

- The terms of payment are thirty (30) days from the date of receipt of invoice by the municipality.

- **SPECIFICATIONS IN RESPECT OF PRODUCTS AND SERVICES**

Suppliers are invited to quote for the supply and delivery of office furniture for the NLM which includes the following item for a period of 24 months;

5.1. Office of the Mayor, Speaker and Chief whip

Presidential Desk – B040 Executive desk, 3300L X 1200W X 800H, Credenza size 1400L X 750 W X 800H

- Wall unit S016 Mahogany wall unit
- Boardroom Table, H011, Size 2400W X 1200D X 800H
- Chairs DB010
- DB016

5.2. Municipal Manager

- B040 Executive Desk, 2400L X 1000W X 800, Credenza size 1200L X 510 W X 800H
- S017 Aluminium framed glass door wall unit
- Visitors chars DB016
- Chair DB010
- Boardroom chairs

5.3. Directors

- B044A desk size 1600L X 750W X 800H
- B044B size desk 1200L X 750W X 800H
- B044C corner table, size 850L X 850W X 800H
- B044D mobile pedestal size, 400L X 500W X 620H
- Chairs DB090 Genuine Leather

5.4. Managers

- Chairs DB083
- Visitors chairs DB083B
- Table JMW110 Mahogany four way cluster desk, size 1600L X 1200W X 760H, JME503 Desk pedestal
- JMB605 wooden door system cabinet, sizw 900W X 400D X 1500H

5.5. Officers, Administrators and Gas

- Orbit JA004A, Desk shell, size 1600L X 1200W X 760H 1800L X 1200W X 760H
- JA004E Three draw fit in pedestal
- JW001075 roller door with one shelf
- Chair DB017
- Visitors chairs DB017B

5.6. Supplier Qualification Criteria Must Also Consist Of All Of The Bid Evaluation Criteria

Bids will be evaluated as follows:

5.6.1 Compliance Criteria

A Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (1 original required)

- Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.

- Proof of registration of the Entity as follows:
 - Natural persons- certified copy of ID document/ passport
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Company- current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
 - Trust- letter of appointment from the Master of the High Court of SA and deed of trust
 - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder.
- Up to date Municipal Account not older than three (3) months and not over three
- (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted.
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have