

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 **06 JUNE 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	QUANT ITY	UNIT PRICE		PRICE EXCL VAT	
		R	C	R	c
A4 -300 PAGES ATTENDANCES REGISTER BOOK PRINTED ON BACK TO BACK SIDES. PAGES SHOULD REFLECT THE FOLLOWING TEXT IN TABLE FORMAT: DAYS OF THE WEEK,i.e. MONTH, YEAR, DATE, ARRIVAL AND DEPARTURE TIME MUST HAVE TIME & INITIALS PAPERS SHOULD BE LANDSCAPE. DAYS SHOULD BE SUNDAY TO SATURDAY.	100				

VAT		
TOTAL INCLUSIVE		

SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY SUPPLIERS STAMP