

**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 **15/02/2013** before **16:00** to: **086 583 2315** or Email to **[procurement@kwasani.co.za](mailto:procurement@kwasani.co.za)** **TEL: 033 702 1060** **Contact: Nelisa**  
 32 Arbuckle Street, Himeville, 3256.  
 Tel: 033 702 1060

**SCHEDULE**

<b>NUMBER</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>
1	1	Executive Desk, Credenza and Cabinet
2	1	Executive highback chair (genuine leather, upholstered armrests & wrooden 5 star base)
3	1	Conference round table with scratch resistant leather inlays(seat 6 people)
4	4	General highback chair made with genuine leather with chrome armrests, 5 star chrome base(Visitors chairs)
5	1	14 seater Rectangular Boardroom table with scratch resistant leather inlays (4800Wx1850Dx800M)
6	1	Executive highback chair with upholstered armrests(genuine leather)
7	14	General medium back chair, genuine leather with wooden upholstered armrests and

8	21	wooden 5 star base General seating High back chairs (genuine leather)
9	1	Executive High back chair (genuine leather)
10	8	Visitor chairs banquet (genuine leather)
11	2	Cashiers chair(draughtsman's chair, genuine leather)
12	2	Low back operators chairs( genuine leather)
13	2	Book shelf trolleys (257x341)
14	1	HT2023 Trolleys (size 394x494) ideally suited office
15	2	5 tier Bookcase (1800(H) X900
16	7	Office Desk(1600X1200/1800X1200 single core desk,600x450 pedestal top with 3 drawer desk).
17	3	Oil heater


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.**

<sup>1</sup> \* MSCM Regulations: "in the service of the state" means to be –

- a member of –
  - any municipal council;
  - any provincial legislature; or
  - the national Assembly or the national Council of provinces;
- a member of the board of directors of any municipal entity;
- an official of any municipality or municipal entity;
- 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);
- a member of the accounting authority of any national or provincial public entity; or
- an employee of Parliament or a provincial legislature.

  
Ms S McAllister

Manager to Community & Planning Development Services