

Bid No: SCM 38/2025/26

Supply Chain enquiries: 016 973 8743/4

Date: 05 March 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 ON AS AND WHEN REQUIRED BASIS.

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 **12TH of March 2026 before 11H00** 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**
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 a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company bank confirmation letter with address of the company, if bank confirmation letter does not reflect the bidders address the bank confirmation letter must be submitted with the bank statement.

General Conditions are available on Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr. F.J Motloung
Municipal Manager

REQUEST FOR QUOTATION APPLICATION FORM

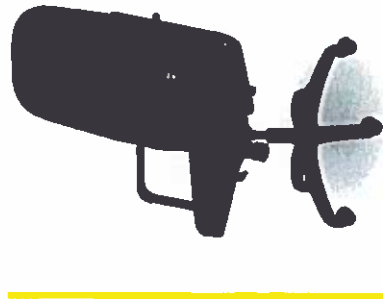
TERMS OF REFERENCE

- 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 Municipal Stores or location within Metsimaholo Local Municipality offices.



REQUEST FOR QUOTATION APPLICATION FORM

SPECIFICATION



NO	DESCRIPTION
1 HIGH BACK CHAIR (OFFICIALS)	<p>Swivel & Tilt Mechanism: The chair is equipped with a smooth and durable swivel & tilt mechanism, allowing you to rotate 360° and adjust the tilt of the backrest for flexible and dynamic seating. This feature promotes easy movement and adaptability, whether you're engaged in focused tasks or need to shift between different areas of your workspace.</p> <p>PU Capped Steel Armrests: The armrests are made of sturdy steel and are capped with soft, durable polyurethane (PU) to provide both support and comfort. This combination offers a firm but comfortable resting place for your arms, reducing shoulder and arm strain while maintaining a sleek, modern aesthetic.</p> <p>High Density Foam Seat: The seat is made with high-density foam, ensuring long-lasting comfort and support. This foam provides excellent cushioning, preventing discomfort from prolonged sitting. The high-density material helps maintain the seat's shape and performance over time, offering consistent comfort throughout your workday.</p> <p>Gas Height Adjustment: The gas height adjustment feature allows you to effortlessly adjust the seat height to your preferred level, making it easy to achieve proper alignment with your desk or workstation. This customizable adjustment ensures that the chair suits your body size and specific ergonomic needs.</p> <p>Black Nylon Base: The chair features a strong, black nylon base that offers both durability and a sleek appearance. The nylon material ensures long-lasting strength, and its lightweight nature makes it easy to move and adjust while still maintaining excellent stability.</p> <p>50mm Castors: Equipped with 50mm castors, the chair ensures smooth and easy movement across a variety of surfaces, from hard floors to low-pile carpet. The durable castors are designed to withstand everyday wear while maintaining excellent mobility.</p> <p>Contract Fabric: Upholstered in durable contract fabric, the chair is built to withstand the demands of commercial use. This fabric is highly resistant to wear and tear, while being comfortable and breathable, making it an ideal choice for busy office environments. The fabric's neutral tone adds versatility and suits a wide range of office decors.</p> <p>Dimensions: 1080mm (H) x 570mm (W) x 680mm (D) Load Capacity: 120 kg</p>





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<p>2 VISITORS CHAIR (SENIORS, MANAGERS & ASS. MANAGERS)</p> 	<p>Black Powder Coated Sleigh Base Fixed Nylon Armrests Black Vinyl Upholstery 120 KG Weight Rating Material: Black PU/Vinyl upholstery with a steel base in width in depth and features a backrest height of from the seat. Total Width: 640 – 660mm Total Depth: 660 – 810mm Back Height from Seat: 620mm Seat Width: 500mm Seat Depth: 480</p>
<p>3 HIGH BACK CHAIR (SENIORS, MANAGERS & ASS. MANAGERS)</p> 	<p>Swivel & Tilt Mechanism lockable in upright position Tension adjustment for tilt-recline function Gas Height Adjustment (seat height) Fixed Nylon Armrests (fixed to seat & backrest) Nylon 5 star base with 50mm castors Black vinyl (PVC) Upholstery Material: Leather Overall Dimensions: Approx. 640–680 mm (W) x 640–730 mm (D) x 1200–1310 mm (H). Weight Rating: 110 kg - 120 kg (maximum)</p>

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<p>4 BOARDROOM CHAIR</p> 	<p>Type: Armchair A durable, black powder-coated or chrome steel frame in a sled-base Backrest: Mesh Back (ergonomic design) Dimensions (Approximate): Height: ~900 mm - 980 mm Width: ~550 mm - 630 mm Depth: ~580 mm - 640 mm Weight Capacity: ~120kg - 130kg Features: Often features padded arms and a breathable mesh Breathability: The mesh allows air to circulate, keeping you cool. Ergonomic Support: It supports the lower back (lumbar) and adapts to the body's natural shape. Comfort: These chairs are lightweight and often used to reduce fatigue. Office chair feature consisting of a breathable, tensioned mesh fabric stretched across a frame, designed to maximize airflow, comfort, and support. It helps regulate body temperature, improves posture by conforming to the spine's curve, and reduces back strain during long periods of sitting. Colour: Burgundy Fabric</p>
<p>5 DESK (OFFICIALS)</p> 	<p>Shell Desk With Fitted Drawers 3 Draw Fitted Drawers have Silver square handles Locking file drawer can accommodate letter or legal size files Wood - Coimbra Melamine Shell Desk 1600mm x 750mm/32mm Top, 16mm Legs 900mm x 600mm</p>

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<p>6 DESK (MANAGERS & ASS. MANAGERS)</p> 	<p>Desk With Pedestal Wood - Mahogany Veneer Under-the-surface hanging Pedestal has 2x Drawer and 1x Deep Filer drawer Locking file drawer can accommodate letter or legal size files Drawers have Silver square handles Dimensions: Measures 1600cm in length and 722cm in height</p>
<p>7 FILE CABINET</p> 	<p>4 Drawer Cabinet Steel External Dimensions: 1300 (H) X 470 (W) X 630 (D) mm Lockable filing cabinet Colour: Grey</p>