



Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 20/24/25

SUPPLY AND DELIVER OFFICE FURNITURE

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

Selling of quotation document will commence **on Tuesday, 17th of September 2024**.
The cut-off time for selling of quotation documents is 15H00 on Thursday 19th of September 2024.

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

The documents will be issued on briefing session.

A **compulsory** briefing meeting will be held on the **20th of September 2024 at 11:00**. Prospective bidders shall meet at Mandeni Top office, council boardroom, **No. 2 Kingfisher Road**. Failure to attend the compulsory will lead to disqualification.

ITEM	QTY	DESCRIPTION
1	2	D-Shape Desk with half round coloum leg, Free standing extension, Pedenza 3 drawer deep filler Roller door cupboard; 2400mm x 2400mm (including pedenza) in dark wood.
2	1	Judges Leather High back chair, black leather, and wooden frame to match desk
3	3	Visitors' chairs, Adda range
4	1	Executive leather highchair with adjustable clash, Black Stanford range
5	3	Visitors Chairs, medium back, Black leather Stanford range

6	2	Premier cabinet, bottom to have hinge wooden door, top layer to have glass hinged doors, to accommodate lever arch files, wood to match the desk 1800mm x 21mm (LXH)
7	2	Wooden hat and coat stand, wood to match desk
8	2	stainless steel waste bin
9	2	Square punch range memo holder and pencil holder – Silver
10	2	Square punch range stackable letter tray – Silver
11	2	90Litre Defy Bar fridge or equivalent – Silver or equivalent
12	2	30LT Defy Microwave oven – Silver or equivalent
13	2	1.7LT Defy Kettle- Silver or equivalent
14	2	Silver Tapered Planter with floral arrangement
15	2	Butlers' tea trolley and tray.

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

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a full report 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.
- Service providers to complete in full all relevant MBD's (1,4 ,8,9).
- Council's Supply Chain Management Policy.
- The quotation 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.
- Tax clearance certificate

- Quotation on your letterhead including picture and specifications.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates and electricity) 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. Submit for both bidder and director and it must not be older than 3 months.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked **"SUPPLY AND DELIVER OFFICE FURNITURE": 20/24/25** and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12h00, Friday, the 27th of September 2024.** **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 Sudash on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: _____