

**REQUEST FOR PROPOSAL (RFP):**

**Request For Proposal (RFP) for a Service Provider to Design, Brand, Supply and Install Office Furniture and Equipment for the New Head Office Accommodation for The Eastern Cape Parks and Tourism Agency (ECPTA), in East London.  
 RFP NO. 05/15/16**

The Eastern Cape Parks and Tourism Agency (ECPTA) extends an invitation to service providers who would be interested in providing design, branding, supply and installation of office furniture and equipment for the new Head Office premises in East London.

The shortlisted proposal may be invited for a presentation at ECPTA Head Office in East London.

The Expression of Interest (EOI) documents outlining detailed specifications will be made available from **Monday, 15 February 2016** upon payment of a **non-refundable fee of R100.00**. These documents can be obtained from the offices of the Eastern Cape Parks & Tourism Agency, 6 St Marks Road, Southernwood, East London, or can be e-mailed to applicants upon request. Payment can be made in cash, on collection of the bid documents or by electronic transfer to the following account: **“Eastern Cape Parks & Tourism Agency, Nedbank, Branch Number-126317, Account Number -1021541737”** Bidders who pay by electronic transfer must use the bid number as a reference number and fax proof of payment to 086 6185 444 prior to the collection of the bid documents. Bidders wishing to tender for both of the above will need to pay, collect and submit two separate sets of documentation.

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:**

CRITERIA	POINTS
Experience in Furniture Sector	25
Proposed Methodology – Detailed methodology in terms of how the planning, design, branding, supply and installation will be conducted	30
Capacity and Resources - Qualification of the key staff	25
Lead Time	20
<b>Total Points</b>	<b>100</b>

**Note well:** Only proposals or bidders who obtain 75 out of 100 points will be shortlisted.




**REQUEST FOR PROPOSAL SHOULD PROVIDE THE FOLLOWING INFORMATION:**

- Proposal plan on the design and branding of the head-office.
- Catalogue of proposed furniture and specification/drawings of design & décor/branding
- Company profile
- Reference Letters
- Valid Tax clearance certificate
- Company registration certificate
- BEE Certificate

**REQUIREMENTS:**

The office furniture and equipment solution is to cater for a staffing area of 2192 square meters with employees across different levels – the requirement being (Annexure A – provides requirements).

- 60 individual offices and
- 72 employees on various open plan office scenarios
- 132 employees in total

The Request for Proposal (RFP) document will be made available at No. 6 St. Marks Road, Southernwood, East London or can be requested through email to [Lunathi.Mqalo@ecpta.co.za](mailto:Lunathi.Mqalo@ecpta.co.za) for Technical queries contact Lenoray Gower on email to [Lenoray.Gower@ecpta.co.za](mailto:Lenoray.Gower@ecpta.co.za)

Proposals should be submitted in an envelope clearly marked “**RFP No. 05/15/16 - DESIGN, BRAND, SUPPLY AND INSTALL OFFICE FURNITURE AND EQUIPMENT FOR THE NEW HEAD OFFICE ACCOMMODATION FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY**” and should be deposited in the tender box, situated at No 6 St Marks Road, Southernwood, East London.

The closing time for submission of Proposals is **11h00a.m. on Tuesday, 08<sup>th</sup> of March 2016.**

**Telephonic, Telegraphic, Facsimile, Emailed and Late Proposals will not be accepted.**

Proposals may only be submitted on the Request For Proposal (RFP) documentation that is issued.

Requirements for sealing, addressing, delivering, opening and assessment of Proposals are stated in the document.

**ECPTA SCM POLICY WILL APPLY.**

**EASTERN CAPE PARKS AND TOURISM AGENCY RESERVES THE RIGHT TO REJECT ANY OR ALL RFP OFFERS.**

The ECPTA has zero tolerance to corruption, report any threat of corruption to the following contact details:

Toll free number - 0800 872 209; Freepost: KZN 138 Umhlanga Rocks | 4320; Free Fax: 0800 00 77 88;

Tip-offs Website: [www.tip-offs.com](http://www.tip-offs.com) - YOU HAVE A RIGHT TO REMAIN ANONYMOUS.

