



RFQ009/2014

Supply and delivery of Versa Trolleys

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

You are hereby invited to submit a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than **20 January 2014** to:

Civic Centre, Botha Street No. 44, Modjadjiskloof, 0835.

The following conditions will apply:

- ✓ Price(s) quoted must be valid for at least (30) days from date of your offer.
- ✓ Price(s) quoted must be firm and must be inclusive of VAT if the company is registered for VAT.
- ✓ A firm delivery period must be indicated.
- ✓ This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and for this purpose the enclosed forms MBD2, MBD 4 & MBD6.1 must be scrutinised, completed and submitted together with your quotation.
- ✓ The successful provider will be the one scoring the highest points.

LIST OF RETURNABLE DOCUMENTS

1. Original valid tax clearance certificate from SARS.
2. Copy of company registration certificate
3. Valid BBBEE status level certificate
4. Recent proof of payment for water and lights (not older than three months) / recent proof of residence from Traditional Authority / valid lease agreement accompanied by proof of payment for municipal rates and taxes of the lessor.
5. Certified ID copies of owners.

NB: Certification on the documents should not be older than three months. Bidders will be disqualified for failure to submit any of the returnable documents listed above (with the exception of BBBEE status level certificate). No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

Kind regards

Mashaba T.G
Municipal Manager

GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,

SPECIFICATION FOR LIBRARY VERSA TROLLEYS

9 x VERSA TROLLEYS

FEATURES

- Metal Versa trolleys with 4 detachable wooden sloping shelves
- Metal construction 4 rubber wheels(100mm castors)
- Lightweight for easy mobility
- Size W450mm X H945mm X L750mm and depth 460mm
- Carry load as heavy as 220kg
- Colour: Blue or Red

SUB-TOTAL	R.....
VAT	R.....
GRAND TOTAL	R.....

Enquiries: Bhimjee R.M or Nkgapele S.R at 015 309 8609 regarding the specification.



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