**FINANCE DEPARTMENT**

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

**Estcourt**

**3310**

**Telephone : (036) – 342 7800/46/45**

**Fax No :**

**INKOSI**

**LANGALIBALELE**

**MUNICIPALITY**

**UMKHANDLU INKOSI**

**LANGALIBALELE**

Dear Sir / Madam

# REQUEST FOR WRITTEN OR VERBAL QUOTATIONS

**Under R30000.00 REQ 0015**

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

**LAPTOP**

QUOTATION ENQUIRIES:

Further information and assistance please contact Andile in Finance Department at this telephone number (036) 342 7842 during office hours. Date advertised: **03/02/2017**

QUOTATION SUBMISSION;

Quotations must be submitted on the letterhead of your business and can either be hand delivered or e-mailed to andile@ilm.gov.za by not later than **08/02/ 2017. 12:00pm**

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

Andile

(SCM Clerk)

**SCHEDULE**

|  |  |
| --- | --- |
| **QUANTITY** | **DESCRIPTION** |
| 1 | Standard Laptop Specification |
|  | **Specs** |
|  | Core i7 Processor |
|  | 4GB Ram |
|  | 500GB Hard Drive |
|  | 15,6 LCD/LED Display |
|  | Windows 10 Professional |
|  | DVD Writer |
|  | Office 2016 Home & Business |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |