



# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

## OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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### ADVERTISEMENT

#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests quotations from reputable and experienced service providers for supply, delivery and assembly of office furniture for Bulwer and Underberg offices.

#### SPECIFICATION

- 4 x single desk with lockable drawers
- 4 x high back fabric touch with height adjustment
- 8 x visitor fabric chairs with no armrest
- 3 x steel stationery cupboard heavy duty lockable

#### SUPPLY AND DELIVERY OF WORK AND PLAY MATERIAL PRICE SCHEDULE

ITEM	DESCRIPTION	QTY	TOTAL
1	Single desks with lockable drawers	4	
2	High back fabric touch with height adjustment	4	
3	Visitors' fabric chairs with no armrest	8	
4	Steel stationery cupboard heavy duty lockable	3	
	<b>SUBTOTAL</b>		
	<b>VAT@15%</b>		
	<b>TOTAL</b>		

**Invalid or non-submission of the following documents will lead to immediate disqualification of the tender, specific goals points will not be allocated if the required documents are not submitted or invalid:**

- Registered on Central Supplier database registration (CSD) attach proof of registration.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- Utility bill: municipal statement/lease agreement/affidavit confirming non-payment of municipal services.

**The following conditions will apply:**

- Valid tax clearance certificate or SARS pin
- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.
- Specific goals will be used to claim preference points.
- A total of 20 points will be allocated for specific goals.

**Allocation of specific goals**

<b>Specific goals allocated on terms of this tender</b>	<b>Number of points 80/20</b>	<b>Verification documents</b>
Enterprise located within Harry Gwala District	20	Utilities: directors or co.   affidavit   CSD
South African owned enterprise	5	Utilities: directors or co.   affidavit   CSD

## **CLOSING DATE**

The closing date for the bidders is on <sup>6</sup>..... **May 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES**" and clearly labelled with the **"SUPPLY, DELIVERY AND ASSEMBLY OF OFFICE FURNITURE"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed, or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

## **BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Miss F Pamla** on 039 834 8700 during working hours.



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**GM SINEKE**

**Municipal Manager**