



Office of the Municipal Manager

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SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 03/25/26

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	File cabinets – heavy duty stainless-steel stationary carboard with 4 adjustable shelves (DLTC)
2.	8	Office waist bins Waste bins (DLTC)
3.	2	10 litre pedal steel bins (for main reception and kitchen) (DLTC)
4.	8	Steel bulk filer mobile shelving 5 bay 224x110x232cm motor craft white
5.	9	Galvanized steel shelving system 1800mmx900mm,5 tie (for strong room, filling room and learners license filling room) (DLTC)
6.	7	Steel filling cabinets with four/five drawers (DLTC)

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	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

Executive Committee

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

- 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. Failure to attach will lead to disqualification. 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 8th August 2025.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked **"MANUFACTURE, SUPPLY AND DELIVER OFFICE FURNITURE AND EQUIPMENT": 03/25/26** "and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Monday, the 28th of July 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.jwalapursad@mandeni.gov.za 032-456 8218.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 21/07/2025