

	<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: admin@emalahleni.gov.za
	eMalahleni, Mandela Avenue Tel.: (013) 690 6911	Kriel, Quintin Street Tel.: (017) 648 2241
		Ogies, Hoofweg Tel.: (013) 643 1027

21 APRIL 2021

REQUEST FOR FORMAL WRITTEN QUOTATION

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

Enquiries: P. Monareng 013 653 5690

RFQ: 05

STORE CODE	ITEM DESCRIPTION	QUANTITY
01726-7	Pens Black Big Crystal clear	2040
01756-4	Files LA +Cover Upright	100
01680-3	Files LA+ Cover Oblong	100

The quotation must be submitted on the letterhead of your business and submitted on the portal no later **than 29/04/2021**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Kindly check for specifications with our store man prior to quoting.
- Price (s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **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 may be downloaded on our website (www.emalahleni.gov.za) we only require MBD1; 4; 6.1; 8 and 9 please just fill in one complete form per company**
- **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)**
- **All suppliers are required to attach BBBEE certificate or sworn affidavit with every quotation submitted**
- **ALL QUOTATIONS SHOULD BE SUBMITTED ON OUR WEBSITE (www.emalahleni.gov.za)**

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

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CLOSING DATE: 29 APRIL 2021