



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

RE-ADVERTISEMENT

QUOTATION NO: 91/24/25

MANUFACTURE, SUPPLY AND DELIVER FURNITURE AND OFFICE EQUIPMENT

Quotations are hereby called from suitably and experienced service providers to manufacture, supply and deliver furniture and office equipment as per the following specification:

ITEM	QTY	DESCRIPTION
1.	7	Visitor chairs- 2 low back ranger medium visitors' chairs. Chrome base and padded PU cover (no armrest) (Library)
2.	16	CPU Cages- Budget Tower Computer Security Enclosure / Cage with fully enclosed door designed to secure and protect the PC. (Library)
3.	3	L shaped desk - L shaped desk with - 3 drawers at one side and - cabinet space on other side. Desk 2000*2000mm Desk height pedestal 3 drawer Side extension 1200*600mm CPU unit sliding door with Integrated cocktail unit
4.	4	Under counter Money Drawers Pedestal for the Cashiers Required for the New DLTC Building
5.	1	Fridge- 280 litre- 2-year warranty (Library)
6.	1	Boardroom table- with chairs 8 people accommodating table <ul style="list-style-type: none">• 2400 X 900 mm• 50mm Top thickness• Leather inlay on desktop and bottom panels 8 x Maximus Gas Height Adjustment Chairs (maximum 180kg)
7.	4	Under counter Money Drawers Pedestal for the Cashiers Required for the New DLTC Building

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdlletshe | Cllr. LR Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. S.C Mdlletshe

8.	6	Low Back Visitors Chairs to match the office chairs - Black Leather Required for the New DLTC Building
9.	6	Cashier Tall Chairs - Black Leather, Adjustable with Armrest Required for the New DLTC Building
10.	4	Rectangular office desk - wooden with steel legs 73x60x120cm For the new DLTC Building,
11.	1	1.7LT Defy/Russell Hobbs or equivalent Matte Black Kettle, Automatic Required for the DLTC
12.	1	30LT Defy / Russell Hobbs / Samsung HiSense or equivalent matte Black Microwave Oven Required for the DLTC
13.	100	Heavy Duty Plastic Chairs – Alpine stackable chairs (Black) are required for the new DLTC Building. Chairs must be branded with the Municipal logo (Mandeni DLTC)
14.	1	220 -300LT Double Door Fridge Freezer, Silver Mirror Finish, Defy/ Samsung / Hisense or equivalent refrigerator required for the Kitchen at the New DLTC Building
15.	2	High-back leather chairs are adjustable and black with no armrest, max 180 kg.

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD
Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.
- Service providers to complete in fully all relevant MBD's (1,4,8,9) that are available on the website.
- Quotations must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears. Or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. These must be provided for the bidder and director(s).
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- 3x Recommendation letters with appointment letters reflecting previous experience of similar projects with traceable references and purchase orders with accumulative value of at least R500 000.
- Insert the pictures of Items quoted for in the tender document.
- Financial capacity must at least have 40% of the total project value as working capital reflected on Bank statement and/or Bank overdraft proof letter or credit letter and/or letter of intent to grant loan from NCR accredited institute.
- Non-compliance with the above-mentioned criteria will lead to disqualification.
- Goods must be supplied by 15th July 2025.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked **"MANUFAURE, SUPPLY AND DELIVER OFFICE FURNITURE AND EQUIPMENT": 91/24/25** "and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Wednesday, the 18th of June 2025. Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Enquiries may be directed to lungisanin@mandeni.gov.za Lungisani Nduli or Sudasha Jwalapursad via email Sudasha.iwalapursad@mandeni.gov.za 032-456 8218.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 12/06/2025