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Molemole Municipality

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D

Reference: CORP: 26/27/06

Date: 13 October 2026

ADVERT REQUEST FOR QUOTATION

MOLEMOLE LOCAL MUNICIPALITY IS HEREBY INVITING FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR REPAIR, SERVICE AND MAINTENANCE OF DAMAGED CHAIRS AND TABLE AT MOGWADI CIVIC CENTRE

SCOPE OF WORK

TECHNICAL REPAIR AND REFURBISHMENT OF CHAIRS

1. Backrest / Bent Back Section Repair

- Inspect the backrest frame and supporting structure for bending, deformation, cracks, or other structural damage.
- Carefully straighten and realign the bent section to its correct original position.
- Repair, reinforce, or replace damaged structural components where necessary.
- Secure all repaired joints, brackets, fasteners, and connections.
- Ensure the repaired backrest is correctly aligned, rigid, stable, and safe for normal use.
- Reassemble the backrest and verify that it operates correctly without excessive movement or instability.

2. Armrest Repair

- Inspect all armrests for looseness, cracks, breakage, or structural damage.
- Repair or reinforce damaged armrest components as required.
- Replace damaged or missing fasteners where necessary.
- Securely refit the armrests to the chair frame.
- Ensure that the completed armrests are stable, properly aligned, and suitable for normal use.

3. Upholstery and Leather Replacement

- Remove the existing torn, worn, or damaged upholstery.
- Inspect the seat and backrest padding/foam and identify any deterioration or damage.
- Replace damaged or deteriorated foam/padding where required.
- Supply and install **new black genuine leather** upholstery
- Ensure the leather is properly cut, fitted, tensioned, stitched, and secured.
- Ensure all edges, seams, corners, and finishing details are neat and professionally completed.
- The replacement upholstery shall be of suitable commercial quality for the intended application.

4. Chair Frame and Structural Repairs

- Inspect the complete chair frame for bending, cracks, loose joints, corrosion, or other defects.
- Straighten bent frame sections where practicable.
- Repair or reinforce weakened structural areas using suitable repair methods and materials.
- Tighten or replace loose, damaged, or missing fasteners.
- Ensure the repaired frame is level, stable, rigid, and capable of supporting normal operational loads.

5. Council Chamber Table Panel

- Repair, reinforce or replace the damaged panel, depending on its condition.
- Use suitable materials that match the existing table in terms of:
 - Thickness;
 - Size and dimensions;
 - Colour;
 - Texture;
 - Finish; and
 - General appearance.
- Secure the repaired/replaced panel firmly to the table structure.
- Repair any loose joints, cracks, chips, broken edges or other defects identified during the inspection.
- Ensure that all edges and surfaces are smooth, properly aligned and free from sharp or hazardous edges.
- Match the existing surface finish as closely as reasonably possible.
- Clean the repaired area and remove all dust, debris and excess adhesive/materials upon completion.

6. Office Desk Drawer

- Remove and refit the drawer where required.
- Repair or replace damaged drawer components, including, where applicable:
 - Drawer runners/slides;
 - Handles;
 - Screws and fasteners;
 - Drawer base;
 - Drawer sides;
 - Drawer front; and
 - Supporting brackets or fittings.
- Replace defective components with suitable, durable fittings compatible with the existing desk.
- Realign the drawer to ensure correct positioning.
- Ensure that the drawer opens and closes smoothly without sticking, excessive movement or obstruction.
- Ensure that the drawer remains securely supported when opened.
- Tighten and secure all relevant fittings.
- Lubricate drawer runners/slides where necessary.
- Ensure that the repaired drawer maintains the original appearance and functionality of the desk.
- Supply and install a **suitable lock and key mechanism** to enable the drawer to be securely locked.
- Ensure that the lock is properly fitted, aligned and securely mounted to the drawer.
- Provide **two keys** for the installed lock, unless otherwise specified by the client.
- Ensure that the drawer can be locked and unlocked smoothly without excessive force.

7. Final Assembly and Quality Inspection

Upon completion of the repairs, the service provider shall:

- Fully reassemble each chair.
- Check all structural connections, fasteners, armrests, backrest, and seat components.
- Confirm that the chair is stable and does not have excessive movement or rocking.
- Confirm that the repaired backrest and armrests are securely fixed.
- Check that all upholstery is properly secured and free from visible defects.
- Remove all waste materials and leave the work area clean.
- Conduct a final quality and safety inspection before handing the chairs back to the client.

SPECIFICATION				
DESCRIPTION	QTY	LOCATION	DELIVERY ADDRESS	IMAGES
Repairs and restoration of broken and damaged chairs, including the restoration and repair of chair back, seats and armrests	06	Council Chamber	Mogwadi Civic Centre	
Replace upholstered full leather	13	Council Chamber	Mogwadi Civic Centre	
Repair of council chamber table	02	Council chamber	Mogwadi civic centre	

Repair and restoration of damaged table	01	MM's Office	Mogwadi centre	Civic	
Replace upholstered full leather	03	MM's Office, Senior Manager Corporate Services and Management rep	Mogwadi centre, Building and Traffic Station	Civic Old and	
Repair and restoration of broken chairs	07	MM's Office, Senior Manager Corporate Services	Mogwadi centre, Building, Boardroom	Civic Old MM's	

Replace upholstered full leather	07	CFO Office, Reporting Office, MM's Boardroom	Mogwadi Civic centre	
Repair of office table locking mechanisms and provision of replacement keys	02	Senior Manager Corporate Services	Old Building	

PRICING STRUCTURE

DESCRIPTION	QTY	Unit price	Total price
Repairs and restoration of broken and damaged chairs, including the restoration and repair of chair back, seats and armrests	06		
Replace upholstered full leather	13		
Repair of council chamber table	02		
Repair and restoration of damaged table	01		
Replace upholstered full leather	03		
Repair and restoration of broken chairs	07		
Replace upholstered full leather	07		
Repair of office table locking mechanisms and provision of replacement keys	02		
SUB TOTAL UNIT PRICE (EXCL VAT)			
VAT 15%			
GRAND TOTAL UNIT PRICE (VAT INCL)			

1. Stage 2: Evaluation of Price and Specific Goals

Bidders must attach following supporting documents to claim points. Failure to attach the valid documents shall not disqualify the Bidder from further evaluation; but only points will be forfeited

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority with the same address as the address on the csd.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorated will apply)	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years) ownership of 51% and above (less than 51% prorated will apply)	Identification Document	5

2. The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Price(s) quoted must be valid for fourteen (14) days from the date of this offer
- Incomplete quotations will be disqualified from further evaluation
- Payment will be effected within 30 days of receipt of invoice.

- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,
- f) The bidder needs to ensure that there is skills transfer.
- g) The Municipality is not bound to accept the lowest or any bid and reserve the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Khoza K at 015 501 2356** between 08:00 and 16:30. All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the **20 October 2026 at 11:00**, clearly marking "**OFFICE FURNITURE REPAIRS**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



Mr. KE MAKGATHO
MUNICIPAL MANAGER
CORP: 26/27/06

ANNEX A



SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

[N.B. COMPULSORY: TO BE USED FOR EVALUATION PURPOSES]

Provide the following information on relevant previous experience. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract. Give a maximum of two (02) names and telephone numbers and e-mail address per reference. Please provide latest contact details.

CLIENT NAME AND PLACE WHERE PROJECT WAS IMPLEMENTED	TEL NO & EMAIL ADDRESS	DESCRIPTION OF WORK	CONTRACT VALUE (R)	DURATION CONTRACT PERIOD

Vision: A developmental people driven organization that serves its people"

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

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