



KWASANI LOCAL MUNICIPALITY

REQUEST FOR WRITTEN QUOTATIONS

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 faxed or delivered by hand not later than **11/12/2012** before **16:00** to: **086 583 2315** or Email to procurement@kwasani.co.za TEL: **033 702 1060** Contact: **Nelisa**
 32 Arbuckle Street, Himeville, 3256.
 Tel: 033 702 1060

SCHEDULE

NUMBER	QUANTITY	DESCRIPTION
1	21	High back chairs(fabric Vulcan) color black
2	1	High back chair (Leather black in color
3	8	Visitor chair banquet (fabric Vulcan)
4	2	Cashiers chair(draughtsman's chair)
5	2	Low back operators chairs
6	2	Book shelf trolleys (257x341)
7	1	HT2023 Trolleys (size 394x494) ideally suited office
8	2	5 tier Bookcase (1800(H) X900
	7	Office Desk(1600X1200/1800X1200 single core desk,600x450 pedestal top with 3 drawer desk).

	3	Oil heater
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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.

Failure to comply with these conditions may invalidate your offer.

¹ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Yours faithfully



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Ms S McAlister
Manager for Planning and Community Services