



**Inkosi Langalibalele  
LOCAL MUNICIPALITY – UMKHANDLU WENDAWO  
SCM OFFICE**

**PO BOX 15, Estcourt, 3310, Physical Address: Civic Building, Victoria Street, Estcourt, 3310  
Tel. No.: 036 342 7800, Fax: 036 352 5829 Email: [andile@ilm.gov.za](mailto:andile@ilm.gov.za)**

07/02/2022

Dear Sir / Madam

**REQUEST FOR WRITTEN OR VERBAL QUOTATIONS**

**Over R30000.00 REQ 2002**

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

The quotation must be submitted on the letterhead of your business and can either be e-mailed to [andile@ilm.gov.za](mailto:andile@ilm.gov.za) or hand delivered to Civic Building, Victoria street 3310 by no later than the 15/02/2022. @ 12:00pm

**Enquiries:**

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.
- Valid Tax Clearance Certificate from the Receiver of Revenue.
- Signed MBD4 Forms.
- Signed MBD6.2 Forms.
- Proof of Treasury CSD registration.
- BBBEE certificate/affidavit.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
**W.J. Mbatha  
SCM MANAGER**

## SCHEDULE

QTY	DESCRIPTION
	<p><b><u>Request for quotation on the following:</u></b></p> <p>Services of Service Provider to Supply, Deliver and Installation of 3M Detection Security Door System in Municipal Libraries</p> <p>Compulsory Briefing Session on Thursday 10/02/2022 @ 10:30am</p>

## DELIVERY ADDRESS:

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Civic Building, Victoria Street  
Estcourt  
3310

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