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MAMPOI STREET, OLD PARLIAMENT BUILDING, PRIVATE BAG X810, WITSIESHOEK 9870, SOUTH AFRICA  
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## OFFICE OF THE MUNICIPAL MANAGER

### REQUEST FOR FORMAL WRITTEN QUOTATIONS

Date: 23 October 2023

Dear: Service provider

Kindly furnish Thabo Mofutsanyana District Municipality with a written quotation for the supply of goods / services as detailed below.

#### **Supply and Delivery of Office Furniture and Invitation for site Inspection to take window blinds and Carpets measurement**

- Detailed Specifications and returnable MBD forms are obtainable from the Supply Chain Management Office.

The quotation must be on letterhead of your business and be hand-delivered **in the TENDER BOX** not later than the **31 October 2023 at 12h00** at Thabo Mofutsanyana District Municipality (Old Parliament building).

#### **The following conditions apply:**

- Prices quoted must be valid for at least (30) days from the date of your offer.
- Prices quoted must be firm and should clearly indicate whether they are VAT inclusive or VAT exclusive.
- NB: Please indicate the period of delivery on your quotation which should be regarded as binding if you win this award.

#### **Mandatory documents to be submitted:**

- Central Supplier Database (CSD) Report or MAAA number of the bidder.
- Tax Clearance Certificate (TCC) or Tax Compliance Status PIN of the bidder.

- Copies of bidders' Identity Documents
- Municipal account/ Lease agreement/ Municipal clearance certificate.

**Municipality will not make an award to any bidder/ supplier under the following:**

- If the bidder is not registered in the Central Supplier Database (CSD)
- If the bidder owes a municipality's utility bill for more than 90 days and there is no proof of arrangement made with the municipality to rectify the situation.
- If the bidder is prohibited to transact with any organ of state
- If the bidder's tax matters have not been declared by SARS to be in order and there is no proof of arrangement made with SARS to rectify the situation.
- If supplier is a natural person, he/ she is in the service of the state.
- If supplier is not a natural person, any of its director, manager, principal shareholder, or stakeholder a person in service of the state.
- If a supplier is an advisor or consultant contracted with the municipality

The quotations will be evaluated according to the criterion below as prescribed in the Preferential Procurement Policy framework Act No 5 of 2000 and provided for in the Municipality's Preferential Procurement Policy.

**NB: No quotation will be considered from persons in the services of the state.**

Failure to meet the above conditions and failure to submit the required documents may invalidate your bid/ tender.

Yours Faithfully



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**Me: T.P.M LEBENYA**  
**Municipal Manager**