

## **LOCAL MUNICIPALITY – UMKHANDLU WENDAWO**

## **SCM OFFICE**

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

**Tel. No.: 036 342 7800, Fax:** 036 352 5829 **Email**: [londiwe@ilm.gov.za](mailto:londiwe@ilm.gov.za)

Dear Sir / Madam

**REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

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 be emailed to [londiwe@ilm.gov.za](mailto:londiwe@ilm.gov.za) or hand delivered to Civic Building, Victoria street 3310.

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.

**Closing Date : 09 May 2017**

Yours faithfully

Londiwe Mazibuko

**SCM OFFICER**

**SCHEDULE**

|  |  |
| --- | --- |
| **QTY** | **DESCRIPTION** |
|  |  |
| **03** | **LAPTOPS** |
|  |  |
|  | Core i3 Processor |
|  | 4GB RAM |
|  | 500GB Hard Drive |
|  | 15,6” LCD/LED display |
|  | DVD writer |
|  | Windows 10 Professional |
|  | Office 2013 Home & Business |
|  |  |
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DELIVERY ADDRESS:

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Estcourt

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