

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE  
**POSTAL ADDRESS:**  
Private Bag X 504  
5160



Tel: 047 5555 024  
047 5555 000  
047 5550 278  
Fax: 047 555 0202

*"Deciding with the people, not for the people"*

Date: 28 November 2018

## REQUEST FOR QUOTATIONS

TO:	ALL PROSPECTIVE SERVICE PROVIDERS
PROJECT NAME:	SUPPLY, DELIVERY AND ASSEMBLE OF OFFICE FURNITURE FOR NGQELENI AND LIBODE OFFICES
REQUESTOR:	NYANDENI LOCAL MUNICIPALITY
QUOTATION NO.	NLM 49/2018
SITE CLARIFICATION MEETING (COMPULSORY):	NONE
QUOTATION TO BE DELIVERED BY:	06 December 2018 @ 12H00

### SPECIFICATION OF ORDER

Nyandeni Local Municipality invites suitable and qualified service providers for Supply, Delivery and Assemble of Office Furniture for Ngqeleni and Libode Offices.

#### DETAILED SPECIFICATION:

- The furniture must be delivered within thirty (30) days after the appointment, failing which the contract will be terminated.
- Furniture must carry one-year warranty.

#### LIBODE OFFICES:

1. 40 x Resistant Leather Boardroom chairs (Black)
  - Leather touch combo
  - Black only
  - Cherry arm rest
  - High back
2. 05 x Revolving office fabric chairs (Black)
  - Cherry arm rest
  - Gas high adjustment
  - High back
  - Mid-Back Design

Black Fabric Upholstery

Tilt Lock Mechanism. Seat Size: 19.75 Inch W x 18.5 Inch D

Tilt Tension Adjustment Knob

Swivel Seat. Arm Height From Seat: 8 Inch H

Mid-Back Design

Black Fabric Upholstery

Tilt Lock Mechanism. Seat Size: 19.75 Inch W x 18.5 Inch D

Tilt Tension Adjustment Knob

Swivel Seat. Arm Height From Seat: 8 Inch H

Pneumatic Seat Height Adjustment

Nylon Arms

Heavy Duty Nylon Base

Dual Wheel Casters

**NGQELENI OFFICES:**

1. 2 X 4 drawer filling cabinets with cherry colour with locks
2. 2 X Kent desk 1600x725 with curved link 725x725, 3 drawers, kent desk shell 1200x725 with cherry colour.

3. 2x Revolving fabric office chairs (Black)

Cherry arm rest

Gas high adjustment

High back

Mid-Back Design

Black Fabric Upholstery

Tilt Lock Mechanism. Seat Size: 19.75 Inch W x 18.5 Inch D

Tilt Tension Adjustment Knob

Swivel Seat. Arm Height From Seat: 8 Inch H

Mid-Back Design

Black Fabric Upholstery

Tilt Lock Mechanism. Seat Size: 19.75 Inch W x 18.5 Inch D

Tilt Tension Adjustment Knob

Swivel Seat. Arm Height From Seat: 8 Inch H

Pneumatic Seat Height Adjustment

Nylon Arms

Heavy Duty Nylon Base

Dual Wheel Casters

3. 4x black fabric armed visitors' chairs

- **PROPOSAL CONTENT**

The proposal should contain at least the under-mentioned content.

- **Project Budget and Pricing**

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain **valid for 60 days** after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered to be the final project budget. No escalation of costs shall be allowed for, for the duration of the project.

- **Conflict of Interest**

Nyandeni Local Municipality expects the consultants to observe the highest standards of ethics during the execution of this contract and reserves the right to terminate the contract at any stage if it is determined that these standards have been or may become compromised.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation.

Quotations will be evaluated on price and preference in terms of the **80/20** point system.

The following documents are to be submitted with the Quotation:

- A copy of Entity Registration Documents.
- A Detailed Company Profile (with relevant past experience)
- Completed Database Registration Form (if not currently registered with Nyandeni Local Municipality)
- Certified ID Copy(ies) of Director(s) (not older than 3 months)
- Declaration of Interest (MBD4)
- MBD 8 and MBD 9
- Billing Clearance Certificate or Statement of Municipal Accounts.
- Entity Tax Compliance Status PIN & Entity Tax Reference Number (in writing, either on the company profile or any entity document with a letterhead or as issued by SARS)
- An original or certified copy of B-BBBEE certification or Original Affidavit.
- It should be noted that failing to attach the BBBEE Status Level Certificate will result in the 20 preference points not being awarded
- **Delivery time and availability of stock** must be indicated in the quotation e.g. delivery will take place within five working days after the date of purchase order.
- **Registration on the Central Supplier Database (CSD) is compulsory (proof of registration should be provided in writing)**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000(PPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Received Responsive Proposals will be evaluated based on the following criteria of 80/20

Price- 80 Points

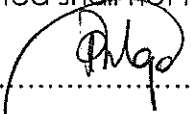
B-BBEE Status Level Contribution -20 Points

Formal written price quotations should be submitted in a sealed envelope, clearly marked **"QUOTATION NLM 49/2018 – SUPPLY, DELIVERY AND ASSEMBLE OF OFFICE FURNITURE FOR NGQELENI AND LIBODE OFFICES** which will be placed in the quotation box at Nyandeni Local Municipality, BN Nomandela Drive, Libode, 5160 before 12h00 on 06 December 2018.

For technical enquiries, please contact Ms. B. Nodada at (047) 555 0000/46 and/or Mr. S Mvunelo at (047) 555 5000/07 during working hours.

**All bidders who are not registered in the Nyandeni Local Municipality database should submit their database registration forms upon quotation submission.**

No late or incomplete quotations will be considered. The only or lowest quotation submitted shall not necessarily be accepted.

  
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**MRS. N. NOMANDELA  
MUNICIPAL MANAGER**