



## INVITATION TO BID

**RFQ NO- 31/2024-25**

Prospective bidders are hereby invited to submit quotations for office furniture.

Bid documents are available free of charge from our website. The advert will be placed on the website and Notice Board for Seven Days (7 Days). Bid documents accompanied by quotations in sealed envelopes quoting the RFQ number, RFQ description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O Box 708, Welkom 9460 must be deposited in the Quotation Box, placed at the entrance of Municipality Offices (Main Building) Corner of Ryk Street and Stateway, Civic Centre, Welkom or send by mail to the afore-mentioned address. Quotations will be opened after the closing date.

**Closing Date and Time:**

**27/08/2024 at 12H00**

**Enquiries may be directed to:**

**Mr. T Segopa at Tel: (057)391 3911(EXT3178)**

**Quotations should be submitted with the following bidder's documents:**

1. Completed MBD 4 Form - Declaration of Interest
2. Completed MBD 6.1 Form – Preference points
3. SARS pin or Proof of registration on Central Supplier Database (CSD)
4. Quotation in the company's letterhead for all items as per the specification/s.
5. Most recent municipal account for rates and taxes and service charges not in arrears for more than three (3) months

**Note:**

Failure to submit the above documents will result in your bid being disqualified.

The lowest or any bid will not necessarily be accepted, and the municipality reserves the right to accept any bid wholly or partially.

Bidders must be registered on municipal database of suppliers.

No faxed copies or e-mails or late bids will be considered.

Bids will be evaluated in terms of the Municipal Preferential Procurement Policy on 80/20 for Price, B-BBEE and Locality. Certified copy of Val B-BBEE certificate for preference points claim should be submitted. Qualifying Small Enterprises (QSEs) and Exempted Micro Enterprises (EME) can submit sworn affidavit.

**SUPPLY CHAIN MANAGEMENT UNIT**

**Acquisition and Demand**

# MATJHABENG LOCAL MUNICIPALITY

Municipality  
Umasipala  
P/ O Box 708  
Welkom, 9460  
South Africa



Mmasepala  
Munisipaliteit  
Tel: 057 391 3353  
Fax

email: Tsholofelo.Segopa@matjhabeng.co.za

## RFQ NO- 31/2024-25

### Specification for the supply of office furniture

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	Oval Top Desk 1800 x 900mm With Pedestal & Dropped Extension RHS	1		
2	Wall Unit With two (2) Solid Doors & Open Unit 1800 x 1200mm	1		
3	High Black chair	1		
4	Visitors Chairs	2		
5	Letter Tray	1		
6	Paper Cup Holder	1		
7	Waste Paper Bin	1		
8	Pencil cup	1		
9	Letter Holder	1		
10	Mouse Pad	1		

SUB TOTAL : R

VAT @ 15% : R

TOTAL AMOUNT: R