

REQUEST FOR QUOTATION

SUPPLIER NAME		TEL.	
DATE:-		ATT:	
		FAX:	

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 28 August 2023**

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
SABS APPROVED PENCILS 12 S HB ONLY	40				
FILE COVERS 3 SCORED AND SLOTTED 100S ONLY PREMIUM DEEP TINT 204GSM 10X BLUE 10X GREEN	20				
RULERS MULTI COLORS	50				
PUNCH 30SHEET SABS PRODUCT AT LEAST 5 DIFFERENT COLORS	20				
STAPLERS FULL STRIP 26/6 STRICTLY 5 COLORS AT LEAST	30				
FILE DIVIDERS NUMERICS	20				
FILE DIVIDERS ALPHA	20				
FILE DIVIDERS BLANK	20				



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

VAT		
TOTAL INCLUSIVE		

SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY SUPPLIERS STAMP