

# THEMBISILE HANI LOCAL MUNICIPALITY



## APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR THEMISILE HANI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED)

THLM/SCM30/2023-2024/C04

### SCOPE OF WORK

#### C 3.1.1 DESCRIPTIONS OF WORKS

#### SCOPE OF WORKS AND SPECIAL CONDITIONS OF CONTRACT

#### 1. SPECIAL CONDITIONS OF CONTRACT

ThembeSile Hani Local Municipality hereby invites quotations from suitably qualified service provider for the appointment of panel of service providers for the supply and delivery of office Furniture on an as and when basis for 36 months.

The scope of work will entail: supply and delivery office Furniture on an as and when basis for 36 months for ThembeSile Hani Local Municipality as follows:

#### 1. BACKGROUND

1.1 Supply and Deliver and Assemble various Office Furniture as per the specifications.

#### 2. CURRENT STATE

2.1. The Municipality currently orders the goods on an ad hoc basis as-and-when required.

#### 3. TERMS OF REFERENCE

#### 3.1. Payment for work completed

3.1.1. Payments will be made within 30 calendar days after submission of Tax invoice.

3.1.2. Claims for payment shall be submitted on a monthly basis and shall consist of the following:

---

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- i. Description of work undertaken.
- ii. Suppliers invoice for equipment delivered.
- iii. Acceptance certificate signed by the representative of the council.

3.1.3. Tenderers must clearly state the rates to be charged in the equipment provided and must complete the price schedule.

3.1.4. The council reserves the right to add to or omit any equipment to or from this contract.

**4. SERVICE LEVEL AGREEMENT**

4.1. A service level agreement will be entered into with the successful bidder before any work/task may be executed.

**5. NON-COMPLIANCE AND PENALTIES**

5.1. Failure to comply with any of the aforementioned clauses may invalidate the tender or cause cancellation of the contract. THLM Reserve the Right to the following;

- 5.1.1. To implement penalties for poor quality of work,
- 5.1.2. To implement penalties for late delivery of work,
- 5.1.3. To terminate the contract if the response time by the contractor is more than that described on the incident management protocol of the Department,
- 5.1.4. add additional items to the BoQ or to remove as required,
- 5.1.5. All rates are fixed & firm and all quantities are re-measurable.

**SCOPE OF WORK AND SPECIFICATIONS**

**1. PROJECT OBJECTIVE**

The purpose of the project is to appoint a panel of service provider or service providers to supply and deliver furniture.

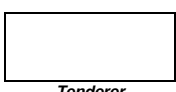
The objective of this contract is that the appointed service provider or service providers shall avail all the necessary personnel, equipment and transport on a 24/7 call out basis.

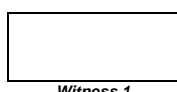
**2. AREAS**

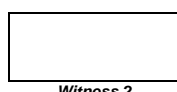
The project will cover the Thembisile Hani Local Municipality's jurisdiction.

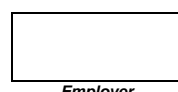
**3. SCOPE OF WORK**

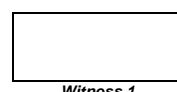
Supply and delivery of office Furniture in line with BOQ

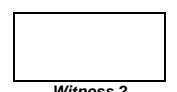
  
Tenderer

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2