

	<h1>EMALAHLENI</h1> <h2>Local Municipality</h2>		P.O. BOX 3
			EMALAHLENI
			MPUMALANGA
			1035
	eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241	TEL.: (013) 690 6911
			FAX: (013) 690 6207
			E-mail: admin@emalahleni.gov.za
		Ogies, Hoofweg Tel.: (013) 643 1027	

**20 January 2022**

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: Stephina (079 907 6690)**

ITEM DESCRIPTION	QUANTITY
Hailing at kaMgewane, Spring Valley and Emalahleni CBD for the IDP meeting scheduled for 1 <sup>st</sup> February 2022 at Emalahleni City hall at 17:00.	

The quotation must be submitted on the letterhead of your business, signed and delivered by hand on the box by supply chain entrance not later **than 24/01/2022.**

The following conditions will apply:

- 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.**

**Approved.....**