



a world class African city



City of Johannesburg
Metrobus

Transportation House
1 Raikes Road
Braamfontein
2001

PO Box 1787
Johannesburg
South Africa
2000

Tel +27(0) 11 403 4300
Fax +27(0) 11 403 4349

www.mbus.co.za

REQUEST FOR QUOTATION FOR GOODS METROBUS

Procurement Less than R 200 000 (Including Vat)

(For publication on the Metrobus Notice Board/s & Website)

Metrobus hereby invites service providers/ suppliers to submit quotations on the goods and services listed below. Please note the following:

- Provide the information requested or as per specification
- Return all the required information on the date stipulated
- Late and or incomplete submissions will invalidate the quotations submitted

ADVERTISEMENT DATE	23/09/2016
RFQ NUMBER:	HO225/2016
DESCRIPTION OF GOODS AND OR SERVICES	REQUEST FOR QUOTATION FROM SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	FROM NO.1 RAIKES ROAD & ENOCH SONTONGA 2 ND FLOOR FINANCE
SUBMISSION OF QUOTES:	EMAIL ADDRESS: scm@mbus.co.za
COMPULSORY REQUIREMENTS	1.Original Tax Clearance Certificate 2.latest copy of rates and taxes 3.MBD 4 forms completed and signed 4.Certified BBBEE Certificate 5.Supplier Database Forms
CLOSING DATE AND TIME:	DATE:29/09/2016 TIME: 10H00 am
SITE MEETING	N/A
ENQUIRIES:	TEL NO: 011 403 4300

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Metrobus Supply Chain Management Policies and Procedures.

PLEASE NOTE THAT THE QUOTATION WILL BE INVALID IN THE FOLLOWING INSTANCES

- i) IF THE QUOTATION PAGE IS NOT SIGNED.
 - ii) IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.
 - iii) IF A VALID TAX CLEARANCE CERTIFICATE IS NOT ATTACHED.
 - iv) IF NO LATEST PROOF OF PAYMENT RATES AND TAXES(CERTIFIED COPY) OR IF OWING MORE THAN 3 MONTHS
- IF THE FOLLOWING ARE NOT ATTACHED, NO POINTS WILL BE AWARDED FOR B-BBEE**

AN ORIGINAL OR A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION



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TEL _____

: _____

FAX: _____

Your Vendor Number With Us:

Submission Deadline: 29/09/2016

Submission Time: 10H00 am

VALIDITY OF RFQ: 30 DAYS

RFQ NUMBER	RFQ DATE
HO159/2016	15/06/2016
CONTACT PERSON	
NAME:	SCM DEPARTMENT
TEL NO:	: 011 403 4300
EMAIL ADDRESS:	SCM@MBUS.CO.ZA

**OFFICE USE ONLY: PRICE/S
TO BE VAT INCLUSIVE**

Please submit all Quotations to the Email address stated above

RFQ'S above R30 000-00 to a maximum of R200 000 including vat will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Points for price:	80
Points for B-BBEE (Max of 20):	
B-BBEE 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
Non-Compliant contributor	0

CONDITIONS:

- All goods or services purchased will be subject to Metrobus Policies & Procedures. A copy of said conditions is available from the SCMU office.
- An Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so will invalidate the quotation submitted**
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been received.
- To participate in the Metrobus's Quotation procurement of goods and/or services, vendors are advised to register on the Metrobus's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
- I certify that the information supplied is correct and I have read and understood the Metrobus General Conditions and Policies and Procedures and accept them.
- I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED:

SIGNATURE OF BIDDER: _____ CAPACITY: _____



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SPECIFICATIONS:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>
Year planner	1500mm x 1200mm Magnetic year planner	1
Whiteboard	2000mm x 1200mm	1
Filing cabinet	1800mmL x 360mmD x 850mmH sliding door credenza with one adjustable shelf and four lockable sliding doors. Credenza divided into two sections to accommodate arch lever files	1
L shaped desk	2300mm(w) x 900mm (d) rectangular desk with 1200mm (w) x 600mm (d) L extension top , desk to be fitted with fixed pedestal , 2 standard drawers with pen tray in top drawer and 1 deep filer cradle for files	1
Round Table	1500mm diameter round table with cross panel base.	1
L shaped desk	1750mm (w) x 800mm (d) rectangular desk with 1000mm (w) x 600mm (d) L extension top. Desk fitted with pedestal, 2 standard drawers with pen tray in top drawer 1x filer.	1
Top Retrieval cabinet	1205mm(w) x 1565mm (h) x 595mm(d) 5 drawer lever arch . 16mm square top . 2 x drawers fitted with hanging cradles to house 3 rows of A4 or 21 rows of foolscap hanging files per drawer. 3 x drawers fitted with maisonette base plates and recording rings to support lever arch files	1
High back chair	Managers black executive leather high back chair	1
Visitors Chair	Stackable standard visitors chairs with armrests in blue fabric .	2