**FINANCE DEPARTMENT**

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

**Estcourt**

**3310**

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

**Fax No :**

**INKOSI**

**LANGALIBALELE**

**MUNICIPALITY**

**UMKHANDLU INKOSI**

**LANGALIBALEL**

Dear Sir / Madam

# REQUEST FOR WRITTEN OR VERBAL QUOTATIONS

**Under R30000.00 REQ/REF**

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 phiwokuhle@ilm.gov.za or hand delivered to Civic Building, Victoria street 3310, by no later than 06/07/2018

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)

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

|  |  |
| --- | --- |
| **QUANTITY** | **DESCRIPTION** |
| 2x50kg | Cement |
| 1cube | Building sand |
| 3packet | Roofing nails |
| 5x3m | Flasher boards |
| X5 | Budge board |
| X2 | Twist fast nails |
| X4 | Flasher boards joint |
| X6 | Barge boards joint |
| X1 | Roof wire (5KG) |
| 6packets | 4x inch nails |
| 3packets | X5 inch nails |
| X20 | IBR 3.6 Corrugated iron (0.5) |
|  | 18x38x114x3.6meter timber |
|  | 15x38x141x6.6 meter timber |
|  | 10x50x76 purlin 6.6 meter |
|  | 3.6x2 riggings |
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|  | **20 July 2018** |
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DELIVERY ADDRESS:

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Estcourt

3310