

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: CORPORATE SERVICES
NOTICE NO: 43/2019

**REQUEST FOR QUOTE (RFQ): SUPPLY, DELIVERY & INSTALLATION OF
OFFICE FURNITURE FOR HR DEPARTMENT**

Prospective Suppliers and Service Providers are hereby invited to submit formal quote for the Supply, Delivery & Installation of office furniture for HR Department of Kouga Local Municipality.

DETAILED SPECIFICATION IS AVAILABLE ELECTRONICALLY:

Compulsory Terms of Reference Document containing specifications and necessary documentation will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za.

CONDITIONS OF THIS RFQ:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80/20-point scoring system
- The Guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold where applicable will be applied.
- A valid SARS Tax Clearance Certificate and the Tax Compliance Status may be requested to verify tax status.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- In order to claim Preference points a valid original or certified B-BBEE Status level Verification certificate / EME Certificate / Sworn Affidavit must be submitted to validate the claim.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 120 days from the closing date.
- RFQ's that are deposited in the incorrect box or delivered to any other venue will not be considered.
- Prospective suppliers **MUST** meet the minimum prescribed local content for each product to be priced or supplied.

Any information regarding this formal quote can be obtained from Mrs. Z. Mdidimba at 042200200 or zmdidimba@kouga.gov.za AND copy; tenders@kouga.gov.za

Quotations in a sealed envelope endorsed "**NOTICE NO: 43/2019: "SUPPLY, DELIVERY & INSTALLATION OF OFFICE FURNITURE FOR HR DEPARTMENT"**", must be placed in the Tender Box in the foyer of the Municipal Offices at 33 Da Gama Road, Jeffreys Bay on or before **MONDAY, 25 MARCH 2019 at 12:00**


C. DU PLESSIS
MUNICIPAL MANAGER

P.O Box 21
JEFFREYS BAY
6330

For Placement: Seven (7) day notice to be placed latest by 14 March 2019
Municipal Website/ Municipal Notice Boards in all offices/areas – **14 March 2019**