**DATE: 08 March 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: 013 690 5390**

**RFQ: 9**

|  |  |  |
| --- | --- | --- |
| **STORE CODE** | **ITEM DESCRIPTION**  | **QUANTITY** |
| 01680-3 | Files La + cover oblong | 300 |
| 01756-4 | Files La + cover upright | 300 |
| 01726-7 | Pens black crystal clear | 2000 |

The quotation must be submitted on the letterhead of your business, signed and submitted on portal

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 i.e 14 days for on stock items and 4-6
* Weeks for manufactured items
* **For all transactions from R2 000 to R200 000 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**.

**CLOSING DATE: 16 March 2021**