

# LEKWA MUNICIPALITY

Dear Sir / Madam

## **REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

Kindly furnish me with a written quotation for the supply of the goods/services FOR THE ITEMS LISTED BELOW:

<b>Quantity</b>	<b>Description</b>
<b>1000</b>	NECK STRING BLACK PENS (LANYARD) BRANDED WITH LEKWA LOCAL MUNICIPAL LOGO & NAME.( MINI TWISTERS).
<b>1000</b>	A5 50 PAGES NOTE PADS WITH LOGO & MUNICIPAL NAME; CONTACT DETAILS ; E-MAIL AND FACEBOOK ACCOUNT.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than **03/05/ 2017 Time 14:00**

### **Lerato**

(017) 712 9647 (phone)

(017) 712 1464 (fax)

(082) 303 7516 (cell)

(079) 1359105(cell)

[lerato.nhlapo55@gmail.co.za](mailto:lerato.nhlapo55@gmail.co.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.
- A firm delivery period must be indicated.
- **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)
- **ALL PRICES MUST INDICATE unit price (ex VAT), discount and delivery date from date of order.**
- **Items must be quoted according to specs.**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Lerato nhlapo