



MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 1/1/1/2023-24

CLOSING DATE: 17 July 2023

CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: R 150.00

Description		Contact Person
SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR THE SCM UNIT AT MOQHAKA STORES		Ms. PJ Liphoko Tel: 056 216 9185 Email Address: palesal@moqhaka.gov.za / moqhakascm@gmail.com
Description	Qty	
Visitor Office Arm Chair - 97 x 56 x 64 cm Material: Round Tube Steel Frame / Seat - High Density Foam; Back - Medium Density Foam / Fabric Covering (Colour: Black)	10	
Mesh High Back Office Chair with Lumbar Support Material: Moulded Foam Seat with Adjustable Lumbar and Synchro mechanism, on Wheels (Colour: Black)	10	
L- Shaped Wooden Office Desk with a minimum of 3 Drawers (Colour: Oak or Cherry) 2,200mm(L) x 900mm(W) x 760mm(H)	2	
L- Shaped Work Desk with a minimum of 3 Drawers (Colour: Oak or Cherry) 1,350mm(L) x 650mm(W) x 750mm(H)	7	
Steel Office Filling Cabinets 4- Drawers 130x47x63cm 2,200mm(L) x 900mm(W) x 760mm(H)	10	

IMPORTANT NOTES:

***A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier – 10 Points
- Youth Ownership of Company (Youth is 35 years and younger) - 5 Points
- B-BBEE Status Level of Contributor - 5 Points

These goals are specified in MBD6.1 in terms of the PPR2022.

**SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE**

2023 -07- 07

ELIGIBILITY CRITERIA

Only those suppliers who:

- Quotes in line with these pro ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 90 days from the date of the RFQ closing.

Official Signature

- Payment will only be effect after the delivery of all items and a valid tax invoice is issued.
- Suppliers must submit a brochure (sample) of the all the items quoted.

PAYMENT OF NON-REFUNDABLE FEE

Payment of the non-refundable fee of R150.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of payment (Pop) can be submitted to the SCM Offices of if EFT payment was made it can be forwarded to the following SCM officials: moghakascm@gmail.com after which the complete bid document forwarded to the bidder. The bid document can also be collected from the SCM offices.

Moqhaka Local Municipality Banking Details:

Bank: ABSA Bank Kroonstad
Account Number: 40-5327-4876
Branch Code: 334536
Bidder Reference: Company Name and RFQ Number

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad. **No bid documents will be accepted via e-mail.**

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9183/9185.
For Technical, queries contact Ms PJ Liphoko at 056 216 9185.

**SUPPLY CHAIN MANAGEMENT
VERIFIED FOR COMPLIANCE**

2023 -07- 07

Official Signature

