

RFQ Number: 2816/23

South African Weather Service (SAWS) requires a service provider to provide a furniture removal (inclusive of labor) and off-site storage facilities/space. The storage is required for a period of 6 months starting from 09 October 2023 to 31 March 2024.

Closing Date and Time: 11h00 on 03 October 2023

Validity Period: 60 Calendar days after the closing date.

BRIEFING SESSION

Date:	N/A
Time:	N/A
Venue:	N/A
Compulsory:	N/A

BID DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS:

RFQsubmissions@weathersa.co.za

ENQUIRIES:

Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested **in writing** from:

SCM: Acquisition Department
South African Weather Service
Email: rfg@weathersa.co.za

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN WEATHER SERVICE

1 SUPPLIER INFORMATION

The following section must be completed by the bidder. Failure to do so may result in the offer being rejected.

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BBE SUBMITTED IN ORDER TO QUALIFY FOR POINTS CLAIMED]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **All bids must be submitted on the official forms provided – (not to be re-typed) or in the manner prescribed in the bid document.**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 1.4. **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.5. Bidders are advised to initial all pages of their bid.
- 1.6. **Submission of RFQ responses**

Responses to this RFQ must be submitted before the closing date and time indicated on the cover page of the RFQ.
- 1.7. The South African Weather Service (SAWS) is not bound to accept any of the offers submitted and reserves the right to:
 - 1.7.1 Reject bids that are not according to Specifications / Terms of Reference;
 - 1.7.2 Reject bids with incomplete standard bidding documents (SBD's);
 - 1.7.3 Request further information from any bidder after the closing date of the bid for clarity purposes;
 - 1.7.4 Conduct site inspection/s to verify the infrastructure of bidders before final selection and award;
 - 1.7.5 Not to award the bid if the bid price is not market related;
 - 1.7.6 Not to award the bid to a bidder whose tax matters have not been declared by the SARS to be in order;
 - 1.7.7 Reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for any contract;
 - 1.7.8 Award the bid in totality to one or partially to more than one bidder;
 - 1.7.9 Conduct reference / background checks on bidders and / or individuals to, among other things, verify information provided by a bidder, confirm a firm's existence and track record, identify its owners and affiliations or verify an individual's educational and professional credentials.
- 1.8. The South African Weather Service may, prior to award of the bid, cancel the bid if:
 - 1.8.1. Due to changed circumstances, there is no longer a need for the goods or services requested;
 - 1.8.2. Funds are no longer available to cover the total envisaged expenditure;
 - 1.8.3. No acceptable tenders are received;

- 1.8.4. Due to material irregularities in the tender process.
- 1.9. Any effort or attempt by a bidder to influence the award decision in any matter may result in the rejection of the bid.
- 1.10. Costs incurred by the bidder in respect of attending any briefing / information / site visit / presentation will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.11. Cost incurred by the bidder in preparing and submission of any bid proposal will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.12. The South African Weather Service shall on receipt of any proposal relating to this bid become the owner thereof and shall not be obliged to return any proposal.
- 1.13. The bidders shall indemnify the South African Weather Service against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the South African Weather Service.
- 1.14. The South African Weather Service reserves the right to request a bidders latest audited financial statements prior to the award of the bid in order to ascertain financial stability of the bidder. Failure by a bidder to provide such information upon request may result in the rejection of the bid submitted by the bidder.
- 1.15. Subcontracting: Tenderers or contractors must submit proof of subcontracting between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between the main tenderer and the subcontractor.
- 1.16. The SAWS reserves the right to request final presentation only to the short listed bidders to the evaluation committee. The shortlisted service providers will be subjected to present their service offering in line with the bid requirements/scope of work. The SAWS might also conduct site visit to ensure the firm existence and validate the firm's proposed capacity/employees and administration office.
- 1.17. The service provider must have duly approved operational premises with the necessary infrastructure to provide services and relevant accreditation by the relevant body. Before the awarding of the tender a due diligence site visit will be carried out at the premises of the service provider.
- 1.18. Supplier Performance Management is viewed by the SAWS as critical component in ensuring value for money acquisition and good supplier relations between the SAWS and all its suppliers. The successful bidders shall upon receipt of written notification of an award, be required to conclude a SLA with the SAWS, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to SAWS's business. Successful bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.
- 1.19. The SAWS respects your privacy and acknowledge that your submission/s will contain personal details, which may belong to you, others and / or to your company (Personal Information). By sending us your submissions, you expressly give us consent to process and further process the Personal

Information contained therein which processing will be done in accordance with POPIA, the SAWS POPIA policy and our standard section 18 informed consent documentation which sets out why we need the Personal Information, what we will do with it, and who we will share it with, which you are to familiarise yourself with by downloading it from our website i.e. www.weathersa.co.za

- 1.20. Unless stated otherwise in this RFQ or as mutually agreed upon by both parties prior to award of the RFQ, all payments due to creditors for goods delivered / services rendered will be settled within thirty (30) days from receipt of an invoice.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique Personal Identification Number (PIN) issued by the South African Revenue Service (SARS) to enable the South African Weather Service to verify the taxpayer's (Bidder's) profile and tax status.
- 2.3 Application for a Tax Compliance Status (TCS) Pin may be made via e-filing through the SARS website www.sars.gov.za
- 2.4 Bidders may also submit a printed Tax Compliance Status (TCS) certificate together with the bid.
- 2.5 In bids where consortia / joint ventures / sub-contractors are involved **each** party must submit a separate TCS certificate / Pin / CSD number.
- 2.6 Where no TCS Pin is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- 2.7 No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.
- 2.8 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on page 2 and 3 of Annexure A. In instances where a recommendation for award of a bid will be made to a foreign bidder, the South African Weather Service will submit the bidders completed Annexure A bid document to the South African Revenue Service. The South African Revenue Service will then issue a confirmation of tax obligations letter to the South African Weather Service confirming whether or not the foreign entity has tax obligations in South Africa.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**PART C
DECLARATION BY BIDDER**

I, in my capacity as
..... hereby declare that I have read and
understood the contents and conditions of this bid and certify that the information furnished is true
and correct. I accept that, in addition to cancellation of a contract, action may be taken against me
should the information provided prove to be false.

Signature:

Date:

Annexure B

General Conditions of Contract

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

This Request for Quotation and any contract emanating from this Request for Quotation are subject to the General Conditions of Contract (GCC) which were revised in July 2010.

The General Conditions of Contract (GCC) revised and issued by National Treasury in July 2010 are available on the website of National Treasury.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

Annexure C

Bidder's Disclosure

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....

..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

Annexure F

Preference Points Claim Form in terms of the
Preferential Procurement Regulations 2022

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

Annexure G

Pricing Schedule for Services



SBD3.3

NAME OF BIDDER:

1. PRICING SCHEDULE/S

1.1 Item 1: Appointment of a service provider to provide a furniture removal (inclusive of labor) and off-site storage facilities/space, as per annexure h.

All prices must be in South African rand value and must be inclusive of VAT.

1.1.1 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project. R

1.1.2 Any other costs not included in the above price?

*YES	NO
------	----

* If YES, please specify



1.1.3 Cost break-down of ceiling price in 1.1.1
 Bidders are required to indicate the cost component/s used for determining the ceiling price as given in 1.1.1 above.

Description	Cost (VAT Incl.)

1.1.4 Period required for commencement of the project after acceptance of bid?

1.1.5 Are the rates quoted firm for the full period of the project? YES *NO

1.1.6 *If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Annexure H

RFQ Terms of Reference for services below R500k

1 DESCRIPTION

South African Weather Service (SAWS) requires a service provider to provide a furniture removal (inclusive of labor) and off-site storage facilities/space. The storage is required for a period of 6 months starting from 09 October 2023 to 31 March 2024.

2 INTRODUCTION

The South African Weather Service (SAWS) is a public entity of the Department of Forestry, Fisheries and the Environment (DFFE) and derives its mandate from the South African Weather Service Act (No 8 of 2001 as amended). The public entity is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA).

SAWS is tasked with providing timely and accurate scientific data in the field of meteorology to the broader South African society: a combination of both public good and commercial services. The organisation plays a vital role in South African public life, not just as a provider of key services, but also in empowering citizens to adapt the effects of the ever-changing weather.

3 BACKGROUND

In October 2023 SAWS will be relocating to the new office building which has a limited space that cannot accommodate all the furniture in the current building. Therefore, SAWS needs removal of excess furniture and off-site storage facility.

Storage will be required on the below major different types of office furniture but not limited to:

Furniture	Estimated Count
Chairs	208
Couches	15
Desks	105
Filing Cabinets	316
Tables	96
Grand Total	740

4 REQUIREMENT / SCOPE OF WORK

4.1 The Service provider will be required to provide the following:

4.1.1 Storage Facility

4.1.1.1 Provide approximately 120 square meters of storage space for the storage of office furniture for a period of 6 months starting from 09 October 2023 to 31 March 2024.

- 4.1.1.2 Storage space must be within 20km radius of New Head Office - 1263 Hendrik Verwoerd Drive South, Centurion.
- 4.1.1.3 The premises must be located within a secure access-controlled area where access to and from the storage area is monitored and recorded 24 hours, 7 days per week.
- 4.1.1.4 Access to the off-site storage should be limited to SAWS authorized personnel only.

4.1.2 Furniture Removal

- 4.1.2.1 The relocation of furniture to the storage area must commence from the week of 09 October 2023.
- 4.1.2.2 The service provider will be required to dismantle, load, transport and offload the office furniture in the attached Annexure 1 from the SAWS head office at Eco Glades, 1b Eco Park, Centurion to the storage facility.
- 4.1.2.3 Both the service provider and SAWS must agree on the packing list and ensure that the list is accurate for record keeping and tracking purposes.
- 4.1.2.4 The service provider must take all possible measures during the dismantling, transportation and storage of the furniture to prevent any damage / loss to SAWS and the current landlord's property.
- 4.1.2.5 The service provider shall be liable for any loss or damage caused by any wilful or negligent act or omission of the service provider, its agent, or its employees.
- 4.1.2.6 Use of the lift at the SAWS head office is prohibited and the service provider will NOT be allowed to use the lift while moving furniture from the office to the truck/s.
- 4.1.2.7 Furniture must be inspected by the service provider PRIOR to dismantling and transportation and visible damages must be recorded and brought to the attention of SAWS before it is dismantled and transported.
- 4.1.2.8 The service provider should therefore ensure that it has and continually maintains adequate all risk insurance cover and Special Perils insurance for the duration of the contract period to defray any costs that might be incurred due to damage or theft while items are stored at their premises.
- 4.1.2.9 Address where office furniture must be transported from:

Furniture to be picked up at:
South African Weather Service
Eco Glades block 1b
Eco Park
Cnr. Olievenhoutbosch and Ribbon Grass Streets
Centurion
0157

5 EVALUATION OF BIDS

The RFQ's will be evaluated in 3 phases as mentioned below:

- **Phase 1: SCM compliance requirements.**
- **Phase 2: Functional evaluation.**

➤ **Phase 3: Price and Specific Goals.**

5.1 Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. SAWS reserve the right to accept or reject a RFQ based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their RFQ.

Document	Comments
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Bidders must be registered on the CSD. CSD registration number must be provided.
Request for Invitation (Annexure A)	Completed and signed
SBD 3.3 for services (Pricing Schedule)	Completed and signed
SBD 4 (Bidder's Declaration)	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
SARS (South African Revenue Service) Tax Compliant	Bidders tax matters must be in order
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed

Bidders who comply with the above requirements will be considered for further evaluation.

5.2 Phase 2: Technical / Functional Evaluation

5.2.1 Mandatory requirements.

The following requirements which are mandatory must be complied with by the bidder. Please note that bidders will not be evaluated further if they do not provide evidence confirming compliance with any of the specified mandatory requirements.

	Mandatory Technical / Functional requirement	Evidence to be submitted with bid
1	Location of storage facility must be within 20km.	Bidder to provide the physical address of the storage facility and approximate 20kms from 1263 Hendrik Verwoerd Drive South, Centurion

2	Ownership or rights to use the property.	Bidder to provide evidence of ownership or right to use the building. (Lease agreement or Title Deeds)
3	Secure, access-controlled area	Written confirmation by the bidder that the storage room is located within a secure access-controlled area where access to and from the storage area is monitored and recorded 24 hours, 7 days per week.
4	Insurance	Written confirmation of all risk insurance cover and Special Perils insurance > R500 000.00

Bidders who comply with the mandatory technical / functional requirements will be considered for further evaluation.

5.2.2 Non-mandatory functional requirements

Evaluation of the non-mandatory functional requirements will be done in terms of the criteria as stated in the table below.

Bidders should take note of the Criterion, Weighting & Scoring when responding to this bid.

Criterion	Weight	Score
<p>Company Experience in furniture removal and storage facility.</p> <p>Bidder to provide confirmation in a company profile the number of years' experience.</p>	20	<p>0= Less than 3years 5 = 3years less than 5years 10 = 5+ years 20 = 10+ years</p>
<p>Contactable references</p> <p>Bidder to provide contactable references of existing or previous clients of the bidder who rented storage space from the bidder after 2020 for a period of longer than 3 months.</p> <p>Details of contactable reference that MUST be provided.</p> <ul style="list-style-type: none"> - Name of the client - Contact details. - Date (period) when storage space was rented by the client of the bidder. (Period must not be for less than 3 months e.g., 1 Sep 2021 to 31 January 2022) 	30	<p>10 = 1 Reference provided. 20 = 2 References provided. 30 = 3 or more references provided.</p>

<p>Project Plan</p> <p>Bidder to provide a project plan on how the project will be executed.</p> <p>The following must be included in the project plan.</p> <ol style="list-style-type: none"> 1) Logistics (staff requirement, tools, transportation etc.) 2) Dismantling of furniture 3) Removal of furniture from building without the use of the lift. 4) Transportation 5) Offloading 6) Storing 7) Measure/s that will be put in place to account for furniture collected, transported and stored. 8) Measures that will be put in place to prevent damage to furniture during dismantling, transportation and storage. 	<p>50</p>	<p>0 = No project plan provided or addressing less than three (3) of the requirements of the project plan.</p> <p>5 = Project plan addressing three (3) of the requirements.</p> <p>10 = Project plan addressing four (4) of the requirements.</p> <p>20 = Project plan addressing five (5) of the requirements.</p> <p>30= Project plan addressing six (6) of the requirements.</p> <p>40= Project plan addressing seven (7) of the requirements.</p> <p>50= Project plan addressing all eight (8) of the requirements and value-added service.</p>
<p>Total</p>	<p>100</p>	

Bidders who score 70 and more will qualify for further evaluation in terms of Price and Specific Goals.

5.3 Phase 3: Price and Specific Goals Evaluation

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

Points for this RFQ shall be awarded for:

- (a) Price; and
- (b) Specific Goals (Refer to Annexure F: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (Refer to Annexure F: Preference Points Claim Form)	20
Total points for Price and Specific Goals	100

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the RFQ will be awarded to the bidder scoring the highest points.

6 DUE DILIGENCE

The South African Weather Service reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits, reference checks and requests for additional information.

7 SPECIAL CONDITIONS OF CONTRACT

This bid and all contract emanating there from will be subject to the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions are supplement to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of the Contract prevail.

SAWS reserve the right to exclude bidders who fail to comply with any of the Special Conditions of Contract as stated below.

User Department to:

- Read in conjunction with the General Conditions of Contract (GCC);
- Stipulate applicable special conditions;
- Delete conditions that are not applicable; and
- Add any other conditions that are critical for the purposes of this bid.

The revised General Conditions of Contract (GCC) and issued by National Treasury in July 2010 are available on the website of National Treasury. The Special Conditions of Contract should be drafted taking cognizance of the General Conditions of Contract.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-

[%20Inclusion%20of%20par%2034%20CIBD.pdf](#)

7.1 Address where services are required.

The successful bidder will be required to render the services at the following address:

South African Weather Service
Eco Glades block 1b
Eco Park
Cnr Olievenhoutbosch and Ribbon Grass Streets
Centurion
0157

7.2 Packaging (Clause 9 of the GCC)

The packing, marking and documentation within and outside the packages shall comply strictly such requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

7.3 Insurance (Clause 11 of the GCC)

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

7.4 Transportation (Clause 12 of the GCC)

Specify if a price other than an all-inclusive delivered price be required in the SCC.

7.5 Incidental Services (Clause 13 of the GCC).

Specify incidental services to be provided

7.6 Spare Parts (Clause 14 of the GCC)

Specify any material, notifications and information pertaining to spare parts that must be provided by the supplier.

7.7 Warranty (Clause 15 of the GCC)

Specify the warranty validity i.t.o. clause 15.2;

Specify the period for written claims to be attended to by the supplier in terms of clause 15.4 of the GCC

7.8 Any other requirements that must be included as Special Conditions

Annexure I

POPIA : Supplier Notice and Consent Form



POPIA: SUPPLIER NOTICE AND CONSENT FORM

I confirm that I am duly authorised to sign this consent form.

Name (Print)

Capacity

Signature

Name of Firm

Date



(Hereinafter referred to as “the **Data Subject** “)

A company/organization duly incorporated under the laws of Republic of South Africa, having its
main place of business

at....., with

registration number:.....

Preparatory Statement

Whereas the “**Data Subject**” is in agreement with the contents of this Notice and Consent Form and grants SAWS permission to process certain confidential/personal information, for purposes of

whereas the “**Data Subject**” is considering making an offer (the “**Offer**”) to SAWS on a solicited Bid/Tender/RFQ/RFP/RFI, subject to conducting due diligence, as a result of which certain confidential/personal information of the Data Subject may be disclosed to SAWS.

The Data Subject hereby gives consent to the following:

1. Purposes

SAWS will process, including collect, your personal information (as set out in point 2 below) for the following purposes:

- a) strategic sourcing;
- b) procurement;
- c) contract management;
- d) supplier management;
- e) invoice management;
- f) payments;
- g) debt recovery;
- h) fraud prevention; and
- i) supplier discovery.

The provision of personal information is voluntary. However, if you do not provide your personal information, we may not be able to perform the above-mentioned purpose/s.

2. Legal basis for the processing

We process your personal information on the basis that (i) processing information is necessary for pursuing our legitimate interests (according to section 11(1) of the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”)), which lies in achieving the purposes as set out in point 1 above, (ii) processing is necessary to carry out actions for the conclusion or performance of “supply chain management functions” for which you are party (according to section 11(1)(b) of POPIA), or (iii) processing complies with an obligation imposed by law on us (according to section 11(1)(c) of POPIA).

We process the following personal information (for specific natural or juristic person and can be used to identify you or that person):

POPIA: SUPPLIER NOTICE AND CONSENT FORM

- a) Master data
- Name
 - Addresses
 - Contact numbers
 - Email address
 - Other contact details of the supplier
 - Supplier primary contact person's name and contact information
 - Job position and role / qualifications
 - Partner roles of the suppliers needed for invoicing and ordering
 - Identification / company registration number
 - BBBEE status
 - Central Supplier Database number
- b) Accounting and payment information
- VAT & Income tax numbers
 - Tax clearance pin
 - Bank details
 - Bank account type and number
 - Name of the account holder
 - Attachment of confirmation documents
 - Terms of payment
 - Accounting correspondence
- c) Supplier classification
- Category
 - Vendor portfolio
 - Product categories
 - Main product category
 - Additional product categories
 - Vendor category.
- d) Declared conflict or potential conflict of interest
- e) Information on goods and/or services offered by supplier
- quantity and quality of offered goods and/or services
 - other commercial terms of the offer
- f) Contract information
- commercial terms of the contract
 - legal terms of the contract
 - any other contractual documentation
 - information about contract performance and instances of non-performance

3. Retention periods

Your personal information will only be kept for as long as we reasonably consider necessary for achieving the purposes set out in point 1 above and as is permissible under applicable laws. We will, in any case, retain your personal information for as long as there are statutory retention obligations or potential legal claims are not yet time barred.

4. Law enforcement

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the public; and
- to prevent violation of our supplier relation terms.

5. Regulators

We may disclose your personal information as required by law or governmental audit.

6. Sharing

We may share your personal information with:

- other divisions or public entities within the South African Government as the South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board, so as to provide joint content and services like registration, for transactions and customer support, to help detect and prevent potentially illegal acts and violations of our policies, and to guide decisions about our products, services;
- an affiliate, in which case we will seek to require the affiliates to honor this privacy notice;
- our goods or services providers under contract who help provide certain goods or services or help with parts of our business operations, including fraud prevention, bill collection, marketing,
- technology services (our contracts dictate that these goods or services providers only use your information in connection with the goods or services they supply or services they perform for the SAWS and not for their own benefit);
- credit bureaus to report account information, as permitted by law;
- banking partners as required by credit card association rules for inclusion on their list of terminated merchants (in the event that you utilize the services to receive payments and you meet their criteria); and
- other third parties who provide us with relevant services, where appropriate.

7. Suppliers rights

Under applicable law, you have, among others, the rights (under the conditions set out in applicable law): (i) to check whether and what kind of personal data we hold about you and to request access to and the right to rectify the information collected (ii) in certain circumstances, to object to the processing of personal information, in the prescribed manner, on reasonable grounds relating to your particular situation, unless legislation provides for such processing or to object for the purposes of direct marketing; or (iii) to lodge a

POPIA: SUPPLIER NOTICE AND CONSENT FORM

complaint with the Information Regulator. The address of the Information Regulator is 33 Hoofd Street Forum III, 3rd Floor Braampark, Braamfontein, Johannesburg.

8. Your obligations

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

9. Security

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. Our website is hosted in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders. We authorize access to personal information only for those employees who require it to fulfil their job responsibilities. We implement disaster recovery procedures where appropriate.

10. Data Storage

We will try to keep the personal information we collect as accurate, complete, and up to date as is necessary for the purposes defined in this notice. Please note that to better protect you and safeguard your personal information, please inform us of any required corrections to your personal information.

11. Limitation

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies/notices or practices of any third parties.

12 Enquiries

If you have any questions or concerns arising from this notice and consent form or the way in which we handle personal information, please contact the South African Weather Service Deputy Information Officer:

HEAD OFFICE

Eco Glades block 1b, Eco Park,
Cnr Olievenhoutbosch and Ribbon Grass Streets,
Centurion, 0157
Private Bag X097
Pretoria 0001
+27 12 367 6000
Email for Head Office: CRS@weathersa.co.za

Asset Number	Description	Code
60029	1 Black Seater Couch	Couches
60030	1 Black Seater Couch	Couches
17661	1 Seater Couch	Couches
17662	1 Seater Couch	Couches
14843	12 Drawer Chart Steel Cabinet	Filing Cabinets
26056	2 Seater Couch (Black / Orang	Couches
26035	2 Door Black Steel Filing Unit	Filing Cabinets
13665	2 Door Credenza	Filing Cabinets
18105	2 Door Cupboard	Filing Cabinets
17664	2 Seater Coach (Black & Orange	Couches
23827	3 WAY DRAWER	Filing Cabinets
14026	3 Way Drawer Cabinet	Filing Cabinets
25318	3 Way Drawer Cabinet	Filing Cabinets
25319	3 Way Drawer cabinet	Filing Cabinets
60057	30 small spaces cupboard	Filing Cabinets
27557	4 Door Filing Unit System	Filing Cabinets
26633	4 Drawer Cabinet	Filing Cabinets
26634	4 drawer Cabinet	Filing Cabinets
26760	4 drawer cabinet	Filing Cabinets
26919	4 Drawer Cabinet	Filing Cabinets
26941	4 Drawer Cabinet	Filing Cabinets
26965	4 Drawer Cabinet	Filing Cabinets
27046	4 Drawer Cabinet	Filing Cabinets
27055	4 Drawer Cabinet	Filing Cabinets
27179	4 Drawer Cabinet	Filing Cabinets
50136	4 Drawer Cabinet	Filing Cabinets
60058	4 drawer cabinet	Filing Cabinets
60059	4 Drawer cabinet	Filing Cabinets
24635	4 Drawer Fire Resistant Cabin	Filing Cabinets
24636	4 Drawer Fire Resistant Cabin	Filing Cabinets
24637	4 Drawer Fire Resistant Cabin	Filing Cabinets
24638	4 Drawer Fire Resistant Cabin	Filing Cabinets
24639	4 Drawer Fire Resistant Cabin	Filing Cabinets
27665	4 Drawer Steel Cabinets	Filing Cabinets
27666	4 Drawer Steel Cabinets	Filing Cabinets
27667	4 Drawer Steel Cabinets	Filing Cabinets
10947	4 Drawers Unit	Filing Cabinets
24041	4 Way Wooden Drawer	Filing Cabinets
23068	4 Way Drawer	Filing Cabinets
23075	4 way drawer	Filing Cabinets
23089	4 Way Drawer	Filing Cabinets
23091	4 Way Drawer	Filing Cabinets
23100	4 Way Drawer	Filing Cabinets
23141	4 WAY DRAWER	Filing Cabinets
23913	4 Way Drawer	Filing Cabinets

23991	4 WAY DRAWER	Filing Cabinets
25667	4 way drawer	Filing Cabinets
25790	4 way drawer	Filing Cabinets
26070	4 Way Drawer	Filing Cabinets
26085	4 way drawer	Filing Cabinets
26085-A	4 way drawer	Filing Cabinets
26163	4 WAY DRAWER	Filing Cabinets
26203	4 Way Drawer	Filing Cabinets
60060	4 Way drawer	Filing Cabinets
60061	4 Way Drawer	Filing Cabinets
25557	4 Way Drawer Cabinet	Filing Cabinets
25580	4 Way Drawer Cabinet	Filing Cabinets
25870	4 Way Drawer Cabinet	Filing Cabinets
26090	4 Way Drawer Cabinet	Filing Cabinets
26102	4 Way Drawer Cabinet	Filing Cabinets
26235	4 Way Drawer Cabinet	Filing Cabinets
23223	5 Way Drawer	Filing Cabinets
23157	5 Way Drawer Cabinet	Filing Cabinets
25928	6 Leg Wooden Stand Display Uni	Tables
60065	6 Leg wooden stand display unit	Tables
33388	90 Degree Coner File Storage 3	Filing Cabinets
33389	90 Degree Coner File Storage 3	Filing Cabinets
31253	AMOCO TUB-WOODEN LEG OAK/COARA	Tables
31254	AMOCO TUB-WOODEN LEG OAK/COARA	Tables
23562	ARM CHAIR	Chairs
29183	ARM CHAIR	Chairs
60000	Arm rest chair	Chairs
60001	Arms Chair Rest	Chairs
60002	Arms rest chair	Chairs
60066	award table	Tables
60003	Black and Orange dotted Chair	Chairs
21139	Black chair	Chairs
60004	Black Chair	Chairs
60005	black chair	Chairs
60006	Black chair	Chairs
60007	Black chair	Chairs
50092	Black chair with orange dots	Chairs
60008	Black chair with orange dots	Chairs
20796	Black Chair with Red dots	Chairs
27095	Black High Back swivel chair	Chairs
60009	Blue Chair	Chairs
22604	Boardroom Table	Tables
24858	Boardroom Wooden Chair	Chairs
9852	BOOKCASE 1 DOOR AND SHELVES	Filing Cabinets
9979	Bookcase 4 Drawers	Filing Cabinets
60010	Brown Chair	Chairs
17657	Build in Coffee Table Unit. Co	Tables

18135	BULK FILING UNIT (2 UNITS)	Filing Cabinets
9468	CABINET KARDEX STEEL	Filing Cabinets
9469	CABINET KARDEX STEEL	Filing Cabinets
9471	CABINET KARDEX STEEL	Filing Cabinets
2666	CABINET STEEL FILING 4 DRAWER	Filing Cabinets
10618	CABINET STEEL FILING 4 DRAWER	Filing Cabinets
10629	Cabinet Steel Filling 4 Drawe	Filing Cabinets
60011	Chair	Chairs
23327	CHAIR WITH ARMRESTS	Chairs
23403	CHAIR WITH ARMRESTS	Chairs
23403-A	CHAIR WITH ARMRESTS	Chairs
23429	CHAIR WITH ARMRESTS	Chairs
23431	CHAIR WITH ARMRESTS	Chairs
23432	CHAIR WITH ARMRESTS	Chairs
23510	CHAIR ARMRESTS	Chairs
23559	CHAIR ARMRESTS	Chairs
23663	CHAIR ARMRESTS	Chairs
13882	CHAIR CUMBERLAND	Chairs
18038	Chair H/B Swivel& Tilt Armrest	Chairs
16025	Chair High Back	Chairs
16080	Chair High Back	Chairs
23404	Chair High Back S&T Armrest	Chairs
23409	Chair High Back S&T Armrest	Chairs
9248	CHAIR HIGH BACK SWIVEL & TILT	Chairs
22864	Chair High Back Swivel & Tilt	Chairs
25828	Chair High Back Swivel & Tilt	Chairs
24032	Chair Hogh Back S&T Armrest	Chairs
26001	Chair L/B Armrest	Chairs
18036	Chair Low Back S&T Armrest	Chairs
100	Chair Lucea 3000 Knee tilt	Chairs
21559	CHAIR PLASTICK STACKABLE	Chairs
21561	CHAIR PLASTICK STACKABLE	Chairs
21562	CHAIR PLASTICK STACKABLE	Chairs
21563	CHAIR PLASTICK STACKABLE	Chairs
21564	CHAIR PLASTICK STACKABLE	Chairs
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21597	CHAIR PLASTICK STACKABLE	Chairs
21598	CHAIR PLASTICK STACKABLE	Chairs
21599	CHAIR PLASTICK STACKABLE	Chairs
21600	CHAIR PLASTICK STACKABLE	Chairs
21601	CHAIR PLASTICK STACKABLE	Chairs
21607	CHAIR PLASTICK STACKABLE	Chairs
21608	CHAIR PLASTICK STACKABLE	Chairs
21609	CHAIR PLASTICK STACKABLE	Chairs
21610	CHAIR PLASTICK STACKABLE	Chairs
21611	CHAIR PLASTICK STACKABLE	Chairs
21612	CHAIR PLASTICK STACKABLE	Chairs
21613	CHAIR PLASTICK STACKABLE	Chairs
21614	CHAIR PLASTICK STACKABLE	Chairs
21615	CHAIR PLASTICK STACKABLE	Chairs
21616	CHAIR PLASTICK STACKABLE	Chairs
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21618	CHAIR PLASTICK STACKABLE	Chairs
21619	CHAIR PLASTICK STACKABLE	Chairs
21620	CHAIR PLASTICK STACKABLE	Chairs
21622	CHAIR PLASTICK STACKABLE	Chairs
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21626	CHAIR PLASTICK STACKABLE	Chairs
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21657	CHAIR PLASTICK STACKABLE	Chairs
21659	CHAIR PLASTICK STACKABLE	Chairs
21660	CHAIR PLASTICK STACKABLE	Chairs
21662	CHAIR PLASTICK STACKABLE	Chairs
19256	Chair Student Training	Chairs
19275	Chair Student Training	Chairs
18097	CHAIR STUDENTS TRAINING	Chairs
19253	CHAIR STUDENTS TRAINING	Chairs
19254	CHAIR STUDENTS TRAINING	Chairs
19259	CHAIR STUDENTS TRAINING	Chairs
19260	CHAIR STUDENTS TRAINING	Chairs
19263	CHAIR STUDENTS TRAINING	Chairs
19264	CHAIR STUDENTS TRAINING	Chairs
19265	CHAIR STUDENTS TRAINING	Chairs
19266	CHAIR STUDENTS TRAINING	Chairs
19276	CHAIR STUDENTS TRAINING	Chairs
19279	CHAIR STUDENTS TRAINING	Chairs
19283	CHAIR STUDENTS TRAINING	Chairs
19287	CHAIR STUDENTS TRAINING	Chairs
23406	Chair Swivel & Tilt Armrest	Chairs
25896	Chair Swivel & Tilt Armrest	Chairs
25965	Chair Swivel & Tilt Armrest	Chairs
22878	Chair Visitor Armrest	Chairs
22878-A	Chair Visitor Armrest	Chairs
20260	Chair Visitor Black Armrest	Chairs
22855	Chair Visitor L/B Armrest	Chairs
22857	Chair Visitor L/B Armrest	Chairs

22858	Chair Visitor L/B Armrest	Chairs
22894	Chair Visitor L/B Armrest	Chairs
23652	Chair Visitor L/B Armrest	Chairs
60012	Chair Visitor L/B Armrest	Chairs
60013	Chair VisitorL/B Armrest	Chairs
23561	Chair with armrest	Chairs
27686	Cherry Wood Desks With 3 drawe	Filing Cabinets
9424	CLOCK - Standing	Filing Cabinets
34680	Cluster 4 Seater Desk	Desks
35108	Cluster 4 Seater Desk	Desks
35109	Cluster 4 Seater Desk	Desks
60032	Cluster 4 Seater Desk	Desks
60033	Cluster 4 Seater Desk	Desks
60034	Cluster 4 seater desk	Desks
60035	Cluster 4 seater desk	Desks
34692	Cluster 6 Seater Desk	Desks
34013	Cluster Rectanguler Desk	Desks
14995	Coffe Table Elsa De Jager	Tables
14995-A	Coffe Table Elsa De Jager	Tables
14991	COFFEE/MAGAZINE TABLE	Tables
60067	computer table	Tables
13668	Computer Table (.800M X 1.800M	Tables
25505	Computer Table For Printer (.	Tables
23806	Computer work station	Desks
16057	Couch	Couches
8214	CREDENZA	Filing Cabinets
9128	credenza	Filing Cabinets
22956	Credenza	Filing Cabinets
23177	Credenza	Filing Cabinets
23221	CREDENZA	Filing Cabinets
23229	Credenza	Filing Cabinets
23231	Credenza	Filing Cabinets
23243	Credenza	Filing Cabinets
23283	Credenza	Filing Cabinets
23927	Credenza	Filing Cabinets
23939	CREDENZA	Filing Cabinets
23998	CREDENZA	Filing Cabinets
24008	Credenza	Filing Cabinets
26165	CREDENZA	Filing Cabinets
26247	CREDENZA	Filing Cabinets
18008	CREDENZA 700 x 600	Filing Cabinets
18008-A	CREDENZA 700 x 600	Filing Cabinets
18016	CREDENZA 700 x 600	Filing Cabinets
20238	CREDENZA 900X600 FOR DESK	Filing Cabinets
26201	Credenza Roller	Filing Cabinets
18012	Credenza Roller Door	Filing Cabinets
19501	Credenza Roller Door	Filing Cabinets

23188	Credenza Roller Door	Filing Cabinets
23235	Credenza Roller Door	Filing Cabinets
23236	Credenza Roller Door	Filing Cabinets
23237	Credenza Roller Door	Filing Cabinets
23238	Credenza Roller Door	Filing Cabinets
23239	Credenza Roller Door	Filing Cabinets
23240	Credenza Roller Door	Filing Cabinets
23241	Credenza Roller Door	Filing Cabinets
23242	Credenza Roller Door	Filing Cabinets
23274	Credenza Roller Door	Filing Cabinets
23288	Credenza Roller Door	Filing Cabinets
23629	Credenza Roller Door	Filing Cabinets
23638	Credenza Roller Door	Filing Cabinets
23753	Credenza Roller Door	Filing Cabinets
25728	Credenza Roller Door	Filing Cabinets
24005	CREDENZA Small Roller Door Cab	Filing Cabinets
20204	Cupboard Roller Door	Filing Cabinets
20206	Cupboard Roller Door	Filing Cabinets
20212	Cupboard Roller Door	Filing Cabinets
23222	Cupboard Roller Door	Filing Cabinets
24016	Cupboard Roller Door	Filing Cabinets
26254	Cupboard Roller Door Large	Filing Cabinets
21341	Cupborad Roller Door Large	Filing Cabinets
23623	Cupborad Roller Door Large	Filing Cabinets
23426	DESK	Desks
20185	DESK CORE UNIT	Desks
14058	DESK OFFICE SALIGNA WOOD (1.5	Desks
25173	desk office salagina wood	Desks
23060	Drawer 3 Way	Filing Cabinets
23094	DRAWER 3 WAY	Filing Cabinets
23096	Drawer 3 Way	Filing Cabinets
23097	DRAWER 3 WAY	Filing Cabinets
23098	DRAWER 3 WAY	Filing Cabinets
24013	Drawer 3 Way	Filing Cabinets
23055	Drawer 4 Way	Filing Cabinets
23057	Drawer 4 Way	Filing Cabinets
23063	Drawer 4 way	Filing Cabinets
23070	DRAWER 4 WAY	Filing Cabinets
23072	DRAWER 4 WAY	Filing Cabinets
23074	Drawer 4 Way	Filing Cabinets
23080	DRAWER 4 WAY	Filing Cabinets
23082	DRAWER 4 WAY	Filing Cabinets
23085	Drawer 4 Way	Filing Cabinets
23086	Drawer 4 Way	Filing Cabinets
23093	Drawer 4 Way	Filing Cabinets
23093-A	Drawer 4 Way	Filing Cabinets
23099	DRAWER 4 WAY	Filing Cabinets

23101	Drawer 4 Way	Filing Cabinets
23102	DRAWER 4 WAY	Filing Cabinets
23105	Drawer 4 Way	Filing Cabinets
23110	Drawer 4 Way	Filing Cabinets
23111	Drawer 4 Way	Filing Cabinets
23113	Drawer 4 Way	Filing Cabinets
23114	Drawer 4 Way	Filing Cabinets
23115	Drawer 4 Way	Filing Cabinets
23117	Drawer 4 Way	Filing Cabinets
23125	DRAWER 4 WAY	Filing Cabinets
23126	Drawer 4 Way	Filing Cabinets
23132	Drawer 4 Way	Filing Cabinets
23155	DRAWER 4 WAY	Filing Cabinets
23158	DRAWER 4 WAY	Filing Cabinets
23162	DRAWER 4 WAY	Filing Cabinets
23535	Drawer 4 Way	Filing Cabinets
23632	Drawer 4 Way	Filing Cabinets
23649	Drawer 4 Way	Filing Cabinets
23669	Drawer 4 Way	Filing Cabinets
23672	Drawer 4 Way	Filing Cabinets
23684	Drawer 4 Way	Filing Cabinets
23690	DRAWER 4 WAY	Filing Cabinets
23752	DRAWER 4 WAY	Filing Cabinets
23812	DRAWER 4 WAY	Filing Cabinets
23930	DRAWER 4 WAY	Filing Cabinets
23935	Drawer 4 way	Filing Cabinets
23996	Drawer 4 Way	Filing Cabinets
24001	Drawer 4 Way	Filing Cabinets
24010	Drawer 4 Way	Filing Cabinets
25573	DRAWER 4 WAY	Filing Cabinets
26223	Drawer 4 Way	Filing Cabinets
14015	Drawer Unit 3 Drawers	Filing Cabinets
13999	Drawer Unit 4 drawers	Filing Cabinets
14024	Drawer Unit 4 Drawers	Filing Cabinets
14025	Drawer Unit 4 Drawers	Filing Cabinets
14060	Drawer Unit 4 Drawers	Filing Cabinets
14061	Drawer Unit 4 Drawers	Filing Cabinets
14062	Drawer Unit 4 Drawers	Filing Cabinets
14063	Drawer Unit 4 Drawers	Filing Cabinets
25577	Drawers 3 Way	Filing Cabinets
23064	Drawers 4 Way	Filing Cabinets
34056	Exco Workstation Desk	Desks
26250	Filing Cabinet	Filing Cabinets
18123	FILING CABINET 1500X1200	Filing Cabinets
19390	FILING CABINET 1500X1200	Filing Cabinets
20475	FILING CABINET WITH 2 Cabinets	Filing Cabinets
18526	Filling Cabinet	Filing Cabinets

60062	Five Drawer Pedestal	Filing Cabinets
50143	Fleet documents cabinet	Filing Cabinets
26054	Glass Coffee Table (1.2M X .90	Tables
25298	Glass Top Visitors table	Tables
60031	Grey two seater couch	Couches
23324	High back material revolving with armrest	Chairs
23685	High Back Swivel / Chair	Chairs
26096	High Back Swivel Chair	Chairs
23974	High Back Swivel Chair (Orange	Chairs
60014	High back Swivel Chair Orange	Chairs
60015	High back Swivel Chair Orange	Chairs
60016	High Black Chair	Chairs
60017	High Black Chair	Chairs
60018	High Black Chair	Chairs
60019	High Black Swivel Chair	Chairs
60020	High Black Swivel Chair	Chairs
60068	kitchen table	Tables
26243	Large Roller Cabinet	Filing Cabinets
23280	Large Roller Door Cabinet	Filing Cabinets
23677	Large Roller Door Cabinet	Filing Cabinets
26649	Large Roller Door Cabinet	Filing Cabinets
26686	Large roller door cabinet	Filing Cabinets
26949	Large Roller Door Cabinet	Filing Cabinets
26970	Large Roller Door Cabinet	Filing Cabinets
27101	Large Roller door cabinet	Filing Cabinets
27181	Large Roller Door Cabinet	Filing Cabinets
26231	LH- Extention Table (.800M X .	Tables
8860	LOCKER	Filing Cabinets
8865	LOCKER	Filing Cabinets
25993	Locker	Filing Cabinets
25994	Locker	Filing Cabinets
60063	Locker	Filing Cabinets
26971	Maple Table (.600M X 1.2M)	Tables
26981	Maple Table (1.2M X 2M)	Tables
Fam058005	office desk with Credenza	Filing Cabinets
33382	Office Desk with Nu-Hide Inlay	Desks
60021	Orange doted black armrest chair	Chairs
60022	Orange doted black armrest chair	Chairs
10948	Pedestal 4 Way Drawer	Filing Cabinets
23848	Pedestal Drawers	Filing Cabinets
27056	PEGEON HOLE CABINET	Filing Cabinets
27056-A	PEGEON HOLE CABINET	Filing Cabinets
31251	QUATTRO SINGLE SITER COUCHE	Couches
31251-A	QUATTRO SINGLE SITER COUCHE	Couches
31252	QUATTRO SINGLE SITER COUCHE	Couches
31252-A	QUATTRO SINGLE SITER COUCHE	Couches
26258	RH Extention Of Workstation (2	Desks

26259	RH Extention Of Workstation (2	Desks
25601	RH-Side Table to Workstation	Tables
26202	ROLLER DOOR	Filing Cabinets
18584	ROLLER DOOR CABINET	Filing Cabinets
20203	Roller Door Cabinet	Filing Cabinets
20207	Roller Door Cabinet	Filing Cabinets
20208	Roller Door Cabinet	Filing Cabinets
20215	Roller Door Cabinet	Filing Cabinets
20217	Roller Door Cabinet	Filing Cabinets
21125	ROLLER DOOR CABINET	Filing Cabinets
21126	ROLLER DOOR CABINET	Filing Cabinets
21159	Roller Door Cabinet	Filing Cabinets
21324	Roller Door Cabinet	Filing Cabinets
21326	ROLLER DOOR CABINET	Filing Cabinets
23168	Roller Door Cabinet	Filing Cabinets
23175	ROLLER DOOR CABINET	Filing Cabinets
23176	ROLLER DOOR CABINET	Filing Cabinets
23178	Roller Door Cabinet	Filing Cabinets
23194	Roller Door Cabinet	Filing Cabinets
23205	ROLLER DOOR CABINET	Filing Cabinets
23212	ROLLER DOOR CABINET	Filing Cabinets
23216	ROLLER DOOR CABINET	Filing Cabinets
23228	ROLLER DOOR CABINET	Filing Cabinets
23230	Roller Door Cabinet	Filing Cabinets
23232	Roller Door Cabinet	Filing Cabinets
23246	Roller Door Cabinet	Filing Cabinets
23247	Roller Door Cabinet	Filing Cabinets
23252	Roller Door Cabinet	Filing Cabinets
23252-A	Roller Door Cabinet	Filing Cabinets
23254	Roller Door Cabinet	Filing Cabinets
23255	Roller Door Cabinet	Filing Cabinets
23258	Roller Door Cabinet	Filing Cabinets
23262	Roller Door Cabinet	Filing Cabinets
23268	Roller Door Cabinet	Filing Cabinets
23282	Roller Door Cabinet	Filing Cabinets
23284	Roller Door Cabinet	Filing Cabinets
23285	ROLLER DOOR CABINET	Filing Cabinets
23287	ROLLER DOOR CABINET	Filing Cabinets
23294	Roller Door Cabinet	Filing Cabinets
23558	Roller Door Cabinet	Filing Cabinets
23630	ROLLER DOOR CABINET	Filing Cabinets
23689	Roller Door Cabinet	Filing Cabinets
23694	ROLLER DOOR CABINET	Filing Cabinets
23709	Roller Door Cabinet	Filing Cabinets
23720	Roller Door Cabinet	Filing Cabinets
23728	ROLLER DOOR CABINET	Filing Cabinets
23733	ROLLER DOOR CABINET	Filing Cabinets

23805	ROLLER DOOR CABINET	Filing Cabinets
23918	Roller Door Cabinet	Filing Cabinets
23919	Roller Door Cabinet	Filing Cabinets
23979	ROLLER DOOR CABINET	Filing Cabinets
23999	Roller Door Cabinet	Filing Cabinets
26041	Roller Door Cabinet	Filing Cabinets
26157	ROLLER DOOR CABINET	Filing Cabinets
50144	Roller Door Cabinet	Filing Cabinets
50073	Roller door cabinet	Filing Cabinets
50074	Roller door cabinet	Filing Cabinets
20214	ROLLER DOOR CABINET 1500X1200	Filing Cabinets
23761	Roller Door Cabinet Large	Filing Cabinets
25355	Roller Door Cabinet Large	Filing Cabinets
25602	Roller Door Cabinet large	Filing Cabinets
33415	Roller Door Cabinet Large	Filing Cabinets
23227	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23244	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23249	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23263	Roller Door Cabinet(Small)	Filing Cabinets
23275	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23298	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23678	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23771	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
23777	ROLLER DOOR CABINET(SMALL)	Filing Cabinets
25947	Roller Door Canbinet	Filing Cabinets
23245	ROLLER DOOR CREDENZA	Filing Cabinets
23253	Roller Door Credenza	Filing Cabinets
23257	ROLLER DOOR CREDENZA	Filing Cabinets
23260	Roller Door Credenza	Filing Cabinets
23269	Roller Door Credenza	Filing Cabinets
50041	Roller door credenza	Filing Cabinets
26653	Round Maple Table (0.900m)	Tables
21238	Round Table	Tables
Fam058008	Round table	Tables
60069	workstation table	Tables
26152	Round Table (1M D /meter)	Tables
25708	Round Table Aluminium	Tables
25711	Round Table Aluminium	Tables
26195	Round Wooden Table (1.2M)	Tables
10886	Saligna Table (0.750M X 0.900M)	Tables
60064	Shelf Steel Cabinet (5 Shelf)	Filing Cabinets
27877	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets
27878	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets
27880	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets
27882	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets
27883	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets
27884	Shelf Steel Cabinets (5 Shelf)	Filing Cabinets

22295	SHELVE LUXOR BOOK CADDIE	Filing Cabinets
20356	SIDE TABLE GLASS TOP	Tables
20357	Side Table Glass Top	Tables
26336	Sliding Door Credenza - Oak	Filing Cabinets
33392	Sliding Door Credenza	Filing Cabinets
33393	Sliding Door Credenza	Filing Cabinets
26765	Small 2 door cabinet	Filing Cabinets
50011	Small Credenza	Filing Cabinets
25339	Small Roller Cabinet	Filing Cabinets
18843	Small Roller Door Cabinet	Filing Cabinets
23664	Small Roller Door Cabinet	Filing Cabinets
23914	Small Roller Door Cabinet	Filing Cabinets
25732	Small Roller Door Cabinet	Filing Cabinets
25733	Small Roller Door Cabinet	Filing Cabinets
25844	Small Roller Door Cabinet	Filing Cabinets
25846	Small Roller Door Cabinet	Filing Cabinets
26245	Small Roller Door Cabinet	Filing Cabinets
26687	Small Roller door cabinet	Filing Cabinets
26926	Small Roller Door Cabinet	Filing Cabinets
26954	Small Roller Door Cabinet	Filing Cabinets
26966	Small Roller Door Cabinet	Filing Cabinets
27057	Small Roller Door Cabinet	Filing Cabinets
27066	Small Roller Door Cabinet	Filing Cabinets
27129	Small roller door Credenza	Filing Cabinets
27129-A	Small roller door Credenza	Filing Cabinets
13741	STATIONERY CABINET STEEL	Filing Cabinets
770	steel cabinet	Filing Cabinets
9561	steel cabinet	Filing Cabinets
8848	Steel Cabinet 2 Door Brown	Filing Cabinets
9252	Steel Cabinet 2 Door Brown	Filing Cabinets
50145	Steel Filling Cabinet	Filing Cabinets
25724	Swivel High Back (Orange dot)C	Chairs
25726	Swivel High Back Chair	Chairs
8202	TABLE	Tables
19503	Table	Tables
22918	Table	Tables
22918-A	Table	Tables
22919	Table	Tables
24115	Table	Tables
26026	table	Tables
26211	TABLE	Tables
26212	TABLE	Tables
26226	Table	Tables
26227	Table	Tables
26239	Table	Tables
29178	Table	Tables
34795	Table	Tables

34804	Table	Tables
35260	Table	Tables
35267	Table	Tables
35271	Table	Tables
60070	Round table	Tables
60071	Table	Tables
60072	Table	Tables
60073	table	Tables
60074	Table	Tables
25604	Table (.480M + .680M)	Tables
25340	Table (.600M X 1.4M x .74CM)	Tables
25848	Table (.80M X .60M)	Tables
22921	TABLE (.920m x 1.2m)	Tables
26257	Table (1.2M X .600M)	Tables
26178	Table (1.2M X .900M)	Tables
25876	Table (1.6M X .6M)	Tables
26967	Table (1M X 1.5M)	Tables
27733	Table (4m x 450mm)	Tables
27735	Table (4m x 450mm)	Tables
9721	TABLE CONFERENCE	Tables
9404	TABLE CONFERENCE ROUND	Tables
60075	Table	Tables
22927	Table for Printer	Tables
23715	Table Round	Tables
34740	Table Round Wooden	Tables
34741	Table Round Wooden	Tables
23739	Table Round Wooden Top	Tables
9534	TABLE TELEPHONE WITH SHELF	Tables
10836	TABLE TELEPHONE WITH SHELF	Tables
15007	TABLE TELEX 71X47X51mm	Tables
25905	Table Utility	Tables
2216	TABLE UTILITY 915X760X762mm	Tables
25950	Table(1.8x600mm)	Tables
60076	table extension	Tables
654	telephone stand	Tables
9637	Telephone table	Tables
9638	Telephone Table with shelf	Tables
25983	Telephone Table Wooden	Tables
22872	Visitor Chair	Chairs
22873	Visitor Chair	Chairs
22875	Visitor Chair	Chairs
23483	Visitor Chair	Chairs
23976	Visitor Chair	Chairs
23978	Visitor Chair	Chairs
22881	Visitor Chair Armrest	Chairs
22938	VISITORS ROUND TABLE	Tables
22841	Visitors Chair	Chairs

22846	Visitors Chair	Chairs
22850	VISITORS CHAIR	Chairs
22860	Visitors Chair	Chairs
22861	Visitors Chair	Chairs
22862	VISITORS CHAIR	Chairs
22871	Visitors Chair	Chairs
22882	Visitors chair	Chairs
22889	VISITORS CHAIR	Chairs
22890	VISITORS CHAIR	Chairs
22892	VISITORS CHAIR	Chairs
22895	VISITORS CHAIR	Chairs
22896	VISITORS CHAIR	Chairs
23481	VISITORS CHAIR	Chairs
23488	VISITORS CHAIR	Chairs
23967	VISITORS CHAIR	Chairs
23969	Visitors Chair	Chairs
23972	Visitors Chair	Chairs
23973	Visitors Chair	Chairs
23977	Visitors chair	Chairs
60023	Visitor's chair	Chairs
60024	Visitor's chair	Chairs
60025	Visitor's Chair	Chairs
60026	Visitor's chair	Chairs
33417	Visitors Chair L/B wit armrest	Chairs
35229	Visitors Chair/Blue	Chairs
60027	Visitors Chairs	Chairs
25294	Visitors Couch	Couches
25295	Visitors Couch	Couches
25296	Visitors Couch	Couches
25297	Visitors Round Table	Tables
22941	Visitors Table	Tables
22941-A	Visitors Table	Tables
33416	Visitors Table Round	Tables
60028	Wheel Chair	Chairs
25693	Wooden 5 Drawer Cabinet (1.460	Filing Cabinets
9062	Wooden Table (600x900mm)	Tables
9692	Wooden Telephone Table.(.600M	Tables
60077	Tea table	Tables
22926	Workstaion	Desks
22944	Workstaion	Desks
22977	Workstaion	Desks
22978	Workstaion	Desks
23001	Workstaion	Desks
23660	Workstaion	Desks
23671	Workstaion	Desks
23688	Workstaion	Desks
23688-A	Workstaion	Desks

24000	Workstaion	Desks
24004	Workstaion	Desks
26208	Workstaion	Desks
21234	Workstation	Desks
22947	Workstation	Desks
22950	Workstation	Desks
22950-A	Workstation	Desks
22953	Workstation	Desks
22960	WORKSTATION	Desks
22962	Workstation	Desks
22964	WORKSTATION	Desks
22976	WORKSTATION	Desks
22980	Workstation	Desks
22980-A	Workstation	Desks
22982	WORKSTATION	Desks
22983	Workstation	Desks
22993	Workstation	Desks
22995	Workstation	Desks
22998	Workstation	Desks
23000	Workstation	Desks
23002	Workstation	Desks
23013	Workstation	Desks
23013-A	Workstation	Desks
23016	WORKSTATION	Desks
23019	WORKSTATION	Desks
23034	WORKSTATION	Desks
23042	WORKSTATION	Desks
23533	Workstation	Desks
23557	Workstation	Desks
23631	Workstation	Desks
23696	WORKSTATION	Desks
23769	WORKSTATION	Desks
23774	WORKSTATION	Desks
23832	Workstation	Desks
23856	Workstation	Desks
23924	Workstation	Desks
23940	Workstation	Desks
23945	WORKSTATION	Desks
25345	Workstation	Desks
25863	Workstation	Desks
26098	Workstation	Desks
26167	WORKSTATION	Desks
26189	Workstation	Desks
26199	WORKSTATION	Desks
26209	Workstation	Desks
26246	Workstation	Desks
26661	Workstation	Desks

26662	Workstation	Desks
26766	Workstation	Desks
27034	Workstation	Desks
27059	Workstation	Desks
60036	Cluster 4 seater desk	Desks
60038	Workstation	Desks
60039	Workstation	Desks
60040	Workstation	Desks
60041	Workstation	Desks
60042	workstation	Desks
60043	workstation	Desks
60044	workstation	Desks
60045	Workstation	Desks
60046	Workstation	Desks
60047	Workstation	Desks
60048	Workstation	Desks
60049	Workstation	Desks
60050	Workstation	Desks
60051	Workstation	Desks
60052	Workstation	Desks
60053	Workstation	Desks
60054	Workstation	Desks
60055	workstation	Desks
60056	workstation	Desks
60037	workstation	Desks
23701	WORKSTATION (Bean Shape + Leat	Desks
25662	Workstation + Top	Desks
16115	Workstation for PA	Desks
50030	workstation table	Tables
60078	Work Station Table	Tables
60079	workstation table	Tables
60080	Workstation table	Tables
20593	Workstation- Table Top	Tables
20471	WORKSTATION WITH PINBOARD,	Desks
20472	WORKSTATION WITH PINBOARD,	Desks
20473	WORKSTATION WITH PINBOARD,	Desks
9961	ZIG ZAG BOOK SHELVES	Filing Cabinets

Assets Description	Estimated Count
Chairs	208
Couches	15
Desks	105
Filing Cabinets	316
Tables	96
Grand Total	740