|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **QTY** | **DESCRIPTION** | **Price** |
| 1 | 28 200 | Bottled still water (500 ml) - Delivery |  |
| 2 | 28 200 | Bottled still water (500 ml) – Non delivery |  |

 **Newcastle Municipality**

**STRATEGIC EXECUTIVE DIRECTOR : BUDGET & TREASURY OFFICE**

**SUPPLY CHAIN MANAGEMENT UNIT**

Date: 2 April 2014

Messrs: Supplier

# REQUEST FOR CLOSED QUOTATION

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

The quotation must be submitted on the letterhead of your business, be sealed and be deposited in the official tender box provided in the foyer of Newcastle Municipality - Civic Offices, Murchison Street, Newcastle.

***Please note that no quotations received after the closing time mentioned here under will be considered.***

**Fax Number :** 034 328 7641

**Email :** Sibusiso.Mabizela@newcastle.gov.za

**Telephone no :** 034 – 328 7811

**Enquiries :** Sibusiso Mabizela

The following conditions will apply:

1. Price(s) quoted must be valid for at least **thirty (30)** **days** from date of your offer.
2. Price(s) quoted must be firm and must be inclusive of VAT.
3. Tax clearance certificate required for amount exceeding R10 000-00.
4. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears.
5. No contract shall be concluded with any bidder whose tax matters are not in order.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mr. Sibusiso Mabizela

Procurement Official

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY 12H00 ON THURSDAY, 3 JANUARY 2014.**

**Specification**

**Delivery address: Office of the Mayor, Civic Centre, Murchison street**

**For more info. Contact Thandile on 034 328 7816**