

HEAD OFFICE

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Molemole Municipality

MOREBENG BRANCH OFFICE

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 MOREBENG 0810
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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Jimmy Mojela

Reference: 8/1/1

15 October 2014

REQUEST FOR QUOTATION

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR
 SUPPLY, DELIVERY AND ASSEMBLY OF OFFICE FURNITURE AT
 MUNICIPAL OFFICES AS PER SPECIFICATION BELOW:**

DESCRIPTION	COLOUR	QTY	OFFICE & LOCATION
Saver High Back Chairs –Nylon Base Black Epoxy Arm	Black	6	<u>Sekgosesse DLTC</u> <ul style="list-style-type: none"> • Management Rep's office, • Cashier and Supervisor E-Natis - 4 <u>Mogwadi DLTC</u> <ul style="list-style-type: none"> • Supervisor E-Natis - 1 <u>Mogwadi Old Building</u> <ul style="list-style-type: none"> • Manager Electrical - 1
Flight Panel Leg Desk 1800 X 800	Summer Oak	5	<u>Sekgosesse DLTC</u> <ul style="list-style-type: none"> • Management Rep's office • Supervisor E-Natis - 2 <u>Mogwadi DLTC</u> <ul style="list-style-type: none"> • Supervisor E-Natis - 2
Central Locking Fixed Pedestal Pen/Pencil tray-2 standard drawer 400X550X620H	Summer Oak	5	<u>Sekgosesse DLTC</u> <ul style="list-style-type: none"> • Management Rep's office • Supervisor E-Natis - 2 <u>Mogwadi DLTC</u> <ul style="list-style-type: none"> • Supervisor E-Natis - 2
Roller Door Credenza 900X550 with shelf	Summer Oak	1	<u>Sekgosesse DLTC</u> <ul style="list-style-type: none"> • Management Rep's office
Steel Stationery Cupboard 1800HX900WX450D – 4 Shelves with lockable doors	Ivory	11	<u>Sekgosesse DLTC</u> – 3 <u>Mogwadi DLTC</u> - 3 <u>Mogwadi Old Building</u> <ul style="list-style-type: none"> • Manager PMU – 2 • Manager Budget & Reporting - 1 • Secretary Technical services – 1 Technician: Water & Sanitation - 1
Rick stacker visitors Side Chair – Black Epoxy frame 4 legged Black	Black	18	<ul style="list-style-type: none"> • Sekgosesse DLTC – 9 • Mogwadi DLTC – 9
Poly shell chair 450H Adult	Black	10	<ul style="list-style-type: none"> • Sekgosesse DLTC – 5 • Mogwadi DLTC – 5

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner



- a) **The appointed service provider will be responsible for assembly of the furniture in each of the identified office**
- b) **Bidders must attach a colour picture of each of the furniture item above to the quotation.**
- c) **The following documentation should accompany the quotation:**
 - i. Company registration certificate
 - ii. A valid BBBEE certificate
 - iii. A valid Tax clearance certificate
- d) **The following conditions will apply:**
 - i. Payment (cheque) of invoices will be made within thirty (30) days from date of receipt of the invoice, following project handover;
 - ii. Clear delivery period should be stated on the quotation;
 - iii. An 80/20 points system will be used as evaluation criteria for this bid;
 - iv. Late applications and faxed or e-mailed quotations will be disqualified;
 - v. Late receipt of posted quotes will not be considered
 - vi. The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;
 - vii. Quotations should be deposited at Mogwadi Tender box by the closing date: 22 October 2014, at 11H30.



Mr. N.J. Makhura
The Municipal Manager

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