

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: **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 |
| 89 A HP INK CARTRIDGE X3 | 3 | | | | |
| 37 A HP CARTRIDGE X2 | 2 | | | | |
| TN 3467 BROTHER TONNER | 1 | | | | |
| 59 A HP INK CARTRIDGE SUPPLY AND DILIVER | 1 | | | | |

| | | |
|------------------------|--|--|
| VAT | | |
| TOTAL INCLUSIVE | | |

SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY SUPPLIERS STAMP