



RFQ NO:91/2324

## NDLAMBE MUNICIPALITY

### INVITATION TO SUBMIT WRITTEN QUOTATIONS – SUPPLY AND DELIVERY OF OFFICE FURNITURE

Quotations are hereby invited for the Supply and Delivery of Office Furniture for Expenditure Offices at the Port Alfred as follows:

**Scope of works:**

DESCRIPTION	Area	Unit	QUANTITY
Desk Rectangular Size 1700 x 750mm 2 Including 1 x Desk Height Pedestals 1xPen & Pencil Drw & 4 Std Drw and 1 x Desk Height Pedestal 2xStd Drw/ 1 Deep Filer, Central Lock Colour: Melamine Oak	Port Alfred	Left pedestal Right pedestal	2
Desk Rectangular Size Including 1 x Desk Height Pedestals 1xPen & Pencil Drw & 4 Std Draw With Panel Leg On The Other Side Of Desk Colour: Melamine Oak	Port Alfred	Right pedestal	2

**BIDDER TO PROVIDE PICTURES OF THE ITEMS THEY ARE QUOTING**

**Bidders shall take note of the following BID CONDITIONS:**

- Prices must be valid for at least ninety (90) days from the closing date.
- Prices quoted must be firm and must, where applicable, be inclusive of VAT.
- Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- A SARS tax reference number and PIN must be provided. Tax status will also be verified against the Central Supplier Database (CSD).
- Evidence of registration of company on the Central Supplier Database must be provided (CSD “MAAA” number).
- Bidders must complete the following forms, which are included in the returnable document:
  - Declaration of Interest (**MBD4**).
  - Declaration of Bidder’s Past Supply Chain Management Practices (**MBD8**).
  - Certificate of Independent Bid Determination (**MBD9**).
- Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution as follows:
  - In the case of an **Affidavit**, commissioned by a Commissioner of Oaths
  - In the case of a **B-BBEE Certificate**, only a “true copy” stamp and signature.
- A Municipal Billing Clearance Certificate which covers, if applicable, both the company and its directors, must accompany all bids (a declaration form is included in the returnable document).
- It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
- The award will be made in terms of the Municipality’s Preferential Procurement and Supply Chain Management Policies.
- Where brand names are provided, similar items of the same specification and quality can be quoted. The

service provider is to provide a full specification sheet of the offered brand. The municipality will on evaluation assess the brand quoted to ensure compliance with specifications.

12. Documents are to be completed in full

The abovementioned MBD forms are available for download from: <https://ndlambe.gov.za/web/mbd-documents/>

**Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified.** Completed Tender documents, must be placed in a sealed envelope marked “**NOTICE 104/2024 or RFQ 91/2324 –SUPPLY AND DELIVERY OF OFFICE FURNITURE**” and delivered to: Municipal Offices, Supply Chain Management office, 44 Campbell Street, Port Alfred not later than 12h00 on 28 **May 2024**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

***N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL, AS A RESULT, BE DISQUALIFIED.***

For further information contact Mrs C Engelbretcht at 046-604 5639 - [cengelbretcht@ndlambe.gov.za](mailto:cengelbretcht@ndlambe.gov.za)

**NOTICE NUMBER: 104/2024  
17 May 2024**

**ADV R DUMEZWENI  
MUNICIPAL MANAGER**

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**NOTICE BOARDS, WEBSITE**

### **PICTURES OF REQUIRED FURNITURE (OR SIMILAR)**

- 1.

