



Ref: Maropeng Mokhatla (SCM)

[maropeng.mokhatla@mogalecity.gov](mailto:maropeng.mokhatla@mogalecity.gov)

Tel: (011) 951-2541/2014/16

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

**RFQ:IEM (P) 06/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDER/S FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE FURNITURE TO DIRECTORATE: INTEGRATED ENVIRONMENTAL MANAGEMENT AT MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Friday 12 April 2013**

**Closing date and time: Friday 19 April 2013 @ 11:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
- The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
- To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
  - **MBD 4:Declaration of interest;**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 8:Declaration of bidders past supply chain management practices**
  - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	RFQ: IEM (P) 06/2013: Quotations are hereby invited from service providers for the Supply, delivery and installation of office furniture to the Department of Integrated Environmental Management offices, Mogale City.																																					
<b>ADVERTISING DATE:</b>	Friday 12 April 2013																																					
<b>DEPARTMENT:</b>	Integrated Environmental Management																																					
	<p><b><u>SCOPE OF WORK</u></b></p> <p><b>1. GENERAL DESCRIPTION</b></p> <p>For the Supply, Delivery and installation of Office Furniture to Department Integrated Environmental Management.</p> <p><b>2. DETAILS OF CONTRACT</b></p> <p>The types of office furniture needed includes the following:</p> <p>Approximate quantities of each type of equipment are only estimation and may be more or less.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Furniture Required</th> <th style="width: 20%;">QUANTITIES</th> <th style="width: 20%;">Unit Price (Including VAT)</th> </tr> </thead> <tbody> <tr> <td>1.Veneer finish executive desk, double pedestal, 2000x1000, with inlay</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>2.Executive Chair (leather in maroon tan)</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>3.1200x600 veneer combination credenza with inlay to match desk</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>4.Veneer wall cabinet for filing and storage, base unit 4 door 1800x750 (H)/ two top units 900x1200 (H) with glass doors</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>5.Coffee table 1400x700 or similar veneer finish</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>6.Two seat couch (fabric to be selected)</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>7.One seat couch (fabric to be selected)</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>8.Board room table 6 seat veneer</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>9.Boardroom chairs leather finish</td> <td style="text-align: center;">6</td> <td></td> </tr> <tr> <td>10.Wall unit for boardroom 3x1800 (H) x 900 full glass door units</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>11.2400x710 (H) server with 4 doors and 4 drawers</td> <td style="text-align: center;">1</td> <td></td> </tr> </tbody> </table>		Furniture Required	QUANTITIES	Unit Price (Including VAT)	1.Veneer finish executive desk, double pedestal, 2000x1000, with inlay	1		2.Executive Chair (leather in maroon tan)	1		3.1200x600 veneer combination credenza with inlay to match desk	1		4.Veneer wall cabinet for filing and storage, base unit 4 door 1800x750 (H)/ two top units 900x1200 (H) with glass doors	1		5.Coffee table 1400x700 or similar veneer finish	1		6.Two seat couch (fabric to be selected)	2		7.One seat couch (fabric to be selected)	1		8.Board room table 6 seat veneer	1		9.Boardroom chairs leather finish	6		10.Wall unit for boardroom 3x1800 (H) x 900 full glass door units	2		11.2400x710 (H) server with 4 doors and 4 drawers	1	
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	12.Desk with conference end and L extension and rear table	1	
	13.Four (4) drawer desk high pedestal	1	
	14.Central locking four door top unit with glass hinge doors	1	
	15.Desk chair executive – Leather	1	
	16.Visitor Chairs – leather	3	
	17.Secretarial high back chairs	6	
	18.Secretarial high back chairs	1	
	19.2700 x1400 executive desk with conference end and three drawer desk height pedestal with pen and pencil tray central locking (veneer)	1	
	20.Desk chair executive – Leather	1	
	21.2 piece wall unit 1750 (H) x 900 (W) 2 glass and 2 solid door units	1	
	22.1200x600 combination credenza	1	
	23.Visitor Chairs– leather	3	
	24.Desk chair executive– Leather	1	
	25.L shaped desk (1600x1000) with 600x600 pedestal top and 4 drawer desk height pedestal with pen and pencil tray, central locking. Melamine top 32mm with impact edge	7	
	26.Desk chairs fabric high back	6	
	27.Laminate 10 seat boardroom table	1	
	28.Fabric boardroom chairs	10	
	29.Four (4) Drawer Steel cabinet	1	
	30.Double door steel cabinet	1	
	<p><b>Please attach your catalogues and clearly mark the furniture that you are offering In terms of this RFQ.</b></p> <p><b>The Total Budget available for the purchase of furniture is R 130,000 (R100,000 DIEM offices + R30,000 cemetery office furniture)</b></p>		

<b>EVALUATION CRITERIA:</b>	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <table border="1" data-bbox="603 456 1353 875"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td><b>Non –complaint contributor</b></td><td><b>0</b></td></tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	<b>Non –complaint contributor</b>	<b>0</b>	
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<b>FUNCTIONALITY SCORING</b>	<p><b>FUNCTIONALITY SCORING</b> The below mentioned criteria regarding functionality are required for responsiveness. And therefore eligibility for the next stage of evaluation if the minimum of 10 points is not scored for functionality the proposal will be rejected.</p> <table border="1" data-bbox="403 1043 1552 1525"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>WEIGHTS</th> <th>MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> <ul style="list-style-type: none"> <li>The service provider's experience and track record of similar or relevant works. 2-3 years 4 points 3-6 years 8 points</li> </ul> </td> <td>8</td> <td></td> </tr> <tr> <td>3.</td> <td> <ul style="list-style-type: none"> <li>Delivery Period / Lead time to execute project. 0-30 Days= 2 points 0-15 Days= 4 points</li> </ul> </td> <td>4</td> <td></td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>20</b></td> <td><b>10</b></td> </tr> </tbody> </table> <p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 10 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 10 out of 20 points are achieved.</p>		NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1.	<ul style="list-style-type: none"> <li>The service provider's experience and track record of similar or relevant works. 2-3 years 4 points 3-6 years 8 points</li> </ul>	8		3.	<ul style="list-style-type: none"> <li>Delivery Period / Lead time to execute project. 0-30 Days= 2 points 0-15 Days= 4 points</li> </ul>	4			<b>TOTAL</b>	<b>20</b>	<b>10</b>				
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<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Schedule (fixed prices including Vat)</li> </ul>																					

<b>CLOSING DATE AND TIME:</b>	Friday 19 April 2013 at 11h00
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
<b>DELIVERY PERIOD</b>	Delivery period after the date of official order .....days / weeks
<b>DELIVERY ADDRESS</b>	DIEM, Coronation Park, Corner Commissioner & Luipaard Streets, Krugersdorp Mogale City
<b>ENQUIRIES</b>	Rinus Boucher (011) 951 – 2108/083 258 4762 or <a href="mailto:rinus.boucher@mogalecity.gov.za">rinus.boucher@mogalecity.gov.za</a>

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.

NAME OF THE BIDDER: ..... TEL/ CELL NO: .....

CONTACT PERSON ..... FAX NUMBER.....

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER

## MBD 6.2

### **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

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, 2011 and 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, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids 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 content 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 the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the 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).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?  
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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4.1 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 the SARB for the specific currency at 12:00 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):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. 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 Accounting Officer / Accounting Authority 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 Municipality / Municipal Entity):  
.....

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](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
  - (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 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 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity 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 / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**PRICING SCHEDULE**

Name of Bidder: .....	Closing Date: 19 April 2013
Quotation NO:I(EMP) 06/2013:	Closing Time: 11:00

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF THE QUOTATION

<b>Furniture Required</b>	<b>QTY</b>	<b>Unit Price Per Item Including VAT</b>	<b>Total Price (Including VAT, Delivery &amp; Installation)</b>
1.Veneer finish executive desk, double pedestal, 2000x1000, with inlay	1	R	R
2.Executive Chair (leather in maroon tan)	1	R	R
3.1200x600 veneer combination credenza with inlay to match desk	1	R	R
4.Veneer wall cabinet for filing and storage, base unit 4 door 1800x750 (H)/ two top units 900x1200 (H) with glass doors	1	R	R
5.Coffee table 1400x700 or similar veneer finish	1	R	R
6.Two seat couch (fabric to be selected)	2	R	R
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8.Board room table 6 seat veneer	1	R	R
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12.Desk with conference end and L extension and rear table	1	R	R
13.4 drawer desk high pedestal	1	R	R
14.Central locking four door top unit with glass hinge doors	1	R	R
15.Desk chair executive - Leather	1	R	R
16.Visitor Chairs - Leather	3	R	R
17.Secretarial high back chairs	6	R	R
18.Secretarial high back chairs	1	R	R
19.2700 x1400 executive desk with conference end and three drawer desk height pedestal with pen and pencil tray central locking (veneer)	1	R	R
20.Desk chair executive - Leather	1	R	R
21.2 piece wall unit 1750 (H) x 900 (W) 2 glass and 2 solid door units	1	R	R
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25.L shaped desk (1600x1000) with 600x600 pedestal top and 4 drawer desk	7		

height pedestal with pen and pencil tray, central locking. Melamine top 32mm with impact edge		R	R
26.Desk chairs fabric high back	6	R	R
27.Laminate 10 seat boardroom table	1	R	R
28.Fabric boardroom chairs	10	R	R
29.4 Drawer Steel cabinet	1	R	R
30.Double door steel cabinet	1	R	R
<b>TOTAL PRICE (INCLUDING VAT)</b>			R

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER