

## 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: **14:00** hours on **17 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
SUPPLY AND DELIVER OF A4 PHOTO COPY PAPER BOX (5X500SHEETS)	75				

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

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SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY    SUPPLIERS STAMP