

## 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: **12:00** hours on **12 October 2022**

**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
CHAIR COVERS TO COVER CHAIRS FOR KHANYA NALEDI EVENT TO BE HELD ON 9 DECEMBER 22	400				
CHAIR BOWS TO DECORATE THE CHAIR COVERS FOR KHANYA NALEDI TO BE HELD ON 09 DEC 2	200				
40 RECTANGLE TABLES TO ACCOMMODATE 400 PEOPLE EACH TABLE TO ACCOMMODATE 10 PEOPLE	40				
40 TABLE CLOTHS TO COVER THE 40 RECTANGLE TABLES	40				
42 CENTRE PIECES TO DECORATE THE 40 RECTANGLE TABLES	42				
BACK DRAPPING FOR THE STAGE	1				
2 WHITE WEDDING COUCHES WITH ARMS	2				
2 CENTRE TABLES FOR THE TWO COUCHES	2				



102 Main Street,  
Matatiele  
P.O. Box 35,  
Matatiele, 4730  
Tel: 039 737 3135  
Fax: 039 737 3611

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

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SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY    SUPPLIERS STAMP