

REF: 24238
QUOTE NO: UBU-Q-02/08/15
Date: 18 August 2015

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SUPPLY AND DELIVERY OF FURNITURE FOR IT UNIT

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "SUPPLY AND DELIVERY OF FURNITURE FOR IT UNIT": - & UBU-Q-02/08/15" not later than the 28 August 2015 at 12h00 to: 29 Margaret Street, Ixopo 3276.

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.
- 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 Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database not older than 1 year.
- **BBBEE Certificate bearing a SANAS LOGO or an auditor's or accountant's practise number (if your certificate does not have these, it will be regarded as invalid)**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

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

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
MUNICIPAL MANAGER

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
	4	High back chairs (Black, Swivel and Gas Adjustment leather touch with arm rest)	
	2	System cupboard with glass doors (4 shelves, 900w x 400d x 1800h) Colour: Mahogany Red	
	2	Filing cabinet (4 Drawers, central lock) colour : Mahogany Red	
	1	Executive desk 2000 x 1000mm (32mm thickness, 16mm black underliner) with wooden front perforated panel, mobile pedestal (3 drawers + deep filer) and a drop extension (roller door credenza 1600 x 600mm) colour: Mahogany Red (veneer)	
	1	4 way cluster desk 400W x 1600D x 1132H, with desk height pedestal (4 Drawers , central lock, pencil tray and metal handles)and single tier lockable storage units (Colour: Cherry) and desk based screens (Aluminium Teal Fabric & glass)	
	4	Visitors chairs (chrome sleigh base Black Mesh back with Teal seat)	
	4	Dustbins (Black mesh)	
	2	In/out trays (Black mesh)	
	4	Desk organizers (tubes)	

DELIVERY ADDRESS
29 MARGARET STREET
IXOPO
3276