



LEKWA LOCAL MUNICIPALITY



REQUEST FOR WRITTEN QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed below

Qty	Description
200	METER BILLET BOOK
	3 PAGES PER SET (WHITE,YELLOW,BLUE) 50 SETS PER BOOK (150 PAGES TOTAL) NCR PERFORATED NUMBERED (STARTING FROM 22000) WITH EXTRA LENGTH BACK COVER TO BE PLACED BETWEEN PAGES.
SEE SAMPLE BELOW (A more clear sample can be requested by emailing the address below)	

CLOSING DATE: 11 OCTOBER 2017 @ 12:00
NO QUOTES ACCEPTED AFTER CLOSING

The quotation must be submitted on the letterhead of your business and can either be faxed, delivered by hand or e-mailed to

Bilal Cajee

(017) 712 9647 (phone)

(086) 430 9566 (fax to email)

(082) 303 7516 (cell)

lekwascm@gmail.com

bcajee@lekwalm.gov.za

The following conditions will apply:

- **CSD REFERENCE NUMBER MUST BE INDICATED ON THE QUOTATION. NO CSD REF, QUOTE WILL BE REJECTED**
- Supplier MUST be registered on Lekwa Local Municipality Supplier database. If Supplier has not registered on our Database, the registration form can be obtained by emailing the above mentioned addresses.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Quotations will be considered per item and NOT as a whole.
- **An 80/20 point system will be used when applicable. (Prices above R 30 000.00)**

- **If price above R 30 000, please attach a valid BBEE Certificate.**
- ALL PRICES MUST INDICATE unit price (ex VAT), discount and delivery date from date of order.
- Items must be quoted according to specs
- **The Municipality reserves the right to not accept a quotation if ANY of the above mentioned conditions are not adhered to.**

PRE QUALIFICATION REQUISITE

Only suppliers whose income does not exceed R 10 million during the last financial year may quote. (PLEASE ATTACH AFFIDAVIT)

Yours faithfully

Bilal Cajee

**LEKWA LOCAL MUNICIPALITY
ELECTRICITY METER BILLET** **A130001**

Name: Date:

Address:

Ward: Connection (3 phase / 1 phase)

Old Meter	New Meter
No / No	No / No
Reading / Reading	Reading / Reading
Meter sealed / Meter sealed	Meter sealed / Meter sealed
CT Ratio:	CT Ratio:
P/T Ratio:	P/T Ratio:
Meter multiplier:	Meter multiplier:
Factor:	Factor:

Geysar Relay Connected: Y / N Relay No: Relay Channel:

Comments:

Electrician: Signature: Date:

Town Electrical Engineer: Signature: Date:

Budget and Treasury Received

Name: Signature: Date: