



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): SUPPLY AND DELIVERY OF MAINTENANCE MATERIAL FOR LIBRARY AND REGISTRY.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

SUPPLY AND DELIVERY OF MAINTENANCE MATERIAL FOR LIBRARY AND REGISTRY

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	04 October 2021
RFQ NUMBER	NLM/TS/SDMMLR/2021/2022
DESCRIPTION OF GOODS/SERVICE	SUPPLY AND DELIVERY OF MAINTENANCE MATERIAL FOR LIBRARY AND REGISTRY
CLOSING DATE AND TIME:	12 October 2021 AT 12H00
ENQUIRIES	060 973 8676/ ndikis@ntabankulu.gov.za – Mr. S Ndiki Technical Enquiries or 082 786 0772 /mdudio@ntabankulu.gov.za O. Mdudi-SCM Related,

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 Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

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PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate or SARS Pin number certificate	
MBD 4: Declaration of Interest, must be signed between the opening and closing date	
MBD 9: Certificate of Independent Bid Determination, , must be signed between the opening and closing date	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice , must be signed between the opening and closing date	
An original BBBEE certificate or copy of certified BBBEE certificate or an Sworn affidavit	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation and must be valid for 90 days.	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. 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.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated

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- on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices and must be valid for 90 days.
 7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
 8. Submission of a Quotation can be dropped in a box clearly marked "**Supply and delivery of Maintenance Material for Library and Registry**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
 9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

Recommended by



X.N. Venn

CFO

Approved by



L Nonyongo

Municipal Manager

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**MATERIAL SPECIFICATION FOR MAINTENANCE OF REGISTRY AND LIBRARY
BUILDING RELATED MATERIAL**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Supply, Deliver and Install Aluminium double hinged door-midrail (2060mm X 2060mm)	No	1		
	Supply, deliver and install 1100mmX1400mm vertical blinds-colour blue	No	1		
	Supply, deliver and install 550mmX900mm vertical blinds- colour blue	No	1		
2	Double velvet paint (Pearl white-VEL 32)	20l	2		
3	Ceiling paint (white)	20l	2		
8	Fibre cement fascia board (10mm x 150mm x 3m)	No	1		
9	Fibre cement barge board (3m)	No	1		
	Meranti double door (1610 X 2032 X 40mm)	No	1		
19	Meranti 8 panel exterior door (813mm x 2032mm)	No	3		
21	Bras bearing hinge (100 x 75 x3)	No	6		
22	3 liver mortise lock (quality approved by SABS)	No	5		
	30x8mm cover strip hardwood (3m long)	No	45		
30	2.44 x 1.22m masonite (ceiling board)	No	50		
	3.5x25mm drywall screw (Q4000)	No	1		
31	75mm drywall screw (Q700)	No	1		
32	38mmx38mm pine brandering 4.40m long	No	100		
Total					

ELECTRICAL RELATED MATERIAL

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	wall mounted outside lights with lights (16W 230V)	No	20		
2	1.2M LED lights double 5ft 24-36W	No	60		
3	LED fittings 1.2M double	No	15		
4	screw connectors	No	2		
5	4-way junction box with covers and nails	No	16		
6	2.5mm suffix wire	m	100		
7	1.5mm suffix wire	m	100		
8	Photo cell	No	2		
9	Pin type bulb with holder	No	10		
10	60 amps single phase earth leakadge	No	2		
11	63 amps three phase isolator	No	2		

12	4x2 wall mounted light base box, double liver switch and covers	No	3		
13	5x 36mm butterfly screw (pack of 20 screws)	No	3		
Total					
Sub-total (Building + Electrical related material)					
VAT @ 15%					
Grand Total					

Prepared by: Mr. S Ndiki

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O&M Manager

Reviewed by: Mr. PL Mpendulo

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Technical Services
Director