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**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/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 either be faxed to or emailed to phiwokuhle@ilm.gov.za or hand delivered to Civic Building, Victoria street 3310 not later than 10 July 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** |
| 01 | Five roses tea bags 200g |
| 01 | Fresh pack rooibos 200g |
| 01 | Ricoffy 750g |
| 02 | Cremora 1kg |
| 12 | Clover fresh milk 5kg |
| 01 | Huller white sugar |
| 01 | Brown sugar 5KG |
| 200 | Jumbo Assorted muffins |
| 07 | Sandwich platter |
| 07 | Snack platter |
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DELIVERY ADDRESS:

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Estcourt

3310