**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**

|  |  |
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| **QUANTITY** | **DESCRIPTION** |
| 4x25L | Water paint |
| X6 | Roller brushes |
| 3X2kg | Poly Filler |
| 2X1meter | Sandpaper |
| 6x5 | Rollers and trays set |
| 2x2 | 75mm brush |
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DELIVERY ADDRESS:

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Estcourt

3310