



## REQUEST FOR FORMAL WRITTEN QUOTATIONS

Sedibeng District Municipality is hereby inviting service providers to quote on the following:

Description	Quote No.
<b>Supply and Delivery of Office Furniture for Office of the Executive Mayor</b>	8/2/8/6-2010

**Closing Date** : Wednesday, 6 May 2010 @ 12h00 Noon.  
**Contact person** : Ms. Carol Venter  
**Contact Number** : 016 450-3211

**Specifications:**

Detailed specifications will be available as from **12:00 on Monday, 26 April 2010, and thereafter on weekdays from 08:00 until 15:30 ONLY until the closing date**, upon payment of **cash** non-refundable fee of **R30.00** per document, at the cashier office, third floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.

**Instructions dealing with the depositing of quotations:**

Address a sealed envelope clearly marked with the **quote no., description** and **closing date** to “Municipal Manager, PO Box 471, Vereeniging, 1930” or Deposit it in the Tender Box situated at CNR Leslie and Beaconsfield Avenues, Vereeniging, **Outside the main building**

**Terms and Conditions relating to tendering:**

- Sedibeng District Municipality Supply Chain Management Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Sedibeng District Municipality’s area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and

- 80/20 Preferential Pointing System will be used to evaluate the quotes.

**Please attach the following documents:**

**(Failure to submit the below mentioned documents will result to immediate disqualification)**

- **An original valid Tax Clearance Certificate obtainable from SARS; and**
- **An original current account in terms of water & lights/Rates & Taxes obtainable from any Local Municipality.**

[www.sedibeng.gov.za](http://www.sedibeng.gov.za)

**Mr. Yunus Chamda  
Municipal Manager**

