



**Supply Chain Management Unit
MTHONJANENI MUNICIPALITY MELMOTH**

REQUEST TO QUOTE Reference no: M0031

Supply, Deliver and Offloading a Quote for:

11 x Replace broken wooden doors with galvanized metal doors & frames

Doors for sawmill, Sub M, Sub BB, Uthungulu, Total Sub, Sub B1 and Sub 4.

- **Materials to be supplied by the Contractor**

Enquiries must be directed as follow: Technical information for this quote should be directed to Mandla – Tel 0354502082 ext 308. Enquiries regarding this request to quote document must be directed to the Procurement Clerk – Tel 0354502082 ext. 203 during office hours. .08h00 – 12h30 and 13h00 – 15h15 Monday to Thursday and Fridays 08h00 – 13h00 and 13h00 to 13h30 only.

- **A Compulsory Site meeting will be held at Mthonjaneni Municipality on 05 December 2016 at 10h00am. Suppliers are requested to attend as there no quotations will be accepted if the Supplier did not attend the Site meeting. The Suppliers are requested to wait in the Reception area.**
- 1. **Council reserves the right not to accept the lowest or any tender.
Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the Quote. Registration on the on the Mthonjaneni Municipality's Database is encouraged prior to the submission or closing date of this Request to quote.**
- 2. **Validity period of request: 01 Dec 2016 (7h30) to 08 Dec 2016 (11h00)**
- 3. **Completed quotations, including all required documents, must be placed in an envelope, sealed and clearly printed “ Doors Maintenance “ on the envelope and handed in and registered at the Procurement Clerk, SCM Unit – Mthonjaneni Municipality on or before 10h00 on 08 Dec 2016**
- 4. **The following compulsory documentation to be attached to this Quotation:**
- 5.
 - a) **Valid and Original Tax Clearance Certificate
OR
Tax Compliance Status Pin**
 - b) **Certified Copy of BBBEE Certificate issued by SANAS or a registered Auditor approved letter by IRBA or an Accounting Officer, as Contemplated, in the CCA and valid for a year
OR
Declaration as required by the Amended Codes of BBBEE Completed:**
 - c) **MBD 4 - Declaration of Status**
 - d) **MBD 6.1 – Preference Points Claim**
 - e) **MBD 6.2 - Local Production**
 - f) **MBD 8 - Past SCM Practises**
 - g) **MBD 9 – Independent Bid Determination**
- 5. **DO NOT PLACE ENVELOPE WITH COMPLETED QUOTATIONS IN THE TENDER BOX, QUOTATIONS IN THE TENDER BOX WILL NOT BE CONSIDERED.**

No Telephonic, facsimile, electronic and late quotations will be accepted. Mthonjaneni Municipality will not accept any responsibility for the delivering of a quote by a courier services or any other means that are described on or before the closing date and time of request to quote

A copy of this request, MBD 4, 6.1, 6.2, 8, 9 is also available on the municipality's web- site: www.mthonjaneni.org.za or from the SCM Unit.

Thank you
Mr PP Sibiya
Acting Municipal Manager