



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
Fax: 086 539 3183
E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 08 OF 2019/2020
SUPPLY AND DELIVERY OF OFFICE FURNITURE**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Office Furniture

Specifications as follows:

1. Executive Desk – which includes L Extension (Right hand side) 2400(L) X 2000(W) X 740(H)
 - 19mm thick OAK Veneer top and leg panels
 - Black bonded leather inly to top (Quantity of 1).
2. Mobile pedestal – 3 drawers/hidden pull out pen & pencil tray/soft closing runners/black laminate carcass with top & drawer fronts in cooked oak veneer. (Quantity of 1).
3. Executive high back chair – synchronised mechanism, moulded foam seat & back, 5- star polished aluminium base, self - braking castors, genuine leather upholstery with eco leather outer back (Quantity of 1).
4. Visitors Chairs – Moulded foam seat & back chrome sleigh frame, black nylon arm covers, genuine black leather upholstery with eco - leather outer back (Quantity of 2).

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than Wednesday, **11th of September 2019** before **12H00**.

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Delivery to be made at remote office at Hoopstad.

3. Bids will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
4. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website www.tswelopele.gov.za
5. Bidders **must** submit a Valid Tax Clearance Certificate or an authorised PIN obtained at SARS.
6. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered accounting officers with a practice number or a sword Affidavit.
7. **Suppliers should be registered with Centralised Suppliers Database with National treasury and MAAA number must accompany a quotation.**
8. Prices on quotations must be valid for 30 (thirty) days from the closing date.
9. Non-adherence to any of the conditions may lead to your quotation not to be considered.
10. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**

Municipal Manager

03-09-2019

MRE Mogopodi