

## MATATIELE LOCAL MUNICIPALITY

Tel : 039 737 8197  
Fax : 039 737 3611  
Email : NNgcobo@matatiele.go.za  
Request Number: 5632  
Type Of Goods: Stationery  
Department : - Stores  
Supply Chain Unit: Demand Management

**Contact : N. NGCOBO**

Date: 26/11/2024

<b>Request for Quotations</b>
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Dear Sir/Madam

**Name of Company :**

Phone Number :  
Fax Number :  
Email Address:

<b>Special Conditions</b>
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Kindly furnish me with a written quotation for the supply of goods and 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 Management Section by no later than **09:00:00** on **28/11/2024**.

**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
STAPLERS 50 SHEET FULL STRIP 5XDIFFERENT COLORS.	40				
PUNCH 50PG 5X DIFFERENT COLORS	40				
SCISSORS 10CM BLADE BLACK HANDLE ONLY	40				
STAPLES26/6	40				



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

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

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SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY SUPPLIERS STAMP