

UMASIPALA
WASOLUNDI

" The City of Heritage "



ULUNDI
MUNICIPALITY

QUOTE NO: 09/05

REQUEST FOR FORMAL WRITTEN QUOTATIONS

Bids are hereby invited from suppliers registered on the Ulundi Municipality supplier database **Provision of Office Equipment** as per the attached specification.

The quotation must be submitted on the letterhead of your enterprise in a clearly indicating the quote number addressed to reach us by not later than **21 September 2026 at 12h00 midday**.

Tel: 087 287 0018

Email: zmakhoba@ulundi.gov.za

NB: ONLY EMAILED AND HAND DELIVERED QUOTATIONS WILL BE ACCEPTED

Supply Chain Management Unit, Ulundi Municipality, Cnr. Princess Magogo Str. And King Zwelithini Str.

The following conditions will apply:

- Prices quoted must be valid for at least thirty (30) days from the date of your offer.
- Prices quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Filled MBD forms 4, 6.1, 8, and 9.
- The service provide must be registered and compliant on Central Supplier Database (CSD)
- NB: No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- The Ulundi Municipality reserves the right to accept the quote in whole or in part.
- 80/20 preference point system will be used and evaluated as follows:

Price – 80

Black – 5

Women – 5

Youth – 5

Disability – 5

SPECIFICATION

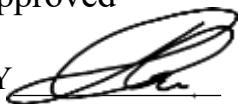
Item	Description	Quantity
1	<u>Office desk with credenza</u> ➤ Item: Office Desk with Matching Credenza ➤ Material: High-quality durable wood, MDF, melamine, or similar commercial-grade material. ➤ Desk Size: Approximately 1600 mm (L) × 800 mm (W) × 750 mm (H) or equivalent. ➤ Credenza Size: Approximately 1200–1600 mm (L) × 450–600 mm (W) × 750 mm (H). ➤ Design: Modern and professional office design suitable for administrative or executive office use. ➤ Desk Features: Spacious work surface with adequate legroom and provision for cable management. ➤ Credenza Features: Minimum of two (2) storage compartments, including drawers and/or lockable cupboards. ➤ Locking System: Lockable drawers and cupboards with keys provided. ➤ Colour: Neutral professional colour, such as brown, oak, mahogany, grey, or similar, subject to approval. ➤ Construction: Strong, stable, and durable construction suitable for daily office use. ➤ Finish: Smooth, scratch-resistant, moisture-resistant, and easy-to-clean surface. ➤ Accessories: All necessary fittings, handles, locks, and keys included. ➤ Assembly: Supplier to deliver, assemble, and install the desk and credenza at the designated premises. ➤ Warranty: Minimum 12-month warranty against manufacturing defects.	4
	<u>Office Cupboard</u> ➤ Item: Office Storage Cupboard ➤ Material: High-quality steel, melamine, MDF, or other durable commercial-grade material suitable for office use. ➤ Dimensions: Approximately 1800 mm (H) × 900 mm (W) × 450 mm (D) or equivalent. ➤ Design: Freestanding office storage cupboard suitable for storing files, documents, stationery, and office supplies. ➤ Doors: Minimum of two (2) lockable doors with durable handles. ➤ Shelves: Minimum of three (3) adjustable internal shelves capable of supporting standard office files and documents. ➤ Locking Mechanism: Secure central locking system with keys provided. ➤ Construction: Strong, stable, and durable construction suitable for daily office use.	4
	<u>High back Office Chairs</u> ➤ Item: High-Back Ergonomic Office Chair ➤ Type: Executive/high-back swivel office chair suitable for daily office use. ➤ Backrest: High backrest providing adequate support for the upper and lower back.	4

	➤ Ergonomics: Ergonomically designed with lumbar support for improved comfort during prolonged sitting. ➤ Seat: Padded and upholstered seat with high-density foam for comfort and durability. ➤ Adjustability: Adjustable seat height with pneumatic/gas lift mechanism. ➤ Back Adjustment: Reclining and/or tilt mechanism with locking function. ➤ Armrests: Durable fixed or adjustable armrests. ➤ Base: Strong five-star base fitted with smooth-rolling castor wheels suitable for office flooring. ➤ Swivel: 360-degree swivel mechanism. ➤ Upholstery: Durable, easy-to-clean fabric, mesh, leatherette, or equivalent commercial-grade material. ➤ Weight Capacity: Minimum recommended capacity of 120 kg or equivalent. ➤ Colour: Black or another neutral professional colour, subject to approval. ➤ Construction: Strong, stable, and suitable for continuous daily office use. ➤ Warranty: Minimum 12-month warranty against manufacturing defects. ➤ Delivery: Supplier to deliver and assemble chairs at the designated premises.	
	Visitors Chairs ➤ Type: Comfortable office visitor chair suitable for reception areas, meeting rooms, and offices. ➤ Frame: Strong and durable steel or metal frame with a stable base. ➤ Seat and Backrest: Padded and upholstered for comfort, with adequate back support. ➤ Upholstery: Durable fabric, leatherette, mesh, or equivalent commercial-grade material that is easy to clean and maintain. ➤ Armrests: With or without armrests, depending on the office requirement. ➤ Weight Capacity: Minimum recommended capacity of 100-120 kg. ➤ Design: Modern, professional, and suitable for commercial office use	5
	Steel Cabinet ➤ Item: Steel Storage Cabinet ➤ Material: High-quality cold-rolled steel or equivalent durable steel material. ➤ Dimensions: Approximately 1800 mm (H) × 900 mm (W) × 450 mm (D) or equivalent. ➤ Construction: Heavy-duty, strong, stable, and durable construction suitable for daily office use. ➤ Doors: Minimum of two (2) lockable steel doors with durable handles.	5

	➤ Locking System: Secure central locking mechanism with a minimum of two (2) keys supplied. ➤ Shelves: Minimum of three (3) adjustable steel shelves suitable for storing files, documents, stationery, and office supplies. ➤ Load Capacity: Shelves must be capable of supporting standard office files and equipment without bending or deformation. ➤ Finish: Powder-coated, scratch-resistant, rust-resistant, and easy-to-clean finish. ➤ Colour: Grey, beige, black, or another neutral professional colour, subject to approval. ➤ Safety: Smooth edges with no sharp or hazardous protrusions. ➤ Assembly: Fully assembled or supplier to assemble and position at the designated premises. ➤ Warranty: Minimum 12-month warranty against manufacturing defects.	

Approved

BY



SCM MANAGER

15/09/2026