

## **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**: [nompilo@ilm.gov.za](mailto:nompilo@ilm.gov.za)

Dear Sir / Madam

**REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

**Below R30000.00 REQ/REF 001800**

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 sindyj@ilm.gov.za or hand delivered to Civic Building, Victoria street 3310 by no later than the 16/09/2019.

**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 OFFICER**

**036 342 7846**

**SCHEDULE**

|  |  |
| --- | --- |
| **QTY** | **DESCRIPTION** |
|  | **URGENT …..**  **Request for quotation on the following:**  1000 leave books ( triplicate )  As per attachment  PLEASE TAKE NOTE OF CORRECTIONS /CHANGES |

DELIVERY ADDRESS:

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Estcourt

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