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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

**TLM 03 OF 2018/2019**

**COMPILATION OF 2017/18 ANNUAL REPORT**

**04 December 2018**

Formal written price quotations are hereby requested from competent and reputable service providers to provide the following services:

<b>Quantity</b>	<b>Description</b>
1	Compilation of 2017/18 Annual Report

All quotations must be emailed to [cgeweldt@tokologo.gov.za](mailto:cgeweldt@tokologo.gov.za) not later than **13 December 2018** before 13H00

**The following terms and conditions shall apply:**

1. Quotations must be in the letterhead of the Prospective Service Provider.
2. The prospective service provider must be registered on the Central Supplier Database.
3. No quote will be accepted without Valid Tax Clearance Certificate/ TC Pin.
4. Prices on quotation must be valid for 30 (thirty) days from quotation date.
5. Delivery must be done to Boshof Offices.
6. Prospective Service Provider must indicate delivery dates from receiving the official order from the Municipality (Delivery be done within 10 workings days after receiving official signed order form from the Municipality).
7. No payment will be made (in full partially) prior to delivery of all the required goods.

**All enquiries to be directed to Ms. Crystal Geweldt at 053 5410 014**



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**Mr. K J Motlhale**  
**Municipal Manager**