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|---|---|---|
|  | <h1 style="text-align: center;">EMALAHLENI</h1> <h2 style="text-align: center;">Local Municipality</h2> | P.O. BOX 3                                    |
|   |   | EMALAHLENI                                    |
|   |   | MPUMALANGA                                    |
|   |   | 1035  |
|   |   | TEL.: (013) 690 6911                          |
|   |   | FAX: (013) 690 6207                           |
|   |   | E-mail:<br>admin@emalahleni.gov.za            |
|   | eMalahleni, Mandela Avenue<br>Tel.: (013) 690 6911  | Kriel, Quintin Street<br>Tel.: (017) 648 2241 |
|   |   | Ogies, Hoofweg<br>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 |
|--|----------|
| <b>Hailing at Ward 15, Klarinet ext 3, Pine Ridge, Coronation for the IDP meeting scheduled for Tuesday 1<sup>st</sup> February 2022 at Emalahleni City hall at 17:00.</b> |          |

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.....**