**FINANCE DEPARTMENT**

**Address : P.O. Box 15**

 **Estcourt**

 **3310**

**Telephone : (036) – 342 7800/35/77**

**Fax No : (036) – 352 7898**

**UMTSHEZI MUNICIPALITY**

**UMTSHEZI MUNISIPALITEIT**

**UMKHANDLU WASEMTSHEZI**

Dear Sir / Madam

# REQUEST FOR WRITTEN OR VERBAL QUOTATIONS

**Under R30000.00 REQ/REF: 14041**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can either be faxed to 036 352 6048 or emailed to phiwokuhle@mtshezi.co.zaor delivered by hand not later than **01 June 2016 URGENTLY**

The following conditions will apply:

* Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
* Price(s) quoted must be firm and must be inclusive of VAT.
* A firm delivery period must be indicated.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Phiwokuhle

(SCM Clerk)

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| --- |
| **FOR OFFICE USE:** |
| Suppliers Selected for quotations as per SCM policy: |
| **Supplier** | **Tel No** | **Fax No** | **Contact Person** |
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**SCHEDULE**

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| **QUANTITY** | **DESCRIPTION** |
| 4 | Appoint service provider to do replacement of single |
|  | Switches with double socket switches and install new plug |
|  | Points for all four libraries |
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DELIVERY ADDRESS:

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Estcourt

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