

## MATATIELE LOCAL MUNICIPALITY

Tel : 039 737 8197  
Fax : 039 737 3611  
Email : NNgcobo@matatiele.go.za  
Request Number: 5633  
Type Of Goods: Furniture  
Department : - HR  
Supply Chain Unit: Demand Management

**Contact : N. NGCOBO**

Date: 26/11/2024

**Request for Quotations**

Dear Sir/Madam

**Name of Company :**

Phone Number :  
Fax Number :  
Email Address:

**Special Conditions**

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
SUPPLY AND DELIVER BLACK BONDED LEATHER HIGH BACK OFFICE CHAIR WITH PADDED ARMS/ CAPPING. CHAIR MUST HAVE SWIVEL AND TILT MECHANISM.	1				

<p>SUPPLY AND DEKIVER DESK TOP WITH MODESTY PANEL AND OPEN BOOKCASE INCLUDING SHELF AND HINGED DOOR PEDENZA 2400W X 800D X 684H. HINGED DOOR CREDENZA INCLUDING SHELF, 900W X 500D X684H. HINGED DOOR PEDENZA DRAWERS ON RHS, 900W X 500D, 1X FILING DRAWER &amp; 2X STANDARD DRAWERS. INCLUDING 1X CUPBOARD WITH ADJUSTABLE SHELF. CENTRAL LOCKING ON PEDESTAL SECTION, 900W X 500D X 684H. O SHAPED LEG 60 X 25MM, 800MM DEEP, BLACK</p>	2				
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<b>VAT</b>		
<b>TOTAL INCLUSIVE</b>		

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SUPPLIERS REPRESENTATIVE / AUTHORISED SIGNATORY SUPPLIERS STAMP