

<b>Website: <a href="http://www.tokoloko.gov.za">www.tokoloko.gov.za</a></b> <b>Fax : 053 -5410360</b>	<b>P/Bag x46</b> <b>BOSHOF</b> <b>8340</b>	<b>Tel: 053- 5410014</b> <b>053- 5410052</b>
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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

**TLM 08 OF 2019/2020**

**REVIEW AND UPDATE OF PROCEDURAL MANUAL**

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**22 August 2019**

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

<b>QUANTITY</b>	<b>DESCRIPTION</b>
1	Review and update of procedural manual

All quotations must be emailed to [cgeweldt@tokologo.gov.za](mailto:cgeweldt@tokologo.gov.za) not later than **29 August 2019** 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.tokoloko.gov.za](http://www.tokoloko.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**

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

