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**FINANCE DEPARTMENTC- SCM**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY – UMKHANDLU WENDAWO**

**PO BOX 15, Estcourt, 3310] Physical Address: Civic Building, 1 Victoria Street, Estcourt**

**Tel. No.: 036 342 7800**

Dear Sir / Madam

# REQUEST FOR WRITTEN OR VERBAL QUOTATIONS

**Under R30000.00 REQ/REF 2015 Electricity dept.**

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 or emailed to [nobuhle@ilm.gov.za](mailto:nobuhle@ilm.gov.za) or hand delivered to Civic Building, Victoria street 3310 not later than 03 March 2017 @ 13H00.

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

Nobuhle

(SCM officer)

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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** |
| 1 | FSJ 850 Concrete box as per Spec’s provided NB-150A 3 |
|  | Phase MCB & 3 Single phase 100A MCB & 3 Phase meters |
|  | Will be provided for the box. |
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DELIVERY ADDRESS:

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Estcourt

3310