

Bid No: SCM 63/2025/26

Supply Chain enquiries: 016 973 8740/44/43/ 8611/12

Date: 05 June 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **15 JUNE 2026 before 11H00 AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement where the company is the lessee**.
- The bidder must attach at least 01 signed reference letter for previous work for supply and delivery of office furniture on the client's letterhead.
- **Transportation - LDV (Bakkie) or Truck** – the bidder must submit vehicle registration certificate registered under the company name or director/(s) name OR Signed Supplier / Manufacture support letter, clearly stating that the supplier / manufacture will deliver on your behalf OR Signed letter of intent / Confirmation letter / agreement in the rental's company letterhead.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motlounge
Municipal Manager

TERMS OF REFERENCE:

- The bidder must be able to supply, deliver, offload and assemble the office furniture.
- The bid price must include supply, delivery, offloading and assemble the office furniture.
- All items must have two-year warranty.
- The bidders must be able to deliver in full compliance with the specification provided.
- The delivery will be done at the location within Metsimaholo Local Municipality offices.

SPECIFICATION

No.	ITEM	QUANTITY
Office of the Municipal Manager Boardroom		
1.	8-Seater Boardroom Table	01
2.	Visitors Chairs	10
Office of the Executive Mayor		
3.	Visitors Chairs	08
Office of the Manager		
4.	2620 x 1270mm, 50mm desk top, leather inlay, 3 drawer mobile, 1200 x 570mm, Credenza	01
5.	High Back Chair	01
Office of the Municipal Manager (Reception)		
6.	2000 Reception counter	01
Main Reception 7th and 6th floor		
7.	3-Seater couch in Black and Blue	04
8.	Single seater couch in Black and Blue	04
9.	Glass coffee table	02
Office of the Executive Mayor		
10.	Single seater couch in Black and Blue	06
Office of the Municipal Manager		
11.	Wooden accessory set in Mahogany	01
12.	Wooden bin in Mahogany	01

P.O. Box 60, Sasolburg, 1947
 Tel : 016 973 8300/1
 Fax : 016 973 2191
 Website : www.metsimaholo.gov.za



Local Municipality
 Plaaslike Munisipaliteit
 I ekaantla I a Motse

13.	Oround planters	02
14.	Perforated accessory range	02

8-Seater Boardroom Table



Visitors Chairs



2620 x 1270mm, 50mm desk top, leather inlay, 3 drawer mobile, 1200 x 570mm, Credenza and the Cabinet



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High Back Chair



2000 Reception counter



3-Seater couch in Black and Blue



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Single seater couch in Black and Blue



Glass coffee table



Wooden accessory set in Mahogany



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Wooden bin in Mahogany



Perforated accessory range



Obround planters

