




MOQHAKA LOCAL MUNICIPALITY

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**  
(Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 5/1/1/2021-22    CLOSING DATE: 27 JANUARY 2022    CLOSING TIME: 12:00 PM  
NON-REFUNDABLE FEE: **R 176.00**

Description		Contact Person
<b><u>FURNITURE FOR MATLWANGTLWANG OFFICE</u></b>		Mrs. B.V Sithole Tel: 056 216 9601 Email: buyisiwe@moqhaka.gov.za
The Municipality is seeking for comparative proposals from potential service provider to provide the office furniture with the following specifications:		
<i>Quantity</i>	<i>DESCRIPTION</i>	
1	Desk Executive Conference End RHS 2400 x 1200 with Pedenza 4 Drawer Rio Open Filling 1300x 600 Light Cherry in Colour	
1	Wall Unit Top Double Glass Door 1200 x900 x 350 with Single Door 1200 x 900x 350 Light Cherry in Colour	
1	High back Chair Arm Bond Leather Black	
2	Visitors Chairs Arm Bond Leather Black	
1	Boardroom Table 2400 x 1200mm	
8	Executive High Back Executive Swivel Tild Bond Black	
4	Desk Cluster 1200 x 800 with Cabinet Bench 2 Standard 1 Hinged Door	
4	Chair Operators Netback	

**SUPPLY CHAIN MANAGEMENT  
VERIFIED FOR COMPLIANCE**  
2022 -01- 18  
Official Signature

2	Cupboard 1800 x 900 5 Tier	<b>SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE</b>  2022 -01- 18  Official Signature 
1	Bookcase open 5 Tier	
3	Highback Draughts Man Chairs	

### **ELIGIBILITY CRITERIA**

Only those suppliers who:

- Adhere to the stipulated minimum threshold for local production and content of **100% on Leather Items** and **85% for Office Furniture**, as prescribed by National Treasury, for all items listed in the schedule of quantities. **Bidder to complete MBD 6.2 and Annexure C.**
- Are willing and able to supply the required products within 30 days from receiving the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 60 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these pro ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.
- **Suppliers should submit copies of the brochures of the items to be provided.**
- **Suppliers should submit copies of appointment letters of similar previous work done with contactable references.**

### **PAYMENT OF NON-REFUNDABLE FEE**

Payment of the non-refundable fee of R176.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of EFT payment should then be forwarded to the SCM office via email to [palesal@moqhaka.gov.za](mailto:palesal@moqhaka.gov.za) or [agnesm@moqhaka.gov.za](mailto:agnesm@moqhaka.gov.za), after which the complete document containing the MBD forms will be forwarded to the bidder.

### **Moqhaka Local Municipality Banking Details:**

Bank: ABSA Bank Kroonstad  
Account Number: 40-5327-4876  
Branch Code: 334536  
Bidder Reference: Company Name and RFQ Number

### **SUBMISSION DETAILS**

The quotation and supporting documents sealed in an envelope and **externally endorsed with the relevant quotation number and description** and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad, Or via e-mail to [agnesm@moqhaka.gov.za](mailto:agnesm@moqhaka.gov.za) and [palesal@moqhaka.gov.za](mailto:palesal@moqhaka.gov.za).

### **CONTACT DETAILS FOR ENQUIRIES**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9143.  
For Technical, queries contact **Mrs Buyisiwe Sithole at 056 216 9601.**