



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
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REF: 24222  
QUOTE NO: UBU-Q-15/07/15  
Date: 27 July 2015

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR FURNITURE AND IT EQUIPMENT**

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 "Furniture and IT Equipment": - & UBU-Q-15/07/15" not later than the 07 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
		<b>SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:</b>	
	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 Dark)	
	2	Filing cabinet (4 Drawers, central lock, Colour: Mahogany Dark)	
	1	4 Way cluster desk 1200 x 1200mm with desk height Pedestal (4drawers, central lock. Colour : Mahogany Dark) and screens(zelcor fabric)	
	2	Visitors chairs (25.4mm round tubing frame, Powder coated 60-70 micron satin black with silver frame)	
	4	Dustbins (2 x Black Perforated)	
	2	In/out trays (Black Perforated)	
	4	Desk organizers	
		<b>IT EQUIPMENT ITEMS :</b>	
	1	Laptop with a bag- Windows 7/8 pro, Intel core i5 processor, 64- bit operating system, 4GB of memory and 500GB hard disk drive	
	3	Laptop with a bag- windows 7/8 pro, Intel core i3 processor, 64- bit operating system, 2GB of memory, 500GB hard disk drive	
	2	8GB USB	
	2	3-in-one Printer with auto document feeder	

**DELIVERY ADDRESS**  
**29 MARGARET STREET**  
**IXOPO**  
**3276**