

Elias Motsoaledi Local Municipality



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Our Ref: C.F.O
Correspond with the Municipal Manager
Ons Verw: Korrespondeer met die Munisipale Bestuurder

Monday, April 07, 2014

Enquiries: Mr C Makitla

INVITATION TO QUOTE:

According to section 19(b) of Elias Mtsotsaledi Local Municipality Supply Chain Management Policy

Supply and Delivery four-way cluster workstation and office chairs

We hereby request a written quotation of the following items:

- Four-Way Cluster Workstations X7
- Office chairs X28 (high back leather)
- Cluster workstations must include:
 1. Power poles in the middle
 2. Roller door credenza 900 x 650 aluminium colour includes shelf and drawer
 3. Desk height pedestal pen/ pencil tray, 2 drawers, and 1 deep filer
 4. Curved glass Desk screen 1600(L) x 600(H) x 32mm
 5. 3 power reticulated legs with 2 standard power, cell phone charger, data and voice

GENERAL NOTES:

1. Written quotation should be deposited in quotation box next to switch board clearly marked supply and delivery of Four-way cluster workstation not later than 15 April 2014 at 11:00
2. Certified Copy of Tax Certificate must be attached.
3. Certified Copy of Company registration document must be attached.
4. Certified Copy of BBBEE Certificate or EME letter from Accountants or Auditors must be attached.
5. The service providers not registered with the council must log on to www.eliasmotsaledi.gov.za or collect the forms at the cashiers at the cost of R50 (non-refundable) and submit a completed enlistment application before submitting the quotations.
6. The council is not bound to accept the lowest or any quotation and the council reserves the right to appoint partially or wholly or not to appoint at all.

Acting Municipal Manager

Mr N W PHALA