

**TERMS OF REFERENCE**



**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY FURNITURE TO THE  
W&RSETA HEAD OFFICE AS WELL AS NATIONAL PROVINCIAL OFFICES**

**WRSCM-2021/2022-0008**

## 1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

## 2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The objective of the TOR is to appoint a panel of Service Providers to:

- Supply Furniture as per the approved specifications for the W&RSETA Head Office and National Provincial Offices on a three (3) year contract from date of signing the contract; and
- Provide a five (5) year aftersales maintenance plan on all furniture delivered to the W&RSETA, which will be managed through a signed maintenance Service Level Agreement (SLA).

## 3. SCOPE OF SERVICES

The Scope of Service will be for the Panel of Service Providers to manufacture and supply or procure and supply furniture on a need's basis, based on the following:

- Furniture as detailed in the approved specifications provided; and
- Customised Furniture (smaller dimensions) in-line with the specifications based on office/floor space requirements.

NB. Refer to the Annexure A for the specifications of the furniture.

## 4. EXPECTED OUTCOMES AND DELIVERABLES

- The service providers will be required to manufacture and supply or procure and supply:
  - Furniture as per the approved specifications.
  - Customise furniture in-line with the specifications (smaller dimensions).
- Ability to deliver the required furniture nationally.
- Ensure full compliance to the set Local content percentage per item in the approved specification **(Refer to Annexure A-Specification)**
- Warrantees and guarantees provided on all new furniture must be for a minimum period of three (3) years.
- Provide an aftersales maintenance plan for a duration of five (5) years.

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## **5. MONITORING PROGRESS OF SERVICE**

The W&RSETA shall monitor and evaluate the progress of the service delivery as per the deliverables outlined in the contract/SLA/Purchase Order.

## **6. QUALITY ASSURANCE REVIEWS OF THE SERVICE**

The quality of the services will be managed via the approved schedule.

## **7. INDEPENDENCE AND OBJECTIVITY OF STAFF**

In carrying out the services, the Service Provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

## **8. PRICING**

All pricing must be shown inclusive of any applicable VAT broken down as follows:

- Costing per item for the manufacture and supply or procure and supply of furniture as per the approved specifications;
- Costing per item for the manufacture and supply or procure and supply customised furniture (smaller dimensions) as per the approved specifications;
- The costings to include surcharges and delivery cost for national delivery; and
- The costing per item for three (3) years with proposed escalations.
- Costing for the aftersales maintenance plan for a duration of five (5) years

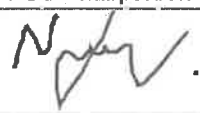
## 9. TECHNICAL EVALUATION

Technical Evaluation		Weighting
<b>Evaluation Criteria</b>		<b>65 Points</b>
1. Capacity to Deliver		20 Points
2. Project Implementation Plan		15 Points
3. Financial Viability		<b>100 points</b>
<b>Total</b>		
<b>Mandatory Requirements</b>		
<b>Compliance Documentation</b>	<b>Mandatory Submission Requirements</b>	<b>YES NO</b>
	Bidder must fully complete the Prescribed Standard Bidding Documentation	
	Bidder must be registered on Central Supplier Database (CSD) or must submit proof of registration	
	Bidder must submit one (1) hard copy of the Compliant, Technical and Price Proposal.	
<b>Evaluation Criteria</b>	<b>Submission Requirements: The Technical Threshold for this bid is 80%. Bidders who do not meet the minimum technical threshold will not be evaluated on price.</b>	<b>Weighting</b>
<b>1. Capacity to Deliver</b>	<b>Similar work been implemented nationally with contactable references and a Portfolio of Evidence.</b>	<b>65 Points</b>
<b>Weighting</b>	<b>Portfolio of Evidence</b>	<b>Local Production Content</b>
35 points	Bidder must provide a portfolio of evidence of work completed over the past one to three years (10 points)	Proof of manufacturing furniture using local manufacturing companies (15 points)
50 points	Bidder must provide portfolio of evidence of work completed over the past four to six years (15 points)	Proof of manufacturing furniture using local manufacturing companies (15 points)
65 points	Bidder must provide portfolio of evidence of work completed over	Proof of manufacturing furniture using local

<p>the past seven of more years          (20 points)</p>	<p>previously satisfied client          (A letter on the letterhead          of the client must be          provided          (15 points)</p>	<p>provinces          (15 points)</p>	<p>manufacturing companies          (15 points)</p>
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Evaluation Criteria	Submission Requirements: Technical Threshold at 80%	Weighting
<b>2. Project Implementation Plan</b>	Bidder submits a comprehensive Project Implementation Plan from the time of order or receipt of a Purchase Order (PO), which contain the following in line with legislative requirements: <ul style="list-style-type: none"> <li>• Specification of local content across range of products; and</li> <li>• Process map which outlines the steps followed from the order placement through to delivery.</li> </ul>	<b>20 Points</b>
<b>Weighting</b>	<b>Submit a Project Implementation Plan</b>	
0 Points	No Evidence Submitted	
5 Points	Bidder submitted a basic Project Implementation Plan which contains elementary details on the process flows (from order placement to delivery) and local content usage.	
10 points	Bidder submitted a high-level Project Implementation Plan which contains high-level details on the process flows (from order placement to delivery) and local content usage.	
20 points	Bidder submitted a comprehensive Project Implementation Plan with process flows (from order placement to delivery), local content specified is in line with legislative requirements. A comprehensive implementation plan should cover (at minimum): <ul style="list-style-type: none"> <li>• Process flows grouped per category of furniture.</li> <li>• Lead times per category of furniture (time to manufacture/procure to delivery) taking into account national footprint of the W&amp;RSETA.</li> <li>• Support and liaison points.</li> <li>• Implementation of the 5-year warranty i.e., what would be the process to claim against the warranty, what is covered versus what is not, limits on warranty etc.; and</li> <li>• Implementation of the 5-year maintenance plan.</li> </ul>	
<b>Evaluation Criteria</b>	<b>Submission Requirements: Technical Threshold at 80%</b>	<b>Weighting</b>
<b>3. Financial Viability</b>	<b>The bidder submits three (3) Audited Financial Statements to reflect their financial capability to implement a project of this magnitude.</b>	<b>15 points</b>
<b>Weighting</b>	<b>Evidence of Audited Financial Statements</b>	
0 Points	No Audited Financial Statements provided	
5 points	Audited Financial Statements for one financial year (5 points)	
10 points	Audited Financial Statements for two financial years (10 points)	
15 points	Audited Financial Statements for three financial years (15 points)	

10. APPROVALS

<b>Compiled By:</b>			
<b>Name</b>	Mr. Rydwaan Mahomed		
<b>Position</b>	Project Manager		
<b>Signature</b>		<b>Date</b>	02 December 2021
<b>Reviewed By:</b>			
<b>Name</b>	Mr. Nathan Govender		
<b>Position</b>	BSC Chairperson		
<b>Signature</b>		<b>Date</b>	02/12/2021
<b>Recommendation:</b>			
<b>Recommended:</b>	<input type="checkbox"/>	<b>Not Recommended:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Ms. Lindiwe Nhlapo		
<b>Position</b>	Chief Financial Officer		
<b>Notes</b>			
<b>CFO's Signature</b>		<b>Date</b>	06/12/2021
<b>Approval:</b>			
<b>Approved:</b>	<input checked="" type="checkbox"/>	<b>Not Approved:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Mr. Tom Mkhwanazi		
<b>Position (Executive)</b>	Chief Executive Officer		
<b>Notes</b>			
<b>CEO's Signature</b>		<b>Date</b>	07/12/2021