

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: 12/12/16

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

12 December 2016

INVITATION TO QUOTE (RFQ-12 /12/16)

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 and Delivery of Furniture

ITEM	DESCRIPTION OF GOODS	QUANTITY
	<ul style="list-style-type: none">• Executive Desk(Table) Capri executive desk:2700 x1300 with conference end;1700x 800 L extension in burgundy colour veneer	1
	<ul style="list-style-type: none">• Executive Chair High back, adjustable chair in black bonded leather with burgundy colour veneer arms and base.	6
	<ul style="list-style-type: none">• Visitors Chairs Wooden Range Visitors sleigh base chair in black bonded leather with burgundy colour veneer base	12

Quotations must be deposited in a box marked "**SUPPLY AND DELIVERY OF FURNITURE**" not later than **21 December 2016 at 09:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056 or Mr. G.M Ditshego for Technical Enquiries.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Copy of Valid tax clearance and pin
- Central Supplier Database registration report(detailed/summary)
- Valid copy company registration certificate
- Certified Copy of BBBEE certificate or a Sworn Affidavit or letter from accountants and Auditors (**Failure to submit BBB-EE or Sworn Affidavit; No points will be allocated, but will be evaluated further**)
- Fully Completed MBD 4, 8, 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 or proof from Municipality indicating that the company/its director does not pay municipal rates.

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