



# INVITATION: FORMAL WRITTEN PRICE QUOTATION FOR SEVEN DAYS NOTICE

**BID NO: RFQ10/2025/26**

**Magareng Municipality** hereby invites suitably prospective service providers to quote for "OFFICE FURNITURE" **Sealed** price quotations clearly marked "**BID NO: RFQ 10/2025/26 SUPPLY AND DELIVERY OF OFFICE FURNITURE**" clearly endorsed on the envelope **must** be submitted to Magareng Local Municipality, Magrietha Prinsloo street, WARRENTON, 8530. Bids **must** reach the municipality before **12H00 on Friday 10 October 2025**

## Specification

Items	Description	Quantity
Diamond Desk	Diamond open leg structures 6-way Dual bench– 4800 (L) x 1650 (W) x 722 (H) 1600 (L) & 1800 (L) Workspace options/ Triangular leg profile/ 2 x Recessed intermediate legs/ Includes under desk cable management/ Black	1
Diamond Desk	Diamond open leg structures 4-way Dual bench – 3200 (L) x 1650 (W) x 722 (H) 1600 (L) & 1800 (L) Workspace options/ Triangular leg profile/ 21x Recessed intermediate legs/ Includes under desk cable management/ Black	1
Diamond Tops	Tops Rectangular top with power gap/ Non-handed/ Stone grey fit the desk. Quantity will be of the desk	
Xpress-Me desk with short modesty	Rectangular desk (right hand) XPM1631S-1600(L) x 750 (W) x 725 (H) Dark eucalyptus	2
Xpress-Me pedestal Base Unit	XPMB707 400 (W) x 750 (D) x 700 (H) (right hand) 1x floating pen & pencil tray, 1x standard drawer & 1x hinged door (dark eucalyptus) Including handles	2
Giro Black Simple mechanism chairs	GIRO2BLK Simple Mechanism/ Backrest in black mesh/ height adjustable arms/ 5-star black nylon base with 50mm castors/ seat upholstered in standard black fabric	11
Global Perspex	Centre screen GLS1500 + [BLK] – 1500 (L) X 315 (H)	5

screens	5mm Thick Perspex screen/ Matt black	
Global desk mounting brackets	Dual desk mounting brackets SBD02+[AL] Set of two brackets/ suitable for 16-25mm tops	5
Global Mute cocoon	GCS750 + [black] – 750 (L) x 400 (H) 21mm thick/ 2 x 9mm 100% Polyester panels with 3mm MDF support panel to middle/ Easily positioned/ No brackets/ Black	6
Steel Cabinet	Heavy Duty 4-Tier Carbon Steel Free Standing Cabinet (Black or grey)	3
Xpress-Me Rectangular desk- short modesty	XPM1631S + {TOB} 1600(L) x 750 (W) x 725 (H) 25mm wood grain top with fold up panel leg & short modesty in paired finish / Fit on dropped pedestal / left or right handed / storage attaches to the right side on right handed & left side on left handed / available in true Oak paired with black	1
Xpress-Me Dropped Pedestal	XPMD705 +{ L/R} + {TOB} 700(W) x 750(D) x 675(H) 1 Floating pen & pencil tray, 3 x standard drawers & 1 x open compartment with adjustable shelf / left or right handed / available in true oak paired with black	1
Fresh High Back Chair (FRS01BLK)	Synchronised mechanism/ Die-cast aluminium back support / 2D arms: adjustable in height & width/ adjustable lower back support/ 5 star polished aluminium base/ black genuine leather upholstery	1
Ergonomic office chairs	Adjustable lumbar high back support and tilt features Stable 5 blade base Dual wheel casters Durable “scotchgard” nylon fabric Seat and back angle ergonomic adjustable mechanisms Pneumatic Height adjustments	2
Office Chairs	Adjustable headrest Lumbar support adjustable seat depth, 3D armrests	2
Bench work-leg structure	4 way dual bench BW3215 + [ BLK/SI/WH] 3200[L] x 1500 [W] x 695 [H] BW3615 + [BLK/SI/WH] 3600[L] x 1500[W] x 695 [H] In Black	1

1. Late, emailed, faxed, incomplete quotes will not be considered.
2. All quotes will be adjudicated and awarded in terms of the Magareng Local Municipality Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework



Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Condition of Contract.

**3. Suppliers must submit their quotes with the following documentation and or information:**

3.1 A valid original Tax Clearance certificate or valid tax pin.

3.2 A certificate certifying that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days, if the bidder is the lessee a valid lease agreement together with the municipal account of the landlord, or a letter from tribal authority if the service provider operates in rural areas.

3.3 Quotes must be valid for a period of 30 days

3.4 Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANAS accredited agencies or valid affidavit.

3.5 MBD 4, 6.1, 8 and 9 must be fully completed and signed together with quotation.

3.6 Bidders must be registered on the Central Supplier Data Base and must be compliant.

3.7 In terms of procurement preferential policy, the municipality aims to achieve Historical Disadvantage Individuals (HDI) special goal. Therefore, the 80 points will be for price and 20 points will be for specific goals (Certified copy of identity document of directors of the company) see the table below:

**SPECIFIC GOALS:**

<b>Locality (10 point max).</b>	
<b>Locality.</b>	<b>Number of points for locality.</b>
Within the boundaries of Magareng Local Municipality.	10
Within the boundaries of Northern Cape District/Frances Baard District.	6
Within the boundaries of Northern Cape.	4
Outside the boundaries of the Northern Cape or failure to provide proof.	0

<b>Historical disadvantaged individuals (10 points max).</b>	
<b>Number of points for HDI.</b>	
<b>“Women”</b>	
<b>Other</b>	<b>4</b>
<b>Women</b>	<b>6</b>

4. The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.
5. Address and the vat number 4840122032 of the municipality must appear on the quote.
6. Failure to meet the above requirements or submission of documents, except for submission of BBBEE certificate or Valid sworn affidavit will lead to disqualification of the quotation.

**Enquiries: SCM Office at Tel no :( 053) 497 3111)**

.....  
**Mr T Thage**

**Municipal Manager**

**Notice date: 03/10/2025**