



## DR JS MOROKA LOCAL MUNICIPALITY

### QUOTATION NOTICE

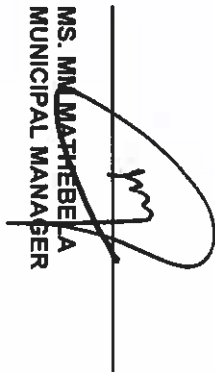
QUOTATION NOTICE: JSML/PMU-02/22-23

Quotations are hereby invited from services providers who are in good standing with the South African Revenue Services (SARS), can demonstrate capacity and experience to execute the project listed in the table below. Quotation documents will only be available during dates prescribed on the table below and may be obtained from Dr JS Moroka Municipal Head Quarters at the cashier offices situated 2601/3 Bongimfundo Street, Siyabuswa during working hours 09h00 to 15h00 (Monday to Friday), upon payment of a non-refundable fee of **R183.40 per document**. Only cash or bank guaranteed cheques will be accepted, and cheques are to be made payable to Dr JS Moroka Municipality. It must be noted that no tender documents will be sold beyond these dates.

Quotations are to be submitted, with all supporting documents shall be sealed in sealed envelopes or packages clearly marked quotation numbers and quotation description for the quote tendered for.

Item No.	Project description	Documents availability Period	Closing date & time	Technical Enquiries
1	QUOTATIONS FOR OFFICE FURNITURE AND EQUIPMENT	08 June 2023	15 June 2023 @11h00 at Dr JSMLM Head office Building, 2601/3 Bongimfundo Street, Siyabuswa	Ms. TM Rammutla @ 013 973 9126/7/8/9

Duly completed quotations shall be placed in the quotation box situated at the main entrance of Dr JS Moroka Local Municipality Head office building at 2601/3 Bongimfundo Street, Siyabuswa. No Fax or Late quotations will be accepted. Quotations will be evaluated on functionality, the 80/20-point system in terms of Dr JS Moroka Municipality's Supply Chain Management Policy in line with the Supply Chain Regulations and Preferential Procurement Framework Act 5 of 2000. Bidders shall be deemed to have acquainted themselves with quotation rules included in quotation documents. Quotation shall be valid for a period of 90 days from the closing dates. The municipality reserves the right to appoint the lowest quote and to appoint the quote in whole or in part. **All procurement related enquiries and document availability; enquiries must be directed to Mr. AV MASILELA at (013) 973 1101**

  
MS. M. MATHIBELA  
MUNICIPAL MANAGER



**DR JS MOROKA LOCAL MUNICIPALITY**

**REQUEST FORM**

Req. No.                     

Division: PMU	Date: 2023-05-23	Ext **	
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Request procurement of the following items:

- X70 Duracell Batteries AA
- X6 Digital display Metric Measuring Wheels
- X12 FX-85GTS Scientific Calculators 12 digits
- X9 Bar fridge
- X9 Kettle 7L capacity, 2200W rapid boil element, Metallic White finish, Power indicator light, Water Level indicator window and cordless
- X9 Micro Wave, 345mm Glass turntable diameter Material: Stainless Steel, Capacity: 42L, Power output: 1000W, Convection Power: 2700W, product faqs, Dimension Height cm 38.3, Dimension Length cm 61.9, Dimension Width cm 58.2, 1 year warranty.

Motivation (use Annexure if necessary)

End User: (PMU)	Date: 2023-05-23	Division's Manager/Head of Department	
APPROVED/ NOT APPROVED:		MUNICIPAL MANAGER	
Quotations received from:		Total (Vat Incl)	
SCM Compliance		3 quotes	
Attached? Quotes		Validity of quote?	

RECOMMENDED SUPPLIER:

**BUDGET DIVISION**  
Function: Project Managers  
Item: Project  
Project Costing  
Funding  
Segment Description

Project Managers  
Furniture and equipment  
Recommended / Not Recommended  
Approved / Not Approved

**BUDGET CONTROL**  
AVAILABLE BUDGET: R1019 955  
CHECK BY: Claret  
DATE: 31-05-2023  
Budget Stamp

Complete request form and obtain authorization signature. Request forms that are not signed by the correct delegated authority will not be processed.

**Dr JS Moroka Local Municipality**

NB:



- 1.1 The purpose of this memorandum is to request the purchase of the PMU office furniture, personal protective uniform, stationery and equipment utilizing the approved 5% operational budget.
2. **Background**
  - 2.1 The PMU is responsible for managing the MIG funds which is known to be the largest source of funding in the Municipality for the implementation of capital projects. The utilization of these funds is monitored by COGTA on monthly, quarterly and yearly basis.
  - 2.2 Out of every financial years' MIG funding there is a 5% budget allocated for the PMU operations and functions. The purpose of this budget is to fund the day to day operations and overheads of the PMU Division.
  - 2.3 For the 2022/23 financial year we have submitted and received approval on an implementation plan with projects to the total value of R 153 660 000.00 out of which R 7 683 000.00 was allocated and approved for operations and functions of the PMU. Monthly reporting of expenditure MIG-MIS on this allocation in the PMU Budget is a requirement of Cogta.

**SUBJECT : REQUEST TO PROCURE THE PMU FURNITURE, PERSONAL PROTECTIVE UNIFORM, STATIONERY AND EQUIPMENT**

**TO :** MUNICIPAL MANAGER  
MS. M M MATHEBELA

**CC :** CHIEF FINANCIAL OFFICER  
MS. D B KLAAS

**FROM :** ACTING EXECUTIVE MANAGER TECHNICAL SERVICES  
Mr. L Masombuka

**INTERNAL MEMORANDUM**

Enquiries: Ms. TM Rammutha

09 May 2023

Address: 260/3 Bongamundo Strc, Sydenhams  
Postal Address: Private Bag X4012, Sydenhams, 0477  
Tsh: (013) 973 9126/2  
Fak: (013) 973 2463/0974  
Customer Care Line: 0800 MOROKA (66752)  
Website: www.moroka.gov.za  
Email: technical@moroka.gov.za  
Facebook: Dr JS Moroka Local Municipality  
Twitter: @DrJS\_Moroka

TECHNICAL SERVICES DEPARTMENT

Dr JS Moroka Local Municipality

**dr:jsmlm**





**dr.jsmlm**  
 Dr JS Moroka Local Municipality  
 TECHNICAL SERVICES DEPARTMENT

Address: 2601/3 Bongamundo Street, Snybuswa, 0472  
 Tel: (013) 973 9126/2  
 Fax: (013) 973 2463/0974  
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2.4 The current remaining budget for operations is R 2 514 837,38.

### 3. Discussions

- 3.1. The project management unit offices and boardroom are currently furnished with dilapidated furniture.
- 3.2. Furniture, stationary, equipment and personal protective uniforms needs that are work specific for the PMU are not catered for in the council budget and equitable share grant

3.3. In terms of Section 8 of the Occupational Health and Safety Act, 85 of 1993 the employer has a duty to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of his employees and any visitors to the premises as well as to provide employee with enable resources for employees to carry out their duties.

3.4. The current state of furniture and equipment and lack of issued personal protective uniform poses ergonomic risks to employees on a daily basis that may contribute to reduced quality of life, contributing to disabling illness or leading to premature death, amongst others.

3.5. To fulfil the duties of the employer we request to purchase the following items to provide a suitable and well enable work environment for the PMU Offices and employees to the value of R 1 019 000,00:

ITEM NO.	DESCRIPTION	QUANTITY
1	Office chair with wheels Black Leather, 1285(H) x 700(D) x 670(W) m; Carrying Max Load: 120kg With Butterfly Mechanism and arm rests and Roller door system cabinets 3 Shelves – Lockable 1500 x 1200 x 450mm 32mm Top 16mm Backing	12
2	Upright roll file box for drawings, with 9 compartments for paper size A0	24
3	Visitor chair made with black leather. Chrome sleighbase, chrome arms with padded bonded leather.	10
4	Boardroom chairs made with black leather. Chrome sleighbase, chrome arms with padded bonded leather.	10
5		12



**dr:jsmlm**

Dr JS Moroka Local Municipality  
TECHNICAL SERVICES DEPARTMENT

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ITEM NO.	DESCRIPTION	QUANTITY
6	Samsung Bar fridge	1
7.	Power SX740 HS20.3mp zoom Cameras	7
8	RH Micro-oven	1
9	RH kettle	1
10	USB-C Multi-function docking Station (11 in 1 Hub)	10
11	Duracell Batteries AA	100
12	Metal heavy duty stapler for 240 sheets	9
13	Box staples for giant/heavy duty stapler	12
14	Normal sized stapler with built-in staple remover	12
15	HP Color Laser Jet Pro MFP M479fdn Printer	1
15	HP Color Laser Jet Pro MFP M479fdn Printer Cartridges sets	35
16	10m Extension Cord With A Two-Way Multi-Plug Extension Lead, X11	12
17	5m Extension Cord With A Two-Way Multi-Plug Extension	3
18	SCE White Surge Protection 8 Way Multi-plug	12
19	Clipboard Masonite	24
20	Red, green, blue and black white board markers pack	24
21	White board cleaner spray	24
22	Box Fine point black pen	2
23	Stick n note Neon assorted pop-up flags 45 x 12mm	50
24	Tower Ring reinforcements 250 pk	50
25	Adhesive roll contact 2m x45 cm	10
26	4 D-Ring A3 30mm Horizontal PVC Ring Binder – Black	50
27	A4 Lever Arch file Black 100mm spine	100
28	Upto 1000m2 mobile signal booster; 3 band application for 3G, 4G Voice & Data, technical assistance and 2 years warranty	2
29	Demin pants	24
30	Branded Cotton shirts long	24
31	Safety shoes	12
32	Branded Reflective safety vest	12
33	Branded Safety jacket	24
34	Branded Adjustable Hat	12
35	Raincoat set (top & bottom)	12
36	Black / Dim Safety goggles	12
37	Clear Safety goggles	12
38	Box light duty staples	12
39	A4 multi-coloured polypropylene blank file dividers (10)	100
40	A4 white printing papers 5 ream box	200

All correspondence should be addressed to The Municipal Manager  
"We develop as we grow"



**dr.jsmlm**

Dr JS Moroka Local Municipality  
TECHNICAL SERVICES DEPARTMENT

Address: 2601/3 Bongamundo Street, Snyboswa  
Postal Address: Private Bag X4012, Snyboswa, 0477  
Toll: (013) 973 9125/2  
Fax: (013) 973 2463/0574  
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ITEM NO.	DESCRIPTION	QUANTITY
41	Duct tapes 50mm X 50m 100	20
42	Highlighter assorted colours wallet of 8	12
43	Permanent marker black	24
44	Sticky note pad assorted colours, 90 sheets	30
45	Digital display Metric Measuring wheels, foldable 1000m	7
46	Pack of 10 Multi-colour pens	24
47	Light weight tidy files A4 pack of 100	2
48	FX-85GTX Scientific calculators 12 digits	12
49	HP Probook 470 G9 17.3" Laptop and tablet Core i7 16GB RAM 512GB SSD Win 11	1
50	HP Probook 455r G8 Laptop	1
51	Box A3 Printing Paper	50
52	Microsoft Projects User Licences	7

#### 4. Legal implications

4.1 The Municipality is required to comply with the employer's duty as stipulated in section 8 of the Occupational Health and Safety Act no.85 of 1993 and Regulations Revised 22<sup>nd</sup> edition under ergonomic risk assessment 6(1) (a)

#### 5. Financial implications

5.1 There is an approved 5% MIG budget allocated for the PMU operations and functions that can be utilized for furniture, equipment, stationary and personal protective uniforms may be purchased for administrative and operational purposes. 100% Expenditure and reporting on MIG-MIS on operational functions of the PMU is a requirement of Cogta and the DORA Framework.

#### 6. Conclusion

6.1 We request that the Municipal Manager approves the procurement of the required PMU office furniture, equipment, stationary and personal protective uniforms. This will also assist in bringing a relieve on council budget and ensure spending compliance in line with Cogta and the DORA Framework.

All correspondence should be addressed to The Municipal Manager  
"We develop as we grow"



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**RECOMMENDATION**

**DIVISIONAL MANAGER:  
PROJECT MANAGEMENT UNIT**

**Ms. T.M Rammulla**

Signed 

DATE  
09/05/2023

- 7.4 **That**, the procurement be made before the financial year end to avoid forfeiting the budget.
- 7.3 **That**, the priority is the procurement of employees office furniture, equipment, stationary and personal protective uniforms.
- 7.2 **That**, the amount of required be obtained from the 5% MIG budget allocated to the value of R 1 019 000,00 for furniture, administration and office overhead to procure the above items for the PMU.
- 7.1 **That**, the Municipal Manager considers the content of this memorandum.

It is recommended:

**7. Recommendations**

Address: 2601/3 Bongamhundo Street, Snyabeswa  
 Postal Address: Private Bag X4912, Snyabeswa, 0472  
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**TECHNICAL SERVICES DEPARTMENT**

**Dr JS Moroka Local Municipality**

**dr.jsmlm**



**MS. M.M. MATHEBELA**  
 MUNICIPAL MANAGER

DATE  
 16/05/23

APPROVED	<i>[Signature]</i>	NOT APPROVED
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**MS. D B KLAAS**  
 CHIEF FINANCIAL OFFICER

DATE  
 10/05/2023

**RECOMMENDATION**  
 Recommended for approval

**EXECUTIVE MANAGER:**  
 ADMIN AND CORPORATE

DATE  
 10/05/2023

**RECOMMENDATION**

**ACTING EXECUTIVE MANAGER:**  
 TECHNICAL SERVICES

DATE  
 10/05/2023

TECHNICAL SERVICES DEPARTMENT

Dr JS Moroka Local Municipality

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**DR JS MOROKA MUNICIPALITY**

**Segment Enquiry**

Financial Year	Opening Balance	Closing Balance	Function	Item	Project	Costing	Funding	Regional	Segment
2023	0.00	430,040.79	Function:Planning and Development:Core Function:Project Management Unit:500 PROJECT MANAGEMENT UNIT	Expenditure:Operational Cost:Assets less than the Capitalisation Threshold	Operational:Municipal Running Cost	Costing:Default	Fund:Operational:Revenue:General Revenue:Equitable Share	Regional:Regional Identifier:Local Government by Province:Mpumalanga:District Municipalities:DC31 Nkangala:Municipalities:MP316	500 Furniture and equipment 6.3

Previous Budget	743,197.00	DRAFT BUDGET	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
Current Budget	1,449,996.00		0.00	0.00	0.00	0.00	0.00
Amended Budget	0.00		0.00	0.00	0.00	0.00	0.00
Current Budget - Virements	0.00		0.00	0.00	0.00	0.00	0.00
Total Budget	1,449,996.00		0.00	0.00	0.00	0.00	0.00
Total Spent	430,040.79						
Pending	0.00						
Available	1,019,955.21						

**DR. JS MOROKA LOCAL MUNICIPALITY**  
**BUDGET CONTROL**  
 AVAILABLE BUDGET  
 CHECK BY:   
 DATE: