

**REQUEST FOR QUOTATION**

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| **REQUEST DATE:** | 29/01/2019 |
| **DEPARTMENT:** | Corporate services |
| **RFQ number** | RFQ 18-19/16 |
| **CLOSING DATE:** | 04/02/2019 at 12:30h |
| **COMPULSORY REQUIREMENTS** | 1. TAX CLEARANCE CERTIFICATE 2. MBD 4 (DECLARATION OF INTEREST) 3. PROOF OF CSD REGISTRATION 4. ***MBD 4 can obtainable from the municipality’s supply chain office*** |
| **Other requirements** | BBBEE certificate |
| **BRIEFING SESSION:** | N/A |
| **RFQ ENQUIRIES:** | SCM OFFICE  058 913 8300 |
| **SUBMISSION OF QOUTES:** | Complete Quotations be delivered on or before the closing date and time by using any of these methods:  Physical address (1): c/o Kuhn &Prinsloo street, Vrede, 9835  Physical address (2) : 41 Piet retief street warden 9890  Physical address (3) : 48 Voortrekker street memel 2970  Postal address: Private bag X5 vrede 9835 |
| **DESCRIPTION OF GOODS/SERVICES:** | |  |  | | --- | --- | | **Description** | **Quantity** | | Weed killer 25Lt | 5 | | Hard broom | 10 | | freshmatic ultra automatic spray with refills | 30 | | Soft broom with dust pan | 10 | | Clarke multipurpose furniture polish 400g | 30 | | Air freshener spray 400g | 30 | | Soft rake | 6 | | Toilet papers 48 in a pack | 50 | |

**CONDITIONS**

* **Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the municipality’s Supply Chain Management Policies and Procedures**
* **It is the company’s responsibility to submit a valid BBBEE certificate, failure to do so will result in the company receiving 0 points for preferential points**
* **The quotation page must be signed.**
* **The MBD 4 *must* be completed and submitted with the quotation. If the forms are incomplete or not attached the quotation will be disqualified**
* **All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder**
* **To participate in the municipality’s quotation process for the procurement of goods and/or services, vendors MUST be registered and compliant on the central supplier database (CSD).**

* **Prices quoted must include delivery charges and goods must be delivered to the address indicated on the RFQ page.**
* **The municipality reserves the right to increase or reduce the quantity.**
* **It is the bidder’s responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted**

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**Mrs Nomvula F Malatjie**

**Municipal Manager**