

# O. R. TAMBO DISTRICT MUNICIPALITY

**OFFICE ADDRESS:**  
O.R. Tambo District  
Municipality House  
Nelson Mandela Drive

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UMTATA  
5100



O.R. TAMBO  
DISTRICT MUNICIPALITY

**TEL:** (047) 501 6400  
(047) 501 7000

**FAX:** (047) 532 4166

**E-mail:** ortambodm@ortambodm.org.za

## REQUEST FOR PROPOSALS

O.R. Tambo District Municipality invites experienced bidders to submit proposals to supply and deliver office furniture to the new three story building at O.R. Tambo House (Previously known as Magwa House)

Proposal Number	Name and Description	Closing Date and Time
ORTDM SCMU 06-11/12	Supply and Delivery of Furniture	12 August 2011,12H00

### Scope of Work

The specification for office furniture required is available on our website [www.ortambodm.org.za](http://www.ortambodm.org.za).

Invalid or non submission of the following documents will render the tender disqualified:

- Original Valid Tax Clearance Certificate
- Certified Copies of originals of company registration Documents
- Certified Copies ID documents of members
- Company Profile with contactable references

Proposals will be evaluated based on the following criteria:

Functionality	Weight
VALID BEE CERTIFICATION	20
PREVIOUS EXPERIENCE AND CONTACTABLE REFERENCES	30
QUALITY CONTROL POLICY AND PROCEDURES PLAN	20
LEAD TIME	30

**Note:** Bidders who score less than 60% on functionality will not be considered further for price.

Bidders are requested to submit two (2) separate envelopes clearly and differentiated from each other marked as:

1. Technical specification proposal documents
2. Financial proposal documents.

O. R. Tambo District Municipality's Supply Chain Management Policy and the Preferential Procurement Policy Framework Act (PPPFA) principles will apply whereby a bidder's submission will be evaluated according to the sum of the awards points in respect of the bid value and the status of the enterprise.

Bids will be evaluated on the 90/10 basis and points will be allocated as follows:

90 points for price and, 10 points for equity. Equity points will be distributed as follows: HDI = 3, Women = 1, Youth = 2, disability = 1, located in EC = 1, located in ORTDM = 2

**Completed tenders in black ink and clearly marked "ORTDM SCMU 06 11/12 Supply and Delivery of Office Furniture", must be placed in the tender box, Ground Floor, OR Tambo District Municipality Building, Nelson Mandela Drive, OR Tambo House, Myezo, Mthatha, Eastern Cape, not later than 12H00 on 12 August 2011 at which hour and date proposals will be open in public.**

All queries must be directed to Ms Busi Majokweni at 047 501 6400 or Mr. S. Hopa at 047 501 7000/29. Bidders should note that this is a re-tender and all those that have submitted their tender before are required to submit their proposals again

Telegraphic, telephonic, telefax, facsimile, email and late tenders will not be accepted. NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.

**Mr. A. M. M. Ncube**  
**Acting Municipal Manager**