REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
WCR/13/09/2026	

BILL OF QUANTITIES (BOQ): SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE

The service provider must supply and install furniture in various areas in the PRASA WCR region (as and when required). The required supply items include, but are not limited to the following:
- Desks and tables
- Office chairs
- Pedestals and credenzas
- Plug sets
- Office shelving/storage and server units
- Couches
- Office accessories (basic)

Etc.

The service provider must provide high-quality office furniture using capable and skilled labour. The furniture provided must be of good quality and suitable for commercial use. The furniture provided must be fit for the purpose for which it is required in the general sense.

The service provider must provide a Guarantee as stated on each item for all products and guarantees to replace all parts within the defined defect correction period should they prove deficient within this period at the service provider's cost. Where defective items have been taken off-site for repairs the service provider must undertake to replace with an equivalent item.

All materials and work shall be protected from damage until final acceptance of work.
The service provider will be expected to assemble furniture in its correct place if and when necessary, without extra charges. Damaged or defective items of work in this section are subject to rejection and replacement with new items by the service provider at no cost to Prasa.

All materials must be carefully stored and fully protected from external conditions or contamination. Cover, ventilate, and protect from damage caused by weather, moisture, heat, staining, dirt, abrasions, and other causes that may adversely affect appearance or use, or which may cause deterioration of finish warpage, distortion, twisting, the opening of joints and seams, delamination, loosening, etc. of the woodwork.

Large items of furniture to be manufactured in sections for ease of installation, allow for full installation on site. The desk configuration, whether left or right hand, is to be confirmed. All furniture supplied should have the correct dimensions to achieve the correct ergonomic use.
The service provider shall maintain uniform quality and consistency in workmanship throughout.

All finished work must be truly vertical & horizontal or in any other plane as specified. Any work not conforming to specifications or workmanship shall be rejected and the same shall be rectified or removed and replaced with work of the required standard of workmanship at no extra cost to Prasa.
Before fabricating and installing interior work, mock-ups could be built on special requests from Prasa for each form of construction and finish required to verify selections made under the sample submitted and to demonstrate aesthetic effects and qualities of materials and execution.

Fabric and colour samples are to be supplied for approval by Prasa before manufacturing.

All boards should be melamine in A colour a sample to be approved, before manufacturing the required quantity.

Fabricator should be experienced in producing architectural woodwork like that indicated for this project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

All completed works shall be delivered fully in neat and clean condition without any stains, marks, defects, etc., and shall meet with the approval of Prasa. Unless otherwise stipulated all work shall include priming and protective treatments and finishing as required.

The service provider shall be responsible for protecting all the mirrors & glasses fixed until the handing over of mirrors & glasses forming part of this contract. The service provider shall replace at his own expense any broken or damaged mirror glasses caused by a lack of adequate protection or care in installation or handling. All installed materials shall be left in perfect condition to the satisfaction of Prasa. Woodwork shall be protected from defacement, and marring until completion, and handed over to the Prasa.

Upon completion of work, the service provider shall remove all adhesive from the floors, glass, and other surfaces. Remove from the premises all rubbish and accumulated materials of whatever nature, not caused by others, and leave this part of the work in clean, orderly, and acceptable conditions. The service provider will be required to remove and discard all packaging in a safe and environmentally appropriate way.

The service provider shall provide operating manuals where applicable and provide cleaning and maintenance manuals where applicable.

BOQ/ PRICING SCHEDULE

All rates should be inclusive of Labour costs to execute works to whatever quantity that is required material, transport, plant, equipment, consumables, and tools, all rates are deemed to be inclusive of overhead costs for site establishment, disestablishment, all requested meeting, reports required, preliminaries and general costs complete, and all costs associated with execution and supervision of works complete. All the above is inclusive of moving out old furniture to holding Venue TBA.

Tenderers are advised to price accordingly as no additional claims will be accepted.

No additional costs shall be paid for contract administration.

All boards should be melamine manufactured with colour to be approved before manufacturing and order for finishings for tables & desks tops and cabinet doors.

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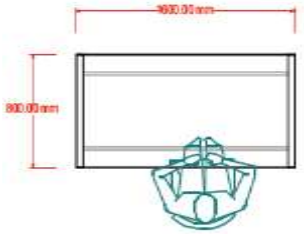
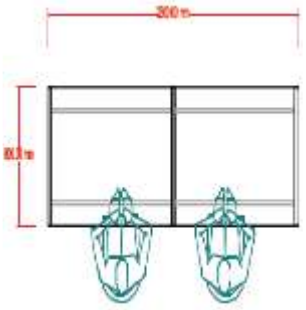
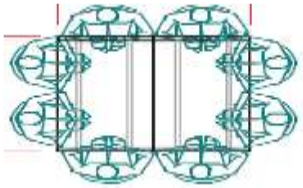
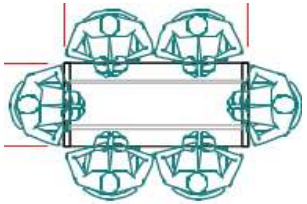
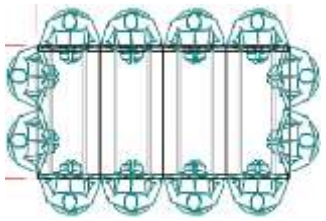
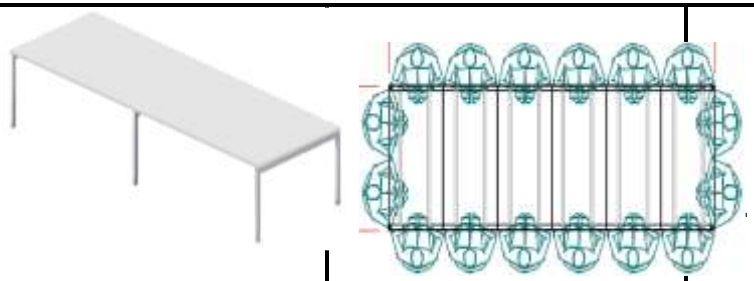
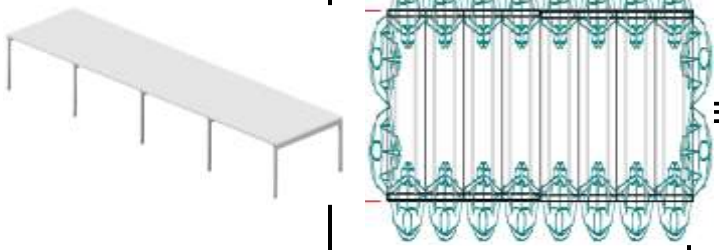
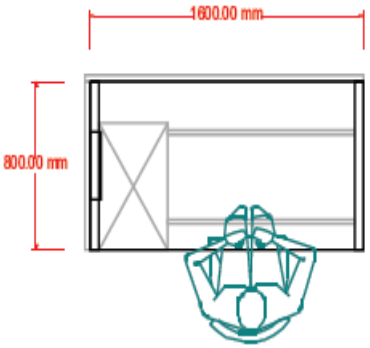
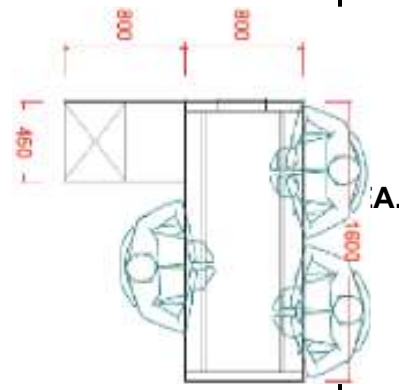
DESKS AND TABLES								
ITEM NO.	DESCRIPTION	IMAGES	SCHEMATIC DIAGRAMS	UNIT	QTY	RATES YEAR 1(VAT EXCL)	RATES YEAR 2(VAT EXCL)	RATES YEAR 3(VAT EXCL)
1	Supply and Deliver Single desk, 1600x800 without storage: melamine boards Colour to be Approved			EA.	1			
2	Supply and Deliver Two-way desks, side by side 1600x800 without storage: melamine boards Colour to be Approved			EA.	1			

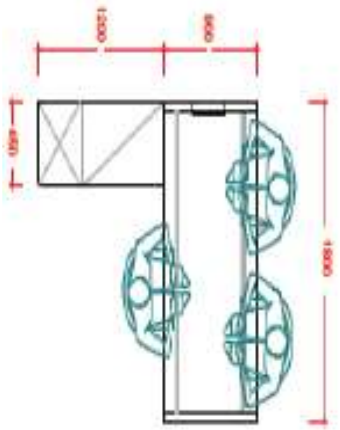
3	Supply and Deliver 6 - 8-seater, 1600x1600; melamine boards Colour to be Approved			**EA.**	**1**			
4	Supply and Deliver 6-Seater, 1600x800 melamine boards Colour to be Approved			**EA.**	**1**			
5	Supply and Deliver 10 - 12-seater, 3200x1600 melamine boards Colour to be Approved			**EA.**	**1**			

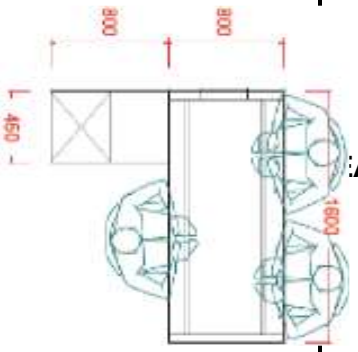
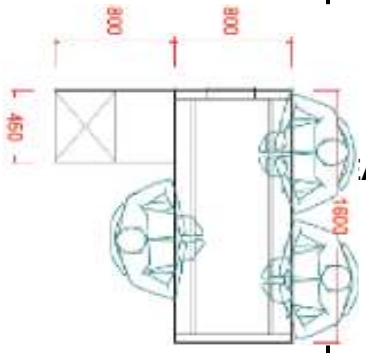
6	Supply and Deliver 14 - 16-seater, 4800x1600 melamine boards Colour to be Approved			**1**			
7	Supply and Deliver 18 - 20-Seater, 6400x1600 melamine boards Colour to be Approved		**EA.**	**1**			

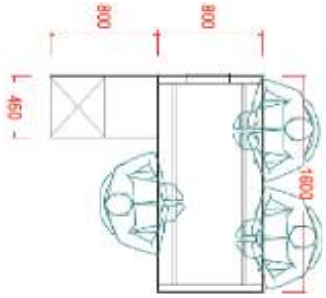
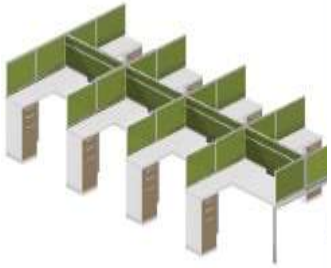
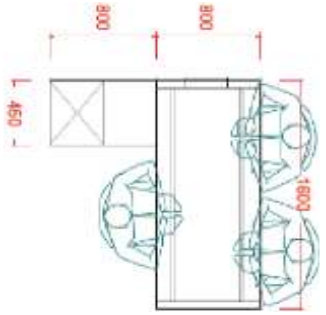
8	Supply and deliver coffee table.		Description: 25mm square tubing, 600W X600D X 450H in melamine board melamine boards Colour to be Approved	**EA.**	**1**			
9	Supply and deliver coffee table.		Description: 25mm square tubing, 800W X800D X 450H in melamine board melamine boards Colour to be Approved	**EA.**	**1**			

10	Supply and deliver coffee table.		Description: 25mm square tubing, 1200W X 600D X 450H in melamine boards Colour to be Approved	**EA.**	**1**			
11	Supply and deliver pole leg coffee table.		Description: **7**5mm round tube, 600W X600D X 500H in melamine boards Colour to be Approved	**EA.**	**1**			

12	Supply and Deliver Single desk, 1600x800 with and side table, pedestal, and Corporate Connection plug set; melamine boards Colour to be Approved tops and storage fronts, white carcasses			**EA.**	**1**			
13	Supply and Deliver Single desk, 1600x800 with and side table, pedestal and Corporate Connection plug set; melamine boards Colour to be Approved			**EA.**	**1**			

14	Supply and Deliver Single desk, 1800x900 with and side table and pedestal and Corporate Connection plug set melamine boards Colour to be Approved			**EA.**	**1**			

15	Supply and Deliver Two-way face to face, 1600x800 with and side table, pedestal, and Corporate Connection plug set. melamine boards Colour to be Approved			**A.**	**1**			
16	Supply and Deliver Four-way face-to-face, 1600x800 with and side table, pedestal, and Corporate Connection plug set. melamine boards Colour to be Approved			**A.**	**1**			

17	Supply and Deliver Six-way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset. melamine boards Colour to be Approved			**EA.**	**1**			
18	Supply and Deliver Eight-way face-to-face, 1600x800 with and side table, pedestal, and Corporate Connection plug set. melamine boards Colour to be Approved			**EA.**	**1**			
TOTALS								

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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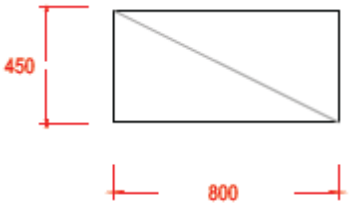
DESKS AND TABLES GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3	

FILE CABINETS

ITEM NO.	DESCRIPTION	IMAGES	SCHEMATIC DIAGRAMS	UNIT	QTY	RATES YEAR 1(VAT EXCL)	RATES YEAR 2(VAT EXCL)	RATES YEAR 3(VAT EXCL)
1	Supply and deliver Cabinet to accommodate Lever Arch Files. Mini- 798 mm wide,16 MM square top and melamine boards Colour to be Approved		Code: L4MNITARC, Description: 4 Drawer mini, Size 798 W X 595 D X 1281 H, Capacity in cabinet 48 Files.	**EA.**	1			
2	melamine boards Colour to be Approved		Code: L5MNITARC, Description: 5 Drawer mini, Size 798 W X 595 D X 1565 H, Capacity in cabinet 60 Files.	**EA.**	1			

3	Supply and deliver Cabinet to accommodate Lever Arch Files. Macro- 1205 mm wide,16 MM square top and melamine boards Colour to be Approved		Code: L4MACTARC, Description: 4 Drawer MAC, Size 1205 W X 595 D X 1281 H, Capacity in cabinet 72 Files.	**EA.**				
4	Supply and deliver Cabinet to accommodate Lever Arch Files. Macro- 1205 mm wide,16 MM square top and melamine boards		Code: L5MACTARC, Description: 5 Drawer MAC, Size 1205 W X 595 D X 1565 H, Capacity in cabinet 90 Files.	**EA.**				

	Colour to be Approved							
5	Supply and deliver double door Cupboard with 3 steel shelves: White carcass and melamine boards Colour to be Approved		 Description: Drawer MAC, Size 800 W X 450 D X 1410 H.	**EA.**	1			
TOTALS								
FILE CABINETS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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SOFT SEATING								
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
1	Supply and Deliver Soft seating Red and blue single-seaters	 	Weaver World fabric; Smooth size: 800w x800d x810h.	**EACH**	**1**			

2	Supply and Deliver Soft seating Red and blue double seaters	 	Weaver World fabric; Smooth Basic size: 1740w x900d x680h.	**EACH**	**1**			
3	Supply and deliver single seater.		Black bonded leather, steel chrome frame 630W x 720D x 760H, Seat width: 630mm, Seat depth:510mm.	**EACH**	**1**			

4	Supply and deliver double seater.		Black bonded leather, steel chrome frame 1370W x 720D x 760H, Seat width: 1130mm, Seat depth:510mm.	**EACH**	**1**			
TOTALS								
SOFT SEATING GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								

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CHAIRS								
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
1	Supply and deliver Heavy-duty swivel and tilt chairs.		Black Bonded Leather. Chrome arms with extra thick padding. Chrome gas height adjustment and base. Maximum weight 227 kg. 5 years guarantee.	**EACH**	**1**			
2	Supply and deliver Executive heavy-duty high-back chairs.		Reinforced full shell. Rigid nylon arms. 5-star aluminum base. Knee tilt mechanism. Upholstered in black bonded leather. Maximum weight 160 kg. 5 years guarantee.	**EACH**	**1**			

3	Supply and deliver visitors' sleigh-base chairs		Chrome elliptical frame with PU arm caps. Full shell. It is upholstered in bonded leather with a 5-year guarantee.	**EACH**	**1**			
4	Supply and deliver 4-legged visitor chairs		Chrome elliptical frame with PU arm caps. Full shell. It is upholstered in bonded leather with a 5-year guarantee.	**EACH**	**1**			

5	Supply and Deliver back operator chairs with mesh backs and cushioned seat		Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and flexible nylon arms. 5-year guarantee.	**EACH**	**1**			
6	Supply and deliver High-back chairs.		Permanent contact mechanism, SA gas spindle, tension adjuster, black nylon glass reinforced 670mm diameter, spider base, standard in black in mesh back, foam on the seat; high density. Fixed headrest & Adjustable lumbar support. Two-piece plywood seat with plastic under the seat pan and plastic frame with mesh back. 5-year guarantee.	**EACH**	**1**			

7	Supply and Deliver Mesh back with cushioned seat		Black epoxy coated sleigh frame with arms.5 years guarantee.	**EACH**	**1**			
8	Supply and Deliver Cushioned back and seat Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and a footrest ring		Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and a footrest ring	**EACH**	**1**			
TOTALS								

CHAIRS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3	

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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CANTEEN AND BREAK-OUT AREAS								
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
1	Supply and Deliver Black, red, and green PVC chairs with aluminum legs - as per the picture		PVC chairs	**EACH**	**1**			

2	Supply and Deliver Canteen table 800x800 with Innox top		Formica top with solid band edging and polished Malibu aluminum base	**EACH**	**1**			
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
3	Supply, Deliver, and install Bench seating, 3-row seaters		Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:1800W x seat depth:670mm, seat height 760mm. 5 years guarantee	**EACH**	**1**			

4	Supply, Deliver, and install Bench seating, 4-row seaters		Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:2380W x seat depth:670mm, seat height 760mm. 5 years guarantee	**EACH**	**1**			
5	Supply, Deliver, and install Bench seating, 5-row seaters		Arms, legs, and edges heavy duty 1.5mm steel tubing - double chrome plated. Seat 1.2mm steel aluminum powder coated. Size:2960W x seat depth:670mm, seat height 760mm. 5 years guarantee	**EACH**	**1**			
TOTALS								
CANTEEN AND BREAK OUT AREA GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								
APPLIANCES								

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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ITEM NO.	DESCRIPTION	IMAGES	SCHEMATIC DIAGRAMS	UNIT	QTY	RATES YEAR 1(VAT EXCL)	RATES YEAR 2(VAT EXCL)	RATES YEAR 3(VAT EXCL)
1	Supply and Deliver Bar fridge 850hx550wx550d, color white		Bar Fridge	EACH	1			
2	Supply and Deliver A+ Energy efficiency Satin Metallic Static Auto Defrost 350 Litre net volume Dimensions (H x W x D) - 1850 x 600 x 650 mm 3-year warranty (2 years additional with registration)		Fridge	EACH	1			

3	Supply and Deliver 26L Microwave oven		Microwave	**EACH**	**1**			
4	Supply and Deliver Water cooler dispenser, hot and cold water		Water cooler dispenser	**EACH**	**1**			
TOTALS								
APPLIANCES GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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STEEL LOCKERS								
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
1	Supply and Deliver Double Door and Triple tier Lockers, size 300mm (w) x 450mm (d) x 1800mm (h), epoxy powder coated with flush fitting doors, for padlock. To comply with BS EN ISO 9001-2000 requirements.		Steel Double and Triple Compartment Stacked Lockers	**EACH**	**1**			
2	Supply and Deliver Four Shelf Cabinet, size 900mm (w) x 450mm (d) x 1500mm (h)		Double Door Steel Cabinet with Shelves	**EACH**	**1**			

3	Supply and Deliver Four Drawer Filing Cabinet, size 470mm (w) x 630mm (d) x 1320mm (h)		Steel Four Drawer Filing Cabinet	**EA.**	**1**			
4	Supply and Deliver Single Rivet High-Density Shelving decked with steel size 900mm (w) x 400mm (d) (single) x 1875mm (h), epoxy powder coated.		Storage Shelving	**EA.**	**1**			
5	Supply and Deliver Single Rivet High-Density Shelving decked with steel decking size 900mm (w) x 600mm (d) (double) x 1875mm (h), epoxy powder coated.		Storage Shelving	**EA.**	**1**			

6	Supply and Deliver 3 Tier stainless steel trolley		Trolley high quality durable steel 910 W X570 D X 950 H.	**EA.**	**1**			
7	Supply and Deliver Square punched wastepaper bin, colour silver.		Stainless steel and powder coated finish, colour Silver.240mm diameter X 300 H	**EA.**	**1**			
TOTALS								
STEEL LOCKERS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY AND INSTALL OF WORKPLACE FURNITURE ON AS AND WHEN REQUIRED BASIS FOR 36 MONTHS IN THE WESTERN CAPE REGION	
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OUTDOOR FURNISHINGS								
ITEM NO.	**DESCRIPTION**	**IMAGES**	**SCHEMATIC DIAGRAMS**	**UNIT**	**QTY**	**RATES YEAR 1(VAT EXCL)**	**RATES YEAR 2(VAT EXCL)**	**RATES YEAR 3(VAT EXCL)**
1	Supply and deliver steel folding table.		Steel folding table with a 0.8 mm top,1890W X 760D X 750H.	**EA.**	**1**			
3	Supply and deliver Large Alpine G3 chairs.		G3 Large Alpine chair 450 mm high.	**EA.**	**1**			
TOTALS								
OUTDOOR FURNISHINGS GRAND TOTAL YEAR 1 + YEAR 2 + YEAR 3								

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	YEAR 1 RATE	YEAR 2 RATE (VAT EXCL)	YEAR 3 RATE (VAT EXCL)
1	**NOTE THIS IS ONLY A** Percentage mark-up for furnishings that are not on the bill of quantities above that the service provider might be required to procure for Prasa. The service provider will be required to submit a full breakdown quotation from where the item will be bought showing proven cost.	%	1			

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SUMMARY: BILL OF QUANTITIES (BOQ)

SECTIONS	GRAND TOTAL VALUES
DESKS AND TABLES GRAND TOTAL	R
FILE CABINETS GRAND TOTAL	R
SOFT SEATING GRAND TOTAL	R
CHAIRS GRAND TOTAL	R
CANTEEN AND BREAK OUT AREA GRAND TOTAL	R
APPLIANCES GRAND TOTAL	R
STEEL LOCKERS GRAND TOTAL	R
OUTDOOR FURNISHINGS GRAND TOTAL	R
TOTAL PRICE	**R**
VAT@15%	**R**
TOTAL	**R**