



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

E-mail: kunenes@harrygwaladm.gov.za

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests for quotations from suitably experienced services providers for the supply and delivery of office tools.

SPECIFICATION/SCOPE

Supply and delivery of the following:

4 x 48 carton pack box consol glass hiball tumbler 330ml	24 x continental 280ml blanco stacking coffee mugs.
20 x 1.2 litre glass jugs with lids	14 x rectangular plastic trays
4 x stainless steel urn 8 litres	48 x continental side plates
50 x dessert spoons stainless steel	48 x continental dinner plates
24 x continental double well saucers	50 x teaspoons stainless steel
1 x electric iron	4 x teapots continental
5 x extension cord 10m	4 x Tablecloths 8-10-seater matt white
2 x multiplug (5 sockets)	4 x Tablecloths 8-10-seater matt black

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

- Central Supplier database 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
- Company registration
- 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).

- 80/20 Preference points system will be used in Evaluation.

Specific goals allocation

Specific goals	Number of points 80/20	Verification
Reconstruction & Development Program goals (RDP) 20 points		
Enterprise located within Harry Gwala district municipality	20	Utilities : directors or Co. affidavit existing lease agreement
Enterprise located within KZN province outside Harry Gwala district municipality but	10	Utilities : directors or Co. affidavit existing lease agreement

CLOSING DATE

The closing date for the bidders is **on 09 November 2023 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"garden tools"** 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 Municipality, 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