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REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

TLM 13 OF 2019/2020

SUPPLY CHAIN MANAGEMENT STANDARD OPERATING PROCEDURES

20 January 2020

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

Quantity	Description
1	Infrastructure Procurement and Delivery Management Policy

All quotations must be emailed to cgeweldt@tokologo.gov.za not later than **29 January 2020** 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 and declarations (to be downloaded from Tokologo website at www.tokologo.gov.za)
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