

	<h1>EMALAHLENI</h1> <h2>Local Municipality</h2>	P.O. BOX 3
		EMALAHLENI
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		1035
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eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241	Ogies, Hoofweg Tel.: (013) 643 1027

**06 May 2021**

Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN QUOTATION

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

**Enquiries: J Boucher (013 690 6798/6413)**

ITEM DESCRIPTION	QUANTITY
Navy/White/Green Fabric Face Mask with Municipal Logo and adjustable Ear loops ..... (Mask specification must be according to Annexure B – Recommended Guidelines Fabric Face Masks RSA Department of Trade Industry and Competition – Updated 24 April 2020) ..... Picture of mask design must be submitted with quotation. Mask & Logo prices must be quoted on separate line items. ..... Short listed Bidders will be asked to submit a sample of their mask to the DMC before an order is awarded.	4000

The quotation must be submitted on the letterhead of your business, signed and uploaded on the Municipal website not later **than 13 May 2021**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price (s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **For all transactions the following must be attached:**
- **Proof of the paid up Municipal Rates and Taxes account of the company or its directors.**
- **MBD forms**
- **CSD report (Must be registered on the Central Supplier Database (CSD)).**
- **Scoring points-Certified copy of BBBEE certificate should be attached**
- **Evaluation criteria-The 80/20 PPPFA system for requirements with a Rand from R30 000 to R200 000 (all applicable taxes included)**

**Failure to comply with these conditions and filling of the declaration form may invalidate your offer.**