



**Inkosi Langalibalele**  
**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: [madinane@ilm.gov.za](mailto:madinane@ilm.gov.za)

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05/03/2019

Dear Sir / Madam

**REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

**Over R30000.00 REQ/REF 001407**

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 e-mailed to [nompilo@ilm.gov.za](mailto:nompilo@ilm.gov.za) or hand delivered to Civic Building, Victoria street 3310 by no later than the 13/03/2019.

**Enquiries:**

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.
- Valid Tax Clearance Certificate from the Receiver of Revenue.
- Signed MBD4 Forms.
- Proof of Treasury CSD registration.
- BBBEE certificate/affidavit.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Nompilo Mnculwane  
**SCM CLERK**

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## SCHEDULE

| QTY | DESCRIPTION  |
|-----|--|
| 2   | <p><b><u>Request for quotation on the following:</u></b></p> <p>4 in 1 Colour Printer with USB</p> <p>Spec:<br/>Internet Port<br/>Internal memory<br/>512MB standard output capacity<br/>150 Sheets<br/>Window operating support</p> |

### DELIVERY ADDRESS:

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Civic Building, Victoria Street  
Estcourt  
3310

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