

## REQUEST FOR QUOTATION

<b>SUPPLIER NAME</b>		<b>TEL.</b>	
<b>DATE:-</b>		<b>ATT:</b>	<b>FAX:</b>

**Dear Sir / Madam**

Kindly furnish the Matatiele Local Municipality with a written quotation for the supply of the services as detailed below. The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand in a sealed envelope and returned to the Supply Chain Office by no later than: **09:00** hours on **22 JANUARY 2024**

**The following conditions will apply:**

- No Late Submissions will be entertained.
- Prices must be inclusive of VAT and be firm for 30 days
- A firm delivery period must be indicated

**Failure to comply with these conditions may invalidate your offer.**

DESCRIPTION / SPECIFICATIONS	QTY	UNIT PRICE		PRICE EXCL VAT	
		R	c	R	c
1000 X MATATIELE 35 PP A5 BOOKS , A5210MM X 148 MM, COVER - 4 COLOUR FRONT ONLY ON 300gsm Matt, Text - 16 Pager x 2 – 4 color throughout on 130gsm Gloss Trimmed to size & Saddle Stitched 32 Pager	1000				

<b>VAT</b>		
<b>TOTAL INCLUSIVE</b>		

\_\_\_\_\_  
SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY      SUPPLIERS STAMP