



**MOHOKARE**  
LOCAL MUNICIPALITY

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## REQUEST FOR QUOTATIONS

### SUPPLY AND DELIVERY OF OFFICE FURNITURE

<b>SCM CONTACT PERSON:</b>	Mr. P Lesenyeho
<b>TELEPHONE NUMBER:</b>	(061) 267 1582
<b>E-MAIL ADDRESS:</b>	<a href="mailto:pule@mohokare.gov.za">pule@mohokare.gov.za</a>
<b>TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:</b>	Ms. T Aphane Demand and Acquisition Officer <a href="mailto:aphane@mohokare.gov.za">aphane@mohokare.gov.za</a>  (051) 673 9600
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>SCM/MOH/18/RFQ/2024 SUPPLY AND DELIVERY OF OFFICE FURNITURE</b> ", can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950  Bid documents must reach the Municipal Tender Box before the Closing date and time.
<b>REFERENCE NUMBER:</b>	SCM/MOH/18/RFQ/2024
<b>BID VALIDITY PERIOD:</b>	120 days (Commencing from the RFQ closing date)
<b>ADVERTISEMENT DATE:</b>	26/07/2024
<b>CLOSING DATE:</b>	02/08/2024
<b>CLOSING TIME:</b>	16:00
<b>COMPULSORY SITE MEETING :</b>	None
<p align="center"><b><u>PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000</u></b></p> <p><i>This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000: Preferential Procurement Regulations,2022. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: <a href="http://www.treasury.gov">www.treasury.gov</a>).</i></p> <p><b>NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.</b></p>	

## SCOPE OF WORK

Office Furniture with a local production/ manufacturing minimum content thresholds of 85 %

ITEM	DESCRIPTION	QUANTITY
1	2.2m + Executive Desk with Credenza and Pedestal	2
2	2 Glass Door and Wooden Door Wall Unit with Two Glass Wall Unit	2
3	Heavy Duty Executive Chair – with a Maximum Weight of 150KG	2
4	Heavy Duty Chair – with arm rest and a Maximum Weight of 130KG	4
5	92L Bar Fridge	2
6	Wire Mesh Dustbin Round 15L	2
7	Delivery Cost to Zastron	

### The following conditions will apply:

- The price quoted must be firm and must be inclusive of VAT where applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certified Sworn Affidavit when applicable to qualify for points.
- Attach proof that the supplier meets the criteria of specific goals listed below to qualify for point
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

### Attach and complete following documents obtainable from the municipal website (Failure to do so will result in your bid be disqualified)

- MBD4 (Declaration of Interest)
- MBD6.2 (Declaration Certificate for Local Production and Content for Designated Sectors)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

**NB:** The following shall not be considered: -

- Quotations received after the closing date and time determined here-in.
- Quotations of which the envelopes have not been duly marked for identification.
- Telegraphic, faxed and telephonic tenders or those completed in pencil.
- Tenders listed in the National Treasury's register of defaulters

### Evaluation Criteria

- No Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Mohokare Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals



### Evaluation Criteria for Specific goals

Specific goals	Total Points
Local Area of service Within Mohokare Local Municipality = 10 Within Xhariep District= 6 Within Free State= 4 Outside Free State= 2	10
B-BBEE Status Level	10
1 = 10	
2 = 8	
3 = 6	
4 = 4	
5 = 2	
6 = 2	
7 = 2	
8 = 2	
Non-Compliant Contributor = 0	

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

#### Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

**NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**

**NB: No quotations will be considered from persons in the service of the state**

\*MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

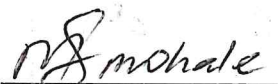
(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully



**Mr. M. Mohale**  
**Acting-Municipal Manager**

