



**REQUEST FOR FORMAL WRITTEN
QUOTATION
DATE: 08 NOVEMBER 2018**

TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Mr. M Zungu – 032 437 9531
ADMINISTRATIVE ENQUIRIES	Ms. Z Myeni – 032 551 8753
REFERENCE	CS/010963/2018
CLOSING DATE & TIME	15 NOVEMBER 2018---12h00

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS BY 15 NOVEMBER 2018 – 12H00

Kindly submit (on your company letterhead); a written price quotation for the following items:-

ITEM NO.	QUANTITY	DESCRIPTION
	02	OFFICE CHAIRS HIGH BACK, SWIVEL & TILT GAS ADJUSTMENT LEATHER TOUCH, HEIGHT 1260MM WIDTH=500MM COLOUR BLACK / BROWN WITH WOODEN ARMWREST
	02	OFFICE CHAIRS HIGH BACK, SWIVEL & TILT GAS ADJUSTMENT, PADDED ARMS, LEATHER TOUCH HEIGHT 1260MM, WIDTH=500 COLOUR BLACK WITH ARMWREST
	03	OFFICE CHAIRS HIGH BACK, SWIVEL & TILT GAS ADJUSTMENT HEIGHT 1260MM, WIDTH =500MM COLOR BLACK OR BLUE
	23	HIGHBACK, SWIVEL & TILT ADJUSTMENT HEIGHT=1260MM, WIDTH=500MM COLOUR BLACK OR BLUE WITH ARM REST
	08	VISITORS CHAIRS METAL SLEIGH BASE, HEIGHT:1260 WIDTH:500MM BLUE OR BLACK
	06	OFFICE DESKS A1800 * 750MM B.LINK 750*750MM C. EXTENSION 900X750MM D FITTED PEDESTAL & 03 DRAWER
	02	OFFICE DESKS 1200X7500MM, 2DRAWER, COLOUR OAK
	01	OFFICE DESKS 1800 X 750MM , 2DRAWER COLOR OAK
	02	STATIONERY CUPBOARDS HINGE DOOR CABINET 1500 X 900MM FOR LEVER ARCH FILES 03 SHELVES COLOUR OAK

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated

- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, 2017 Pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (**also available on www.ilembe.gov.za**) must be scrutinized, completed and submitted together with your quotation.
- **Bidders are requested to complete MBD 6.2 and Annexure C for all items that are subject to the Local Production and Content for designated sectors (e.g. Valve Products and Actuators) as guided by National Treasury and DTI.**
- Notwithstanding the need to advance socio economic transformation objectives, the Municipality will ensure value for money and cost effectiveness, where necessary negotiations of the final prices will take place to ascertain that they are market related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
- In cases where the objective criteria is not applicable then in that event the successful provider will be the one scoring the highest points
- The tax clearance information (including unique PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be disqualified from the bid
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

**NG KUMALO
MUNICIPAL MANAGER**
