

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: 26/11/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

24 May 2016

INVITATION TO QUOTE (26/11/15)

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

ITEM	DESCRIPTION OF GOODS	QUANTITY
1	<ul style="list-style-type: none">Kindly find the attached specification for the supply and delivery of office furniture	

Quotations must be deposited in a box marked "**BOX 2**" not later than

02 JUNE 2016 at 10H00 Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056 or J Malaka for Technical Enquiries.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Original and Valid tax clearance certificate or Tax clearance pin
- Valid and certified Company registration certificate
- Certified Copy of BBBEE certificate or a Certified Sworn Affidavit from Accountants or Auditors (**Failure to submit BBB-EE Certificate or a Sworn Affidavit; no points will be allocated, but will be evaluated further**)
- Fully Completed MBD 4, 8 and 9 Forms
- Proof of Municipal Rates and taxes or Municipal Service Charges not owed by your Company or any of the Directors not in arrears for more than three months.

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.


R.M MAREDI
MUNICIPAL MANAGER

Elias Motsoaledi
Local Municipality
24 MAY 2016
Municipal Manager

Elias Motsoaledi Local Municipality



SUPPLY AND DELIVERY OF OFFICE EQUIPMENT

2015-2016 FINANCIAL YEAR

HUMAN RESOURCE DEPARTMENT

CLOSING/SUBMISSION DATE : 10 MAY 2016

TIME : 10:00

THE SUPPLY AND DELIVERY OF OFFICE EQUIPMENT TO ELIAS MOTSOLEDI LOCAL MUNICIPALITY (ONCE -OFF)

DESCRIPTION/SPECIFICATION

Bids are hereby invited for the supply and delivery of office equipment for the Elias Motsoaledi Local Municipality.

Fifteen (15) X Office Tables (red oak)

Dimensions:2170 (L)x 1750 (W) x725H + Finish

Type: Clerical desk including L-extension 25mm top; Includes panel legs;

1 x 3 drawer pedestal; left or right handed; Modesty panel + Roller Door Credenza – 900(W) x 550(D) x 700(H) systemized with universal metal inners for use in conjunction with L- extension top.

Three (3) x Four (4) way admin cluster office desk (Red oak)

Dimensions:2890 (L) x2890 (W) x725H

Each workstation includes 4 draw pedestal and 32 mm impact/elite tops

Fifty-Eight (58) Office Chairs

Category : Task Office Chairs

Type : High back Chair; swivel and tilt mechanism

Material : Split leather and fabric upholstery; 5-Star black nylon base

Color : Black

Arm Rest : Yes

Adjustable Height: Yes

Folded : No

SELECTION CRITERIA

Supply chain Management Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee.

The 80/20 point system shall be used for Evaluation of proposals in terms of Preferential Procurement Point Framework Act.

The score points are distributed as follows:

POINTS ALLOCATION

DESCRIPTION	ALLOCATED POINTS
Broad Based Black-Economic Empowerment	20
Pricing	80