

## 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 **07 FEBRUARY 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
CATERING FOR 80 PEOPLE WHO WILL BE ATTENDING THE IGR FORUM MEETING ON THE 11th MARCH 2024 i.e. SPOON FOOD, SAMP & BEANS, RICE, BEEF STEW, CHICKEN STEW, 2 SALADS 2 VEGGIES & 100% FRUIT JUICE. TO BE DELIVERED AND SERVED AT THE NEW MUNICIPAL BUILDINGS MOUNTAIN VIEW(MAGGIE RESHA BUILDING).	80				

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

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SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY      SUPPLIERS STAMP