

# MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

## REQUEST FOR QUOTATIONS SUPPLY AND FITTING OF OFFICE FURNITURE

DATE: 29 MARCH 2023

### 1. Purpose

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from suppliers to **supply, deliver and install** office furniture.

ITEM	DESCRIPTION	PICTURE	QUANTITY
Oxford Ergonomic Office High Back Chair  Or Similar	ergonomic high back office chair has a comfortable and durable dual padded 60mm mesh seat, mesh high-back and adjustable head/neck rest, contoured armrests, lumbar support pad for the lower back, swivel and tilt function (90 to 135 degrees), level 3 gas lift and high quality 320mm radius black nylon base with A-grade easy glide colour coded casters.		60
Boardroom Chairs  Or Similar	STANDARD FUTURES  With arms, chrome base, button on back, beige color, swivel and tilt mechanism, gas height adjustment, tension tilt control, chrome bottom legs		8
Executive Office Desk	400 x 1200mm Desk 1000 x 600mm Roller Door Credenza 4 drawer Mobile Pedestal with lock, Cherry colour		2
Office Desk	Cherry wood veneer office desk 1600w x 900 700x600 extension top Desk high pedestal with 2 drawers and 1 lever arch filer.		1

Oil Heaters	WhiteSlimline oil heater 9 fin power to 220 - 240 volt 50hz 3G		14
Durban Double Couches for Reception	Seat Width: 1250mm Seat Depth: 600mm W1720 x D820 x H760  Scots Guard Fabric on couch  As per picture or similar		4
Vienna Single couch/Tubs for Executive Office  Or Similar	Width 700mm and the depth is 620mm, mahogany wooden legs, scots guard fabric		10
Aida round Coffee Tables  Or Similar	800 dia x 600 mm high, cherry top		5

## 2. The following mandatory documents to be submitted with quotations:

- 2.1. Original and valid tax clearance or Printed copy tax clearance certificate accompanied by a pin for further verification.
- 2.2. Certified ID(s) copies of company director(s)
- 2.3. Certified Proof of company registration
- 2.4. Company municipal rates, electricity or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 2.5. Completed and signed Standard Bidding Document attached in the tender document.
- 2.6. Proof of registration on National Treasury Central Supplier database.
- 2.7. Proof of company banking details

**Failure to submit all of the above-mentioned document will result to the disqualification of the bid.**

## 3. Quotations

- 3.1. Quotations should be submitted not later than 18 April 2023 at 11 am.
- 3.2. Late Quotations will not be accepted.

## 4. Contact Details

All Technical enquiries relating to this quotation request must be directed to: [procurement@mgsi.co.za](mailto:procurement@mgsi.co.za). The MGSLG does not bind itself to accept the lowest or any quotation and this quotation will be valid for the period of 90 days after closing.