



MOGALAKWENA MUNICIPALITY

ADVERTISEMENT

ADVERT DATE: 13 AUGUST 2019
CLOSING DATE: 20 AUGUST 2019
CLOSING TIME: 10H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 93/2019

PLANNING & DEVELOPMENT SERVICES

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

SPECIFICATION FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE

ITEM NO.	DESCRIPTION	QUANTITY
1.	Melamine mahogany – clerical desk shell only 1600 x 725	1
2.	Melamine mahogany – clerical desk shell only 1200 x 725	1
3.	Melamine mahogany – clerical desk 90 degree curved link 725 x 725	1
4.	Melamine mahogany – clerical central lock 4 drawer mobile Ped-p/Pen drawer	1
5.	Melamine mahogany- clerical wall unit 720 x 400 x 1900h – half glass door	1
6.	Melamine mahogany – letter tray 75H 290W X 360D	4
7.	Contract black – Bodyline high back chair simple sych mech flex	2
8.	Contract black – Bodyline Vis Integ S/Base Arm Chair – Blk Epoxy Frame	3

The following conditions shall apply:

- Prospective Bidders should be registered on **Central Supplier Database (CSD)-attach summary report.**
- Quotations must be accompanied by:
 1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
 2. Company registration certificate, CK1, CK2 etc.
 3. ID Copies of the shareholders
 4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits
 5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website www.mogalakwena.gov.za and procurement office (stores)
 6. Proof of compliance to the specifications.
- Quotation which are submitted in the **wrong box, faxed, e-mailed** and **submitted after the closing time** will not be considered.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
- Any alterations on the quotation must be initialed.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
- Suppliers must be in a position to deliver within 14 days upon receipt of official order.
- Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBEEA 2003 and preferential procurement regulations 2011.
- **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Center), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

All technical queries regarding these specifications should be directed to Ms Sally Chweu in the Planning and Developmental Services Department at 015 491

9852 and all administrative queries to Supply Chain Management at 015 491
9662/9647/9649

BS GUNQISA
Municipal Manager
54 Retief Street
Mokopane
0600