**Newcastle Municipality**

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

**SUPPLY CHAIN MANAGEMENT UNIT**

***DÉCOR***

 Date: 25 August 2014

Dear Supplier

# REQUEST FOR WRITTEN QUOTATION : QUOTE NUMBER 046-2014/15

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

The quotation are to be submitted 37 Murchison Street, Newcastle

at the drop box. ***not later than the specified date underneath****.* ***Please note that no quotations received after the closing time will be considered.***

**Fax Number :** 034 328 7641

**Email :** Zakithi.Mtetwa@newcastle.gov.za

**Telephone no :** 034 -328 7827/ 7818

**Enquiries :** Ms. Z Mtetwa/ S.Vilakazi

The following conditions will apply:

1. **Format of quotation must adhere to the following:**
	1. Quotation must be on the company letterhead and made out to the Newcastle Municipality. The word **QUOTATION** must be clearly stated at the top of the quotation
	2. Quotation must be clearly dated and valid for at least **thirty (30)** **days**
	3. If you are a VAT vendor, VAT number must be indicated on the quotation. VAT number of the Newcastle Municipality (4000791824) must also be indicated on the quotation
	4. Price(s) quoted must be firm and must be inclusive of VAT
	5. A firm delivery period must be indicated
2. No contract shall be concluded with any bidder whose municipal rates, taxes and municipal services charges are in arrears. **Please attach your latest Municipal Rates account for your business premises**
3. 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

Ms. Zakithi Mtetwa

Procurement Official

**PLEASE ENSURE THAT WE RECEIVE YOUR QUOTATION BY 12H00 ON monday 01 September 2014**

**Procurement Schedule**

|  |  |  |
| --- | --- | --- |
| 16 |  Round tables  | 03 September 201413h00 |
| Decoration  | 16 round table clothes, 160 chair covers, and stage (preparation 13h00: 03.09.2014). | 03 September 201413h00 |