

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
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Supply Chain Unit
Procurement

Our Ref:
Ons Verw: **PROCUREMENT**

Correspond with the Municipal Manager
Korrespondeer met die Munisipale

25 AUGUST 2016

INVITATION TO QUOTE (01-25/08/2016)

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 OFFICE CHAIRS AND OFFICE DESK

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	Ergonomic cashier stool chair with arms (Black)	03
2	Swivel and tilt mechanism with one position lock, Gas height adjustable. Tension adjuster, standard with arms, leather combo. Black	16
3	Office Star traditional vinyl chair.	01
4	Four way cluster desk (pulse cherry)	01

Quotations must be deposited in a box marked "05" not later than **01 September 2016 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.

EVALUATION CRITERION (80/20)

Minimum requirements

- Central Supplier Database Registration Summary Report
- Copy of valid tax clearance certificate
- Certified and valid company registration certificate
- Certified copy of BBB-EE 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. Proof of residence where applicable

General Notes

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


R.M. MAREDI
MUNICIPAL MANAGER

25 AUG 2016
Municipal Manager