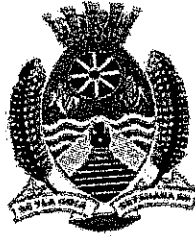


# RATLOU LOCAL MUNICIPALITY



Postal Address  
Private Bag X 209  
Madibogo  
2772

Tel: 018 330 7000  
Fax: 018 330 7047  
www.ratlou.gov.za

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Enquiries: Job Matlhoko – 082 447 6119

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

| DESCRIPTION        | SUPPLY AND DELIVERY OF OFFICE FURNITURE                                                                              |
|--------------------|----------------------------------------------------------------------------------------------------------------------|
| TENDER NO          | NW381/PAD003/2024/2025                                                                                               |
| DATE PUBLISHED     | 13 December 2024                                                                                                     |
| BRIEFING SESSION   | N/A                                                                                                                  |
| CLOSING DATE       | 20 December 2024                                                                                                     |
| TIME               | 11H00a.m                                                                                                             |
| SUBMISSION ADDRESS | RATLOU LOCAL MUNICIPAL OFFICES<br>SETLAGOLE VILLAGE<br>TENDER BOX (GENERALLY OPENED 24<br>HOURS AND 7 DAYS PER WEEK) |

### BACKGROUND

The town Planning & Development Department seeks a service provider for the supply and delivery of office furniture and their Main Offices and Thusong Service Centre.

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                            | QUANTITY | UNIT PRICE | TOTAL |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------|
| <b>4 WAY CLUSTER DESK</b> <ul style="list-style-type: none"><li>1600/800 – 22mm top, white steel 38/38mm intermediate leg. Includes 700/400h &amp; 1200/400h screens</li><li>Desk high pedestal – 3 drawers, central locking (included)</li><li>Top roller door storage box – lockable (included)</li><li>*Desk high-pedestals &amp; storage</li></ul> | 2        | R          | R     |

SUPPLY AND DELIVERY OF OFFICE FURNITURE

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L

|                                                                                                                                                                                                                                                                                                                                                                                      |    |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|---|
| boxes will be on the outside of the cluster. Price includes x1 intermediate leg                                                                                                                                                                                                                                                                                                      |    |   |   |
| <ul style="list-style-type: none"> <li>Upholstered Seat &amp; Back. Swivel &amp; Tilt Mechanism. Gas Height Adjustable. Nylon Base with 50mm Diameter Castors</li> </ul>                                                                                                                                                                                                             | 8  | R | R |
| <b>Tetrix L-Shaped Desk Specifications:</b> <ul style="list-style-type: none"> <li>Overall footprint is 2490 x 1900mm.</li> <li>The desktop is 1800 x 900mm with a steel support structure and features an inlay.</li> <li>2 Hinge door pedenza with 4 drawers and shelves</li> <li>Pedestal with 2 drawers and 1 hinge door with shelf</li> <li>Burgundy Mahogany Colour</li> </ul> | 01 | R | R |
| <b>Filing Cabinet</b> <ul style="list-style-type: none"> <li>Wall Cabinet for the Office of the Senior Manager</li> <li>Burgundy Mahogany Colour</li> <li>Similar in design</li> </ul>                                                                                                                                                                                               | 01 | R | R |
| <b>Wallstreet high back-office chair specifications:</b> <ul style="list-style-type: none"> <li>Two lever executive Swivel and Tilt</li> <li>Gas height adjustment</li> <li>Aluminum spider base / Black nylon base</li> <li>Headrest with nylon moulded arm pads</li> <li>Maximum user weight: 120KG</li> </ul>                                                                     | 01 | R | R |
| <b>Boardroom Table</b> <ul style="list-style-type: none"> <li>1200 x 2400 Boardroom Table (Round)</li> </ul>                                                                                                                                                                                                                                                                         | 01 | R | R |
| <b>Administrators: Activity Executive Desk Specifications:</b> <ul style="list-style-type: none"> <li>1800 x 900mm Desk</li> <li>Steel Loop legs</li> <li>Side Cabinet with 3 drawers and a hinge door</li> <li>1600 x 400 16mm Storm Grey Modesty Panel</li> </ul>                                                                                                                  | 01 | R | R |

SUPPLY AND DELIVERY OF OFFICE FURNITURE

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|                                                                                                                                                 |                 |   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---|---|
| • Two-Tone Colours: Storm Grey and Sahara                                                                                                       |                 |   |   |
| <b>Office Administrator</b><br>• Upholstered Seat & Back. Swivel & Tilt Mechanism. Gas Height Adjustable. Nylon Base with 50mm Diameter Castors | 01              | R | R |
| <b>Office Administrator - Visitors</b><br>• Upholstered Seat & Back. Nylon Base with 50mm Diameter Castors                                      | 02              | R | R |
| <b>TOTAL</b>                                                                                                                                    | <b>18 Items</b> |   |   |

Bidders who score less than 70% in the criteria above, will be automatically disqualified, and those scoring more than 70% will be further assessed through 80/20 criteria.

**PRICING – additional pricing sheet on company letterhead may be used**

The following documents should be submitted with your quotation:

- Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- Proof of Business registration on Central Supplier Database
- Certified copy of BBBEE Certificate/ Original
- Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

**NB No copies of certified copies will be accepted.**

**All certified copies should not be more than three months from the date of the advertisement.**

The following conditions will apply:

- Price(s) quoted must be valid for a period of 30 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000 and R300 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

**N.B** Failure to comply with these conditions may invalidate your offer.

**SUPPLY AND DELIVERY OF OFFICE FURNITURE**

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## FUNCTIONALITY

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client)** 40

|                            |    |
|----------------------------|----|
| 7 and more                 | 40 |
| 5 – 6 confirmation letters | 30 |
| 3 – 4 Confirmation letters | 20 |
| 1 – 2 Confirmation letter  | 10 |
| 0 Confirmation letter      | 00 |

**Ability to deliver within specified time frame – (Commitment letter should be in the letter head of the bidder)** 40

|                         |    |
|-------------------------|----|
| Delivery within 30 days | 40 |
| Delivery within 45 days | 20 |
| Delivery within 60 days | 10 |
| More than 60 days       | 00 |

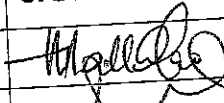
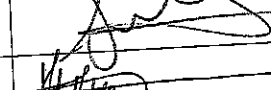
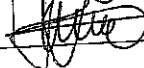
## LOCALITY (OF THE BIDDER)

|                            |    |
|----------------------------|----|
|                            | 20 |
| Within Ratlou              | 20 |
| Within Ngaka Modiri Molema | 15 |
| Within North West Province | 10 |
| Outside the Province       | 00 |

**NB: Bidders who obtain less than 70% on functionality will be regarded as non-responsive and will not be evaluated further.**

T.M.  
J.F.  
V  
H.M.

# MEMBERS OF THE SPECIFICATION COMMITTEE

| NAME & SURNAME        | DESIGNATION           | SIGNATURE                                                                           |
|-----------------------|-----------------------|-------------------------------------------------------------------------------------|
| Thabo Matlhoko        | Chairperson           |  |
| Ipakeng Lekoto        | Member                |  |
| Mothaakgotla Lekalake | Requesting Department |  |

Approved/Not Approved

*Prescribed sum processes to be addressed to*

  
**LLOYD LEOKO**  
**MUNICIPAL MANAGER**

SUPPLY AND DELIVERY OF OFFICE FURNITURE

# RATLOU LOCAL MUNICIPALITY



MBD 6.1

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
- a) The applicable preference point system for this tender is the 80/20 preference point system.
  - b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

SUPPLY AND DELIVERY OF OFFICE FURNITURE