



Dipaleseng Municipality

Private Bag X 1005
Balfour, 2410
Tel: (017) 773-0055
Fax: (017) 773-0169
Email: dipaleseng@worldonline.co.za

Address all correspondence to the Municipal Manager

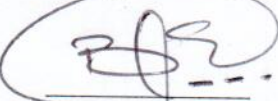
TO : Supply Chain Management
FROM : The Records Management Office
SUBJECT: REQUEST OF OFFICE EQUIPMENT
DATE : 08/02/2018

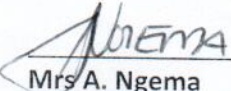
Ref:10/2/2/4

This memo serves to request the following office equipment in order for the office to run efficiently and effectively:

- ❖ 6 bay movable filing system
- ❖ 2 desks (for sorting the documents & working through the files)
- ❖ 2 chairs (for sorting the documents & working through the files)
- ❖ A board to partition between the passage & the office
[MEASUREMENTS: Length 6m, Height 4m]
- ❖ 2 doors
- ❖ The counter
- ❖ Pigeonhole cupboard
- ❖ 300 Folder files as per attached example & 250 file hangers

Hope you will find the above in order.


Mr B.S Ntuli
Acting Director (Corporate Services)


Mrs A. Ngema
Chief Financial Officer (Budget & Treasury)

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Fig. 4 - Standardised file cover



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REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF OFFICE FURNITURE

Date: 13 February 2018

Quotations are hereby invited from the accredited services providers for OFFICE FURNITURE for Dipaleseng Local Municipality.

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality.

The specifications is as Follows;

QTY	Description
1	6 Bay Movable filling systems
2	Desks(For sorting the documents & Working through the files)
2	Chairs(For sorting the documents & working through the files)
	A board to petition between the passage & the office [Length 6m, Height 4m]. <ul style="list-style-type: none">➤ 2 Doors➤ The Counter➤ Pigeonhole cupboard➤ 300 Folder Files as Per Attached example & 250 File Hangers

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

NB

- **BBE CERTIFICATE & DECLARATION OF INTEREST SHOULD ACCOMPANY THE QUOTATION**

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "OFFICE FURNITURE" – CLOSING DATE: 19 February 2018** must be placed in the **Tender box at Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on **19 February 2018**.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation. Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part.

Enquiries: Ms. Nonhlanhla Moela 0712829446


Ms TC MAMETJA
ACTING MUNICIPAL MANAGER

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