

Hessequa Municipality



MUNICIPAL SUPPLY CHAIN MANAGEMENT INVITATION TO SUBMIT CLOSED QUOTATION THE SUPPLY AND DELIVERY OF GOODS AND SERVICES

RQ Nr: 51292

16 August 2016

Dear Sir/Madam

Please provide a written quotation for the supply of goods and / or services as detailed in the list attached.

The quotation must be submitted, on the official letterhead of your business, by the one of the following means for the attention of **Ms C Jacobs**:

- Fax: (086) 406- 6691;
- Email candis@hessequa.gov.za
- Per Hand at the Hessequa Municipality SCM offices, Post Office Building, 19 Main Road, Riversdale, 6670

Quotations must be reach the Municipality by no later than 12:00 on Thursday 25 August 2016.

The following conditions will apply to all quotations:

- Prices quoted must be firm, inclusive of VAT and where applicable for delivery to the address indicated below. The total amount of the quotation must also be clearly indicated;
- Please refrain from quoting on goods that are out of stock or not usually stocked by your company, or indicate on your quotation that this is the case and what the delivery period on those items will be;
- If your quotation is accepted, goods and/or services must be supplied and delivered to the below mentioned address, accompanied by your delivery note and invoice (if possible);
- Quotations must to be valid for a period of 30 days;
- The delivery period must be indicated.
- The closed quotation is subjected to the General Conditions of Contract as contained in MFMA Circular 25 of 2005

If your quotation does not comply with above stated conditions, your quotation will not be considered.

If you have not received a response from the Municipality within thirty (30) days after the closing date of the quotation, please regard your quotation as unsuccessful.

Should you be interested in wanting to know to who the successful bidder was, you may consult our website at www.hessequa.gov.za where monthly reports on awards will be published.

The Municipality reserves the right to withdraw any invitation for closed quotations and/or to re advertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Any Prospective Service Provider must make sure that they are registered and are valid on the Database of Hessequa Municipality and/or on the Centralised Supplier Database (CSD) and that they are in possession of a Valid Tax Clearance Certificate.

Please address any technical enquiries regarding the specifications to **Franklin Saayman at 028-7137948**, or any Supply Chain Management related enquiries to **Ms C Jacobs at Tel: 028 713 8083**.

For delivery to: Slangriver, Wltsand, Melkhoutfontein
Address

SUPPLY CHAIN MANAGEMENT

You are requested to quote on the following:

1. SPECIFICATIONS

STEEL FOLDING TABLES GREY 1800W X 700D (Delivery to De Duine Saal)	Quantity: 17
STEEL FOLDING TABLES GREY 188W X 700D (Delivery toSlangrivier Sportgronde)	Quantity: 10
STEEL FOLDING TABLES GREY 188W X 700D (Delivery to Melkhoutfontein Sportgronde)	Quantity: 18