

Elias Motsoaledi Local  
Municipality



P.O. Box 48  
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9  
Fax: (013) 262 2893

Supply Chain Unit  
Procurement

Our Ref:  
Ons Verw: 05/03/18

Correspond with the Municipal Manager  
Korrespondeer met die Munisipale Bestuurder

05 MARCH 2018

**INVITATION TO QUOTE (RFQ-05/03/18)**

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.

The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

**SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE**

<b>DESCRIPTION OF GOODS</b>	<b>QUANTITY</b>
SUPPLY, DELIVERY AND INSTALLATION OF 3 WAY CLUSTER DESK UNIT (PULSE CHERRY) CONSIST OF: 3x2400x750mm MAIN DESK WITH POLE LEGS AND SCREENS, 6x3 DRAWER MOBILE PEDESTAL WITH PULL OUT PEN & PENCIL TRAY CENTRAL LOCK, TOTAL SIZE: 3550mm CIRCUMFERENCE.  NB: Bidding Condition: Only locally produced or locally manufactured from local raw material or input with 85% minimum threshold for local production and content will be considered; (Proudly South African Products)	1.

Quotations must be deposited in a box marked "**SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE**" not later than **14 March 2018 at 11:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056, EXT: 1056.

**EVALUATION CRITERION (80/20)**

**Minimum Requirements:**

- Central Supplier Database registration report (Detailed/Summary)
- Valid copy of company registration document
- Certified Copy of BBBEE certificate or Sworn Affidavit (**Failure to submit BBB-EE or Sworn Affidavit; No points will be allocated, but will be evaluated further**)
- Fully Completed MBD 1,4,6.1;6.2;8, and 9 Forms
- Proof of Municipal rates and taxes or services charges of the company or its Directors not in arrears for more than 90 days or confirmation from the municipality if municipal rates and taxes are not levies (as per CK form address); statement or tax invoice not older than 3 months; if leasing, a signed lease agreement by the lessor and the lessee and statement of municipal rates in the name of the lessor must be attached.

**General Notes:**

- The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.

**Elias Motsoaledi Local  
Municipality**  
R.M MAREDI 05 MAR 2018  
MUNICIPAL MANAGER  
**Municipal Manager**

05/03/2018  
DATE