



INVITATION TO BID

RFQ NO- 36/2024-25

Prospective bidders are hereby invited to submit quotations for THE SUPPLY AND DELIVERY OF OFFICE FURNITURE.

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 R Street and Stateway, Civic Centre, Welkom. Quotations will be opened after the closing date.

Closing Date and Time: 24/10/2024 at 12H00

Enquiries may be directed to: Ms. Mathilda Lethole at Tel: (057)391 3911(EXT3177)

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 3177
Fax:
email: Mathilda.lethole@matjhabeng.co.za

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR LED

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	TRI- PUNCHED STEEL DESK RANGE: ✓ LETTER TRAY ✓ PAPER CUP HOLDER ✓ WASTEPAPER BIN ✓ PENCIL CUP ✓ LETTER HOLDER ✓ MOUSE PAD	01		
2	OFFICE FURNITURE FOR MANAGER FACILITIES: ➤ DESK SHELL WITH 4 DRAWER, SLIDING DOOR PEDENZA & CPU RHS 2000 x 1000mm ➤ SERVER WITH 4 DOORS & 4 DRAWERS 2250 X 900mm ➤ CLOLOUR WALNUT ➤ 1X HIGH BACK CHAIR ➤ 2X VISITORS CHAIRS ➤ 1X ROUND MEETING TABLE & 4X CHAIRS	01		

SUB TOTAL : R
VAT @ 15% : R
TOTAL AMOUNT: R