



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality invites reputable suitable service for supply, delivery and assembly of office desks

SPECIFICATION

Desks

Standard Desks Underberg and Umzimkhulu

- **1600 x 750 Desk with Lock** (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): x 6 (4 Kokstad 2 Underberg)
- **1200 x 750 Desk with Lock** (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): x 25 (18 Underberg 5 Umzimkhulu 1 main office)
- **2 x Steel Stationery Cupboard Heavy Duty Lockable Grey:** Underberg x 1 umzimkhulu x 1
- **11 x Lockable Cupboard 3 Tier Shelves 1500x900x450mm (Melamine):**

Cluster Desks (Main Office and Umgeni farm office)

- **6-Way Cluster Desk** (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, ICT Melamine): x1 for Main Office ICT
- **3-Way Cluster Desk** (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, ICT Melamine): x2 and ICT manager office and Umgeni farm
- **3 Lockable Cupboard 3 Tier Shelves 1500x900x450mm (Melamine):**

L-Shaped Desks (main Office)

- **LHS Desk 1600mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, Desk Extension, Veneer L-Shaped): x3 MM's PA, DM PA and CFOs PA

- **RHS Desk 1600mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, Desk Extension, Melamine L-Shaped): x2 exco members PA, Infa PA
- **LHS Desk 1600mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, Desk credenza sliding door , Melamine L-Shaped): 1 main office snr admin

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9
- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area.
- All quotations submitted must have full name(s) of company, registration number, company letterhead.
- ID Copies

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.

Allocation of specific goals

Specific goals	Number of points 80/20	Verification
Reconstruction & Development Program goals (RDP)		
Enterprise located within Harry Gwala District	20	Municipal utility bill: directors or co. affidavit if company is not paying any municipal bills CSD
Enterprise located within KZN province but outside of Harry Gwala District		Municipal utility bill: directors or co. affidavit if company is not paying any municipal bills CSD

CLOSING DATE

The closing date for the bidders is on.....¹⁰ **September 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the "**OFFICE DESKS 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.


_____**GM SINEKE****MUNICIPAL MANAGER**