening bids.
15. Electronic copies of the Bid offer must be submitted in conjunction with the hard copies via a USB Memory stick in a non-editable PDF format, clearly marked with the **Tenders Name** and **Contract No.**
16. The Tenders shall be required to sign a register to confirm the submission of both the electronic copy via a USB memory stick and hard copy of the Tender document. Unsuccessful Tenders are at liberty to collect their USB memory sticks upon the Departments completion of the bid evaluation processes.
17. The electronic copy shall be an exact duplication of the hard copy submitted and may not vary in any form, any variance between the two copies shall result in the tender being considered non-responsive and rejected.
18. The bidder is required to submit both electronic and hard copy of the Bid Document, failing to submit both shall result being considered non-responsive and rejected.

SECTION G: SBD3.3 -PRICING SCHEDULE (FIRM PRICES)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: ZNB02816/00000/00/IXO/GEN/25/T
Closing Time : 11:00	Closing date: 29 JANUARY 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

Item No	Description	Bid Price in RSA currency including all applicable taxes
	OFFICE FURNITURE AND EQUIPMENT FOR DC43	
SEE ATTACHED SPECIFICATION ON PAGE 41- 46		
DELIVERY ADDRESSES: 52 Margaret Street, IXOPO, 3276 212 Mankofu Road, UMZIMKHULU, 3297 61 Barker Street, KOKSTAD, 4700 No.3 Village End Avenue, 3257		
Sub Total		
VAT @ 15%		
Grand Total		

- Required by: ...Ms. N Mkhize.....
- Brand and model AS PER SPECIFICATION
- Country of origin
- Does the offer comply with the specification(s)? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery
***Delivery: Firm/not firm**
- Delivery basis ...Once off.....
-

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

SECTION L: SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

1. Contract Period

1.1. Once Off Delivery

1.2. The Department reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

2. Evaluation Criteria

1.1 There are three (3) main stages in the selection process, namely, ensuring that bids comply with the Mandatory Requirements, Administrative Compliance and Price and Preference points.

Stage 1- Mandatory Requirements

N/A

Stage 2- Administrative Compliance

Step 2: Completion of Compulsory Bid Documents

Check and verify compliance with the submission and completion of compulsory bid documents, namely, Sections A to L. Failure to comply with any of the sections contained in the bid document will render the bid invalid.

The following documentation must be submitted:

Section	Description	Yes	No	Remarks
A	SBD1 - Invitation to Bid.			
B	Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms			
C	Authority to sign			
D	Registration on the Central Suppliers' Database			
E	Declaration that Information on Central Suppliers Database is correct and up to date.			
G	SBD3.3 - Pricing Schedule			
H	SBD4 - Declaration of interest			
I	SBD6.1 - Preference points Claim Form			
J	SBD7.2 - Contract Form			

K	General conditions of contract			
L	Special conditions of contract			
M	Terms of Reference			

Stage 3 - Price and Preference Points System

This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its Regulations, 2022.



- a) This bid is issued with 80/20 preference points system.
- b) The applicable preference point system for this bid is 80/20 preference point system wherein 80 points will be allocated for price, and 20 points will be allocated for specific goals as follows:


The specific goals allocated points in terms of this tender	Points	Acceptable Proof for Allocation of Points
Price	80	
Specific Goals:	20	
100% owned by black people	5	CIPC company registration documents
51% owned by black disable people	10	Medical certificate
51% owned by black youth	5	B-BBEE Certificate/ Sworn Affidavit
Total	100	





- c) It is mandatory for tenderers to complete SBD 6.1 to claim the points for specific goals, failure to complete the SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

SECTION M: TERMS OF REFERENCE



TERMS OF REFERENCE DESCRIPTION & PRICE DETAILS OF GOODS REQUIRED

QUAN TITY	DESCRIPTION	UNIT PRICE	TOTAL
40	<p>Dark Mahogany L-shaped desks, 1600 x 1000</p>  <p>(With Black Roller door Credenza 1200 +3 fitted, central locking drawers)</p>		
75	<p>Midback managerial swivel chairs Black Leather</p>  <p>(With chrome padded arms, and chrome base)</p>		
35	<p>Desk without inlay (1600x800) With Black Roller Door Credenza with shelf (1200) Pedestal Locking 3 Drawers Mobile</p>  <p>(Curved end, Dark Mahogany L-shaped desks)</p>		

35	<p>Storage Cupboards: 2 doors with 3 shelves Wall units, 1800H x 900W X 400D, 2 x glass hinged doors top Dark Mahogany 2 x hinged doors bottom Including shelves, Lockable</p> 		
18	Visitor's armchairs black fabric		
05	<p>Desk without inlay (2000x1000) Dark Mahogany Veneer Desk, edge with detailed modesty beading With Black roller door credenza + 3 drawer mobile pedestal: Central Locking,</p> 		
05	<p>High Back managerial swivel chair black leather Chairs</p>  <p>Dark Mahogany Stain Padded arm and base</p>		
10	<p>Visitor's armchairs black leather Dark Mahogany stain legs veneer</p> 		

05	<p>Storage Cupboards: 2 doors with 3 shelves Dark Mahogany Vanner Storage Cupboards: Wall unit 1900H x 900W x360D 2Hinged glass doors top 2 hinged doors bottom, Lockable</p> 		
05	<p>Wooden Waste Bin tapped Dark Mahogany veneer waste bins 290 x 290 x 300h Tapered</p> 		
10	<p>Wooden Letter Trays Double dark Mahogany Veneer Letter Trays 280 X 385 X 200</p> 		
10	<p>Flip Table, Silver / Ferrograin Black Epoxy Frame, Lockable Castors, 1600L X 600D , Coimbra Melamine</p> 		

20	<p>Lecture Room Chairs 4-Legged Including Arms, Black Frame, Fully Upholstered, Cherry Wood Liner Fabric Back And Seat.</p> 		
03	<p>20-Seater board room table Dark Mahogany Veneer Slab legs, 6500L X2050D, 32mm top. Veneer 1800L x 600 x 900H With Black Frame Glass in the middle</p> 		
90	<p>Genuine Leather Luvitt high black chairs, With Chrome Arms & Base for Boardroom Table</p> 		
01	<p>30-Seater board room table Dark Mahogany Veneer Slab legs, 6500L X2050D 32mm top. Veneer 1800L x 600 x 900H With Black Frame Glass in the middle</p> 		

100	Stackable Chairs, Durable tubular steel frame; Stackable and Easy for Storage; Plastic glides help prevent from scratching the floors; Plastic bumper guards (underneath the bars) ... Black Fabric Seat.		
118	Stainless Steel Square Punch Wastebin. 		
110	Double Stainless Steel Square Letter Tray 		
02	L- Shaped Reception Counter Coimbra Melamine + Silver Roller Door Pedenza + 4 Drawers 2000L X 2000L X 800D X1100H (2 Units Put Together to Form A L – Shaped Reception Counter)		
SUB TOTAL			
15% VAT			
TOTAL INCL VAT			

NB: TOTAL PRICE TO BE CARRIED OVER TO SBD3.1

DC 43 DELIVERY BREAKDOWN

OFFICE FURNITURE DESCRIPTION	COST CENTRE	AREA OFFICE IXOPO	AREA OFFICE UMZIMKHULU	AREA OFFICE KOKSTAD	AREA OFFICE UNDERBERG
1 x Desk (1600 x 800)	20	15	15	17	15
1 x Mid back managerial swivel chair	40	17	17	15	17
1 x Roller Door Credenza with shelf (1200)	20	15	15	15	15
1 x Pedestal (3 or 4 Drawer)	20	15	15	15	15
1 x Storage Cupboard (2 Door with 3 Shelves)	15	5	5	5	5
2 x Stainless Steel Letter Trays	40	20	20	20	20
1 x Stainless Steel Waste Bin	40	16	20	20	20
RECEPTION					
Custom design reception counter, 120mx250mm counter, (2 pedestals)			1		1
BOARD ROOM					
1 x Boardroom desk (specify size)			A 20 seater	A 20 seater	A 20 seater
1 x Boardroom desk (specify size)		A 30 seater			
High Leather Chairs (specify number)		30	20	20	20
Server unit :		1		1	1
LECTURE ROOM					
Lecture room tables	10				
Lecture room chairs	20				
STACKER CHAIRS					
Stacker chairs			50		50