



# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

## OFFICE OF THE MUNICIPAL MANAGER

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### RE-ADVERTISEMENT

#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

#### SPECIFICATION

##### Specification and delivery information (please note delivery address)

##### Standard Desks Underberg and Umzimkhulu

- **6 x (1500 x 800 Desk with Lock** Coimbra colour (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): (4x Underberg, 2 x Umzimkhulu)
- **5x 1200 x 800 Desk with Lock** Coimbra colour (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): (1x Underberg, 4x Umzimkhulu)
- **11 x Executive highback fabric chairs black**, with armrest, swivel, tilt gas height adjustment, medium density foam, nylon base (Umzimkhulu x 6, Underberg x5)

##### Desks, Chairs and Cluster Desks (Main Office and Umgeni farm office)

- **1x 6-Way Cluster rectangular Desk with screens** 1400 w x 800 each Coimbra colour (movable Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): *for Main Office*
- **1x 3-Way Cluster rectangular Desk with screens** Coimbra colour (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, ICT Melamine): *for Main office*
- **3x Desk 1200 x 800 with Lock** Coimbra colour (Drop-in Pen and Pencil Tray, 2 Drawers, 1 Deep Filer, Melamine): *Umgeni farm*

- **6 x Lockable Cupboard 3 Tier Shelves 1500x900x450mm (Melamine)** Coimbra colour:( *2 Umgeni farm 4 main office*)
- **1x LHS Desk 1600mmx800mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, with desk extension roller door credenza 1.2x 600 **Melamine** Coimbra colour
- **15 x Executive highback fabric chairs black** with net/mesh back and head rest, soft padded adjustable armrest, swivel, tilt gas height adjustment, medium density foam, nylon base *main office*
- **2 x Desk 1600mm x 800mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer **melamine**)
- **9x Executive highback fabric chairs** with net/mesh back and neck rest, soft padded adjustable armrest, swivel, tilt gas height adjustment, medium density foam, nylon base

#### **Desks and Cupboards (main Office)**

- **1 x Lockable Cupboard 3 Tier Shelves 1500x900x450mm (Melamine) oak colour:**
- **1 x L shaped LHS Desk 1600mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, Desk sliding credenza with shelf, Melamine Coimbra colour
- **1 x L shaped RHS Desk 1600mm with Drop-in Pen and Pencil Tray** (2 Drawers, 1 Deep Filer, Perforated Steel Modesty Panel, 1200x600x730 Desk sliding credenza with shelf, Melamine Coimbra colour .
- **1 x Lockable four drawer filing cabinet** Coimbra colour (**Melamine**): main office
- **1 x Lockable four drawer filing cabinet** grey colour (**Melamine**): main office

#### **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. Attach a municipal payment arrangement agreement with the municipality for rates and services that are in arrears for more than 90 days.
- All quotations submitted must have full name(s) of company, registration number, company letterhead.

**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**

<b>Specific goals</b>	<b>Number of points 80/20</b>	<b>Verification</b>
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	10	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...||.... December 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"OFFICE DESKS AND CHAIRS 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**