



## MOQHAKA LOCAL MUNICIPALITY

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R300 000.00 VAT included)

REFERENCE NUMBER: 7/1/001/2025-26

CLOSING DATE: **12 May 2026**

CLOSING TIME: **12:00 PM**

Description	Contact Person
<p><b>REMOVAL OF OLD CARPET AND INSTALLATION OF NEW INDUSTRIAL CARPET: OLD TOWN HALL – KROONSTAD</b></p> <p>Moqhaka Local Municipality hereby invites experienced and suitably qualified service providers to submit quotations for the removal of existing carpet and installation of new industrial/commercial carpet at the Old Town Hall, Kroonstad.</p> <p><b>1. SCOPE OF WORK</b></p> <p>Those interested service providers will be required to carry out the following work:</p> <p><b>1.1 Site Inspection</b></p> <ul style="list-style-type: none"><li>• Conduct a <b>mandatory site inspection</b> to assess the condition of the floors and working environment.</li><li>• Take accurate measurements of all areas to be carpeted.</li><li>• Note that the <b>existing floor structure is wooden</b>, and special care must be taken during removal and installation.</li></ul> <p><b>1.2 Removal of Existing Carpet</b></p> <ul style="list-style-type: none"><li>• Carefully remove and uplift existing carpet and any associated materials.</li><li>• Remove old adhesives, grippers, nails, staples, or fixings <b>without damaging the wooden floor</b>.</li><li>• Collect, remove, and dispose of all waste materials in compliance with applicable regulations.</li></ul> <p><b>1.3 Floor Preparation (Wooden Floor)</b></p> <ul style="list-style-type: none"><li>• Inspect the wooden floor for:<ul style="list-style-type: none"><li>○ Loose boards</li><li>○ Uneven surfaces</li><li>○ Cracks or damage</li></ul></li><li>• Carry out necessary minor repairs, levelling, sanding, or stabilization of the wooden floor where required.</li><li>• Apply suitable protective or sealing layer where necessary to ensure proper adhesion and longevity of the new carpet.</li></ul>	<p>Mr. K L Madiba Tel: 056 216 9200 Email Address:madibakhojane@gmail.com</p> <div data-bbox="1230 958 1485 1373" style="border: 1px solid black; padding: 5px;"><p>MOQHAKA LOCAL MUNICIPALITY SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE 30 APR 2026 Official Signature</p></div>

- Ensure the floor is clean, dry, and fit for carpet installation.

### 1.4 Supply and Installation of New Carpet

- Supply and install **heavy-duty industrial/commercial-grade carpet** suitable for:
  - High foot traffic
  - Public buildings
  - Council and community use
- Carpet must be:
  - Durable and long-lasting
  - Fire-retardant
  - Suitable for installation over a wooden floor
- Installation to be done using appropriate fixing methods or adhesives suitable for wooden substrates.

### 1.5 Finishing Works

- Installation of neat edges, trims, and thresholds.
- Proper alignment and finishing at doorways and transitions.
- Final cleaning of the work area upon completion.

### 2. HEALTH, SAFETY AND COMPLIANCE

- All work must comply with the Occupational Health and Safety Act.
- Work must be conducted in a manner that minimizes disruption to municipal operations.

### 3. DELIVERABLES

- Completed carpet removal and installation
- Manufacturer's warranty on carpet material
- Workmanship warranty on installation
- Fire rating certification for the carpet

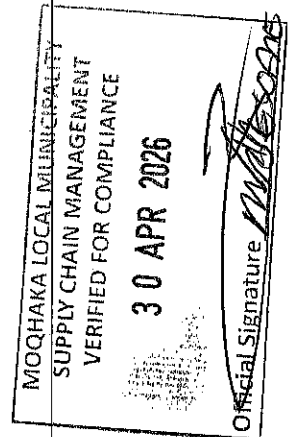
### 4. REQUIRMENTS

- CIBD Grading 1GB and or above
- Submit a brochure and or sample of similar work done
- At least two (2) reference letters of similar work done
- Attend a compulsory briefing at the Old Town hall 05 May 2026 @ 9H00

\*\*\*A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier – 10 Points
- BBBEE Status Level Contributor - 10 Points

These goals are specified in MBD6.1 in terms of the PPR2022



## **ELIGIBILITY CRITERIA**

Only those suppliers who:

- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 120 days from date of the RFQ closing- Shall be eligible to participate further on price and preferential points.
- Quotes in line with these pro ranges (R30 000.00 – R300 000.00) will be considered for further evaluation.
- **Bidders are required to submit a brochure with detailed specifications of all listed items.**
- **Bidders are requested to bind their documents in a presentable manner and not include loose papers.**

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

Payment of the Printing fee of R150.00 can be made at the cashiers at the main Municipal Building, Hill Street or directly into the municipal bank account. Proof of payment (Pop) can be submitted to the SCM Offices if EFT payment was made it can be forwarded to the following SCM officials: [rorisangm@moghaka.gov.za](mailto:rorisangm@moghaka.gov.za) or [stephanieb@moghaka.gov.za](mailto:stephanieb@moghaka.gov.za), after which the complete bid document forwarded to the bidder. **The bid document can also be collected from the SCM offices, Kroonstad Municipality (Magasyn Building), Cnr 11<sup>th</sup> & 12<sup>th</sup> Way, Kroonstad, 9499.**

## **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, should then be submitted at the SCM Offices, Kroonstad Municipality (Magasyn Building), Cnr 11<sup>th</sup> & 12<sup>th</sup> Way, Kroonstad, 9499. No bid documents will be accepted via e-mail.**

## **CONTACT DETAILS FOR ENQUIRIES**

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9187 / 9  
For Technical, queries contact khojane Madiba

