# GREATER TZANEEN MUNICIPALITY

## SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE

QUOTE NO: SCMUQ 43/2026

NAME OF BIDDER: …….

AMOUNT R ……..…… VAT incl.

AMOUNT IN WORDS: …….....

….…….....RAND

CLOSING DATE: 02 DECEMBER 2026 @ 12H00

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**PART A: MBD1**

**GREATER TZANEEN MUNICIPALITY**

**GROTER TZANEEN MUNISIPALITEIT**

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: BUDGET AND TREASURY SERVICES**

**QUOTE DESCRIPTION: SUPPLY AND DELIVERY OF OFFICE FURNITURE**

**QUOTE NO: SCMUQ 19/2026**

Quotations are hereby invited from interested service provider for the Supply and Delivery of Office Furniture. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and Municipal website.

**Interested bidders must attach proof of the following documents to avoid disqualification:**

Latest CSD report, certified copies of IDs for all directors of the company, Company registration (CK), valid tax pin or tax clearance and signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Quote No: **SCMUQ 43/2026, postal address and contact details of the bidder.**

**Mandatory requirements:** Technical product description (Specification from the manufacturer), company work experience.

**Document will be available at** www.greatertzaneen.gov.za **and Supply Chain Office from the date of advert.**

**Compulsory briefing session on the 26 November 2026 @10h00, Greater Tzaneen Municipality Old Fire Boardroom**

**Closing date:02 December 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.**

**Bidders shall take note of the following bid conditions:**

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

a) Specific goals points scored.

b) Council reserves the right not to appoint.

c) No bidder will be appointed if not registered on Central Supplier Database.

d) Contract period of this quote is – once off procurement.

e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

**Technical enquiries should be directed to Mr A Mathebula @ 015 307 8061**
**Administrative enquiries must be directed to Ms. N Mogofe @ 015 307 8086**

**PART B.1**
**FORM OF OFFER**

**Quote for contract number: SCMUQ 43/2026**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.

b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.

c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at ……this ……. Day of ……20……

_____

**Signature**

**Name of Firm:** _____

**Address:** _____, _____,

_____

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter into this contract on behalf of:

_____

By virtue of _____

Dated _____ a certified copy of which is attached to this bid.

Signature of authorized person: _____

Name of Firm: _____

Postal Address: _____

_____

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.**

**Part B. 2**
**Quote Information**

Details of person responsible for bidding process

Name: _____

Contact number: _____

Address of office submitting quote: _____

_____

_____

Telephone: _____

Fax no: _____

E-mail address: _____

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

"By resolution of the board of director(s) passed on ____/_____/**20**_____

Mr/ Mrs. _____

Has been duly authorized to sign all documents in connection with the bid for

Contract_____**No**_____

____

And any contract, which may arise there from on behalf of

---

Signed on behalf of the company:

_____

In his capacity as: _____ **Date:** ____/_____/_____

_____

Signature of signatory

# GREATER TZANEEN MUNICIPALITY

# SPECIFICATION

# SUPPLY & DELIVERY OF OFFICE FURNITURE

## 1. INTRODUCTION

1.1. The Greater Tzaneen Municipality requires a Service Provider to supply and deliver furniture as per specifications below.

**Special conditions**

(a) The Service provider shall not deliver any items prior verification and approval by Municipality.
(b) Images/catalogue should be submitted with the bid.
(c) The municipality reserves the right to reject any sample/image that does not meet the required quality per specification.
**(d)** The service provider shall deliver the required office furniture and equipment and assembling of item

**2.** The Greater Tzaneen Municipality requires a Service Provider to supply and deliver furniture as per specifications below.

| ITEMS | DESCRIPTION | Item | SIZE | QTY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|
| 1.1 | High back chair – Ergonomic Office Chair |  | • Adjustable headrest for high back mesh chair<br>• Adjustable headrest<br>• Black nylon frame with black mesh & max user weight 130 kg | 03 | R | R |
| 1.2 | High back chair |  | • Luxury Leather Executive High back-Office Chair<br>• Max user weight 130 kg | 02 | R | R |
| 1.3 | Visitors Chairs |  | • Stylish chrome arms<br>• Chrome sleigh frame | 04 | R | R |
| 1.4 | Visitors Chair |  | • Max user weight: 130kg<br>• Additional Arm & Base Visitors chair(Black colour) | 19 | R | R |
| 2.1 | Office Table |  | • 1600w x 7250 | 01 | R | R |
| 2.2 | Office Table |  | • 2000Wx 2000D Bowfront Desk<br>• 1200 x 600mm Roller Door Credenza | 01 | R | R |
| 3. | Single Lockers |  | • 4 drawer Mobile Pedestal with lock (Coimbra)<br>• 1800h x 300w x 400d & Top shelf and hanging rail | 20 | R | R |
| 4. | Single bed |  | • Single mattresses with steel base | 28 | R | R |

| | | | | | | |
|---|---|---|---|---|---|---|
| 5. | Bedside tables |  | • 450mm x 730mm | 08 | R | R |
| 6. | Dinning room |  | • Table for four with chairs | 01 | R | R |
| 7. | Kitchen Cutlery |  | • 24 sets of Cutlery | 01 | R | R |
| 8. | Electric Kettle |  | • 2l Silver black | 03 | R | R |
| 9. | Microwave |  | • 20l silver Microwave | 03 | R | R |
| 10. | Fridge |  | • 200 Litre fridge freezer (Silver) | 01 | R | R |
| 11. | Crockery Set |  | • 24 set (white colour) | 01 | R | R |
| | | | | | Sub Total | R |
| | | | | | Vat 15% | R |
| | | | | | Total | R |
| | | | | | Sub total | R |

| Functionality criteria | | A<br>Bid rating (score 1-5) | B<br>weighting |
|---|---|---|---|
| Technical product description (Specification from the manufacturer) | Specification from the manufacturer (Catalogue) | 5 | 50 |
| | No Specification from the manufacturer (Catalogue) | 0 | |
| Company Work Experience | At least 5 appointment letter / orders for minimum of R300 000 or more | 5 | 50 |
| | At least 4 appointment letter / orders for minimum of R300 000 or more | 4 | |
| | At least 3 appointment letter / orders for minimum of R300 000 or more | 3 | |
| | At least 2 appointment letter / orders for minimum of R300 000 or more | 2 | |
| | No Appointment letters. | 0 | |
| | **Total** | | **100** |

**NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.**

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) | Means of verification (MOV) for specific goals | |
|---|---|---|---|---|
| Black person as defined in the policy | 20 | | CK, CSD report and Certified Identification documentation | **Tick** |
| **TOTAL** | **20** | | | |

**MBD 4**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: …….

3.2 Identity Number: …….

3.3 Position occupied in the Company (director, trustee, hareholder[2]): …….

3.4 Company Registration Number: ……..

3.5 Tax Reference Number: ..……

3.6 VAT Registration Number: ..……

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

**YES / NO**

3.8.1 If yes, furnish particulars.……

……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council.
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.
(c) an official of any municipality or municipal entity.
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? …**YES / NO**

3.9.1 If yes, furnish particulars……...…….

……

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.10.1 If yes, furnish particulars.
……
……

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? ..... **YES/ NO**

3.11.1 If yes, furnish particulars
……
……

3.12 Are any of the company's directors, trustees, managers?
Principle shareholders or stakeholders in service of the state?.....**YES / NO**

3.12.1 If yes, furnish particulars.
……
……

3.13 Are any spouse, child or parent of the company's director's trustees, managers, Principle shareholders or stakeholders in service of the state?
**YES / NO**

3.13.1 If yes, furnish particulars.
……
……

3.14 Do you or any of the directors, trustees, managers, Principal shareholders or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract.
**YES / NO**

3.14.1 If yes, furnish particulars:
……
……

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

…….. ……
Signature Date

……. ……
Capacity Name of Bidder

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

LC = [1 - x / y] * 100

Where

x is the imported in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on**

**http:/www.thedti.gov.za/industrial development/ip.jsp at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content for this bid is as follows:

| Description of services, works or goods | Stipulated minimum threshold |
|---|---|
| PVC Pipes (line item 61,62,320 and 333) | 100% |
| Gutters (line item 321,322,323,324,325,326 and 327) | 100% |
| Sheets (line item 833,834, 835 and 836) | 100% |

3. Does any portion of the goods or services offered have any imported content?

(**Tick applicable box**)

| | | | |
|---|---|---|---|
| **YES** | | **NO** | |

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| **Currency** | **Rates of exchange** |
|---|---|
| US Dollar | |
| Pound Sterling | |
| Euro | |
| Yen | |
| Other | |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

## LOCAL CONTENT DECLARATION
## (REFER TO ANNEX B OF SATS 1286:2011)

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO**. .....

**ISSUED BY**: (Procurement Authority / Name of Institution):

.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below**. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ……..... (full names), do hereby declare, in my capacity as …… ……..
of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

| | |
|---|---|
| Bid price, excluding VAT (y) | R |
| Imported content (x), as calculated in terms of SATS 1286:2011 | R |
| Stipulated minimum threshold for local content (paragraph 3 above) | |
| Local content %, as calculated in terms of SATS 1286:2011 | |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**
**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE: _____**

**WITNESS No. 1** _____ **DATE:** _____

**WITNESS No. 2** _____ **DATE:** _____

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