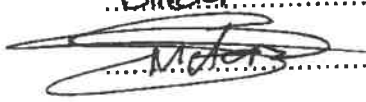


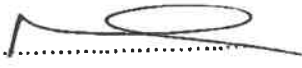
## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached quotation document by **Office Central Supply and Services** to **GEORGE MUNICIPALITY** in accordance with the requirements and specifications stipulated in quotation number **BA030/2023q** at the price/s tendered. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid
    - Tax clearance certificate
    - Pricing schedule(s)
    - Technical Specification(s)
    - Preference claims in terms of the Preferential Procurement Regulations 2017
    - Declaration of interest
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) Sakine Jovic Motona  
 CAPACITY Director  
 SIGNATURE   
 NAME OF FIRM **Office Central Supply and Services**  
 DATE 04/07/2023

WITNESSES:	
1.	
DATE: <u>04/07/2023</u>	

**CONTRACT FORM - RENDERING OF SERVICES**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I, **KS MOODLEY**, in my capacity as **DIRECTOR: CORPORATE SERVICES**, accept the quotation of **Office Central Supply and Services** under reference number **BA030/2023q**, dated **26 MAY 2023** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

**QUOTATION NUMBER: BA030/2023q**

**SUPPLY, DELIVERY AND ASSEMBLY OF NEW OFFICE FURNITURE FOR CORPORATE SERVICES FOR A PERIOD OF ONE YEAR FROM DATE OF APPOINTMENT.**


**Note: This is a rates-based tender as stipulated in below pricing.**

NO	DESCRIPTION	QTY	PRICE
1	2-Way Cluster/Evolution Desk 1500x1510 (Ferrara Oak Melamine)– including Beams and Wire Management Ports – 2 Grey Powder Coated U Shaped Steel Legs 38mm	1	R5 813.25
2	2-Way Cluster/Evolution Desk 1200x1510 (Ferrara Oak Melamine)– including Beams and Wire Management Ports – 2 Grey Powder Coated U Shaped Steel Legs 38mm	1	R5 629.25
3	Central Locking Desk Height Pedestal Floating PEN Tray - 2 Standard drawers, 1 Deep Filer Topless - (Ferrara Oak Melamine)	1	R2 691.00
4	Pedestal Open Storage Box/ Bookcase 750x410 (Melamine)	1	R1 690.50
5	Dual Desk-Based Screen- including brackets (Contract Fabric)	1	R902.75
6	Xenon Mediumback Chair –Black Netted Back, Full Synchron Mechanism, Height Adjustable Backrest-Nylon base – 2D Adjustable Arms (Fabric: Contract)	1	R3 358.00
7	Xenon Highback Chair with headrest–Black Netted Back, Full Synchron Mechanism, Height Adjustable Backrest-Nylon base – 2D Adjustable Arms (Fabric: Contract)	1	R3 852.50
8	Xenon Visitor Side Chair Netted Back, Height Adjustable backrest – Black Epoxy Sleigh Frame (Fabric: Contract)	1	R2 679.50
9	Panel Leg Desk (Ferrara Oak Melamine) 1800x800	1	R2 783.00
10	Central Locking Mobile Pedestal – Pen and Pencil Drawer – 1 Standard Drawer – 1 Deep Filer - (Ferrara Oak Melamine)	1	R2 526.55
11	Central Locking Mobile Pedestal 3 Drawers – (F Oak Melamine)	1	R1 874.50
12	Roller Door Credenza 900x600 including Shelf - (F Oak Melamine)	1	R 3708.75
	<b>SUB TOTAL</b>		<b>R37 509.55</b>
	<b>VAT</b>		<b>-</b>
	<b>TOTAL PRICE INCLUSIVE OF VAT</b>		<b>R37 509.55</b>


- 4. This contract will automatically be cancelled where there is a conflict of interest which was not disclosed by the tenderer.
- 5. I confirm that I am duly authorized to sign this contract.

SIGNED AT GEORGE ON 5/07 ..... 2023

NAME **KS MOODLEY**  
**DIRECTOR: CORPORATE SERVICES**

SIGNATURE ..... 

SUPPLY CHAIN MANAGEMENT  
GEORGE MUNICIPALITY  
P.O. BOX 19  
GEORGE  
6530

WITNESSES:  
1.   
DATE: 05/07/2023

## THE QUOTATION OFFER

I/We Mr/Mrs/Messrs Mators duly assigned to represent the service provider for the purpose of this quotation, hereby quote to supply all or any of the goods and/or render all or any of the services described in the attached documents to the George Municipality on terms and conditions stipulated in this quotation and in accordance with the specifications stipulated in the quotation documents (which shall be taken as part of, and incorporated into this quotation) **at the price reflected in the Pricing Schedule.**

I/we agree that this offer shall remain valid for a period of 90 days commencing from the closing date and time of this quotation.

I/we further agree that:

This quotation and its acceptance shall be subject to the terms and conditions contained in the George Municipality's Supply Chain Management Policy;

If I/we withdraw my/our quotation within the period for which I/we have agreed that the quotation shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the George Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our quotation or cancel the contract that may have been entered into between me/us and the George Municipality and I/we will then pay to the George Municipality any additional expense incurred by the George Municipality having either to accept any less favorable quotation or, if fresh quotation have to be invited, the additional expenditure incurred by the invitation by the invitation of fresh quotations and by the subsequent acceptance of any less favorable quotation; the George Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other quotation or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other quotation or contract and pending the ascertainment of the amount of such additional expenditure or retain such moneys, guarantee or deposit as security for any loss the George Municipality may sustain by reason of my/our default;

If my/our quotation is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our quotation and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address on this place):

Physical Address: 15 Hampton Ave  
OTTERY  
Cape Town


I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our quotation; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the quotation documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our own risk.

I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I/we declare that I/we have participation / no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of quotations involved.

Name: Salaño Juid Matona

Signature: 

Date: 24/05/2023

**This form must be completed and signed to be considered provisionally responsive.**

## ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the supplier's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions identified in the quotation data. Acceptance of the supplier's offer shall form an agreement between the employer and the supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Name: **MS K MOODLEY**

Signature:  \_\_\_\_\_

Capacity **DIRECTOR: CORPORATE SERVICES**

Date: 8 July 2023

For the Employer: **GEORGE MUNICIPALITY  
CIVIC CENTRE  
YORK STREET  
GEORGE**



M Gericke  
Manager: Supply Chain Management  
Department of Financial Services  
E-mail: [mgericke@george.gov.za](mailto:mgericke@george.gov.za)  
Tel: +27 (0)44 801 9048

Reference number: BA030/2023q  
Date: 29 June 2023

Enquiries: Nico Zeelie  
044 801 9111 (x1167)

Office Central Supply and Services  
15 Hampton Avenue  
Ottery  
7800

Per e-mail: [officecentralsupply@gmail.com](mailto:officecentralsupply@gmail.com)

Dear Sir/Madam,

**QUOTATION: BA030/2023Q**

**SUPPLY, DELIVERY AND ASSEMBLY OF NEW OFFICE FURNITURE FOR CORPORATE SERVICES FOR A PERIOD OF ONE YEAR FROM DATE OF APPOINTMENT.**

No dispute was received against the decision of George Municipality. As such it is our pleasure to inform you that your company has been selected as the preferred bidder in terms of quotation BA030/2023q.

Description	Total Price for Rates (VAT Excluded)
Supply, Delivery and Assembly of New Office Furniture for Corporate Services, for a period of one year from date of appointment, as per quotation BA030/2023q specifications. <b>*Note that this is a rates-based appointment</b>	R37 509.55*

**Please note that this award is only finalised when both parties have signed the contract.**

Ensure adherence to all tender specifications for the duration of this contract.

Yours sincerely

**KS MOODLEY**  
DIRECTOR: CORPORATE SERVICES