

SWELLENDAM MUNICIPALITY



QUOTATION NOTICE

QUOTATION NO: SMQ08-26-27

SUPPLY AND INSTALLATION OF A L-SHAPE COUNTER DESK, 4-DRAWER FILING CABINET AND STD DRAWERS & DEEPFILER WITH FLOATING PEN TRAY

Official quotation documents are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam) on tel: [028-5148500](tel:028-5148500) or email scm@swellendam.gov.za from **27 August 2026**. Any technical enquiries can be made to Minè Swart via e-mail: mswart@swellendam.gov.za.

A compulsory clarification meeting will be held at 11 Lind Street, SCM Committee Room, at 10h00, on Thursday, 3 September 2026.

Quotations must be submitted in a sealed envelope and must be clearly marked with the respective number and description. Quotations must be placed in the Municipal Quotation Box before **11h00** on **11 September 2026**, situated at the **Supply Chain Management Offices**, 11 Lind Street, Swellendam. Quotations may only be submitted on the prescribed documents and must include a valid Tax Compliance Status **PIN** as issued by **SARS**.

Late quotations and quotations received by E-Mail or Facsimile will not be considered. Quotations will be evaluated and adjudicated in accordance with the Swellendam Municipality's Preferential Procurement Policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a quotation in full or a part thereof.

Special Conditions of bid:

Bidder will be required to attend the compulsory clarification meeting
Bidders to complete the schedule of Experience and to list at least three similar projects.

Please Note:

- Quotation / Quotation box is open 24/7. Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert;
- No inquiries will be handled on the last **Two** (2) days before closing.

Bids shall remain valid for a sixty (60) day period calculated from the bid closing date.

A VORSTER
MUNICIPAL MANAGER
P.O. BOX 20
SWELLENDAM, 6740
NOTICE NO. T73/2026