



Knysna Municipality is inviting quotations from suitable service providers for the services described below.
Category – Furniture

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	7 August 2015
RFQ NUMBER:	51/2015/16
DESCRIPTION OF GOODS/SERVICES:	Request for Quotation for the Provision of Boardroom Furniture to the Municipality
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	18 August 2015 12h00
SUBMISSIONS:	Sealed quotations clearly marked, “RFQ 51/2015/16 for the Provision of Boardroom Furniture to the Municipality” , can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	KMBD 6.1 should be signed and attached to the proposal KMBD 6.2 must be completed and attached to the proposal
TECHNICAL ENQUIRIES:	Department : Municipal Manager Contact Person : Christopher F. Bezuidenhout Email : cbezuidenhout@knysna.gov.za Tel : 044 302 6381

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- It is the intention of this RFQ to support Councils Procurement Strategy.
- Status of Municipal accounts must be submitted
- Bidders must insist on an official order number.
- Only an official order will bind the Council

**GS EASTON
MUNICIPAL MANAGER**

CLYDE STREET | KNYSNA
“WHERE PEOPLE AND NATURE PROSPER”

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system.



OFFICE OF THE MUNICIPAL MANAGER
RFQ NO: 51/2015/16
FOR THE PROVISION OF BOARDROOM FURNITURE TO THE MUNICIPALITY

Knysna Municipality invites suitably experienced service providers to submit written quotations for the supply or manufacture, delivery and installation of boardroom furniture and finishings as identified in the pricing list below. The Council's current corporate brand must be considered in the design process.

SITE VISIT:

There will not be a compulsory site visit; however prospective bidders must make arrangements to view the rooms for layout, measurements and other requirements.

TIMELINE:

The bidder must start immediately after the bid has been awarded. The bid document must include delivery / installation timelines

OTHER SPECIFICATIONS:

- Bidders must provide at least two contactable references with examples of similar work done.
- Bidders must provide fabric samples, colour samples, material samples and photographs of the proposed furniture.
- The municipality reserves the right not to accept the lowest quotation or any quotation in part or in whole.

PRICING SCHEDULE:

Description		Attach or Specify Textiles, Colours, etc.	Total (SA Rand)
BOARDROOM 1	x 2 Mock Roman Blinds on Windows		
	x 1 Boardroom/Conference Table 12 seater (Oak veneer)		
	x 12 Boardroom Chairs to match conference table (Upholstered & with wheels)		
BOARDROOM 2	x 1 L-shape Sofa (approx. 3m x 2.5m)		
	x 1 postform Counter top/Work bench		
	x 5 Chairs/Stools (to use at Counter top)		
	x 2 Mock Roman Blinds on Windows		
	Curtains on Sliding Door (wave type)		
	x 1 Coffee table		
	x 1 Side table		
	x 2 Chairs to be Re-upholstered		
KITCHEN	x 1 Aluminum blind on Window		
	New postform kitchen counter top (granite look)		
	Refurbish cupboard doors		
DELIVERY & INSTALLATION			
Other Costs (Specify)			
SUB TOTAL			
14% VAT			
BID TOTAL			



The name of the Tenderer:			
The name of the Contact person:			
Physical address of the Tenderer:			
		Postal Code:	
Postal address of the Tenderer:			
		Postal Code:	
Cellular number:			
Telephone number:			
Facsimile:			
E-mail address:			