



Date of Advert: 29 July 2022

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/48/22-23

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

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

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Thursday, 04 August 2022 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete MBD4 (Declaration of Interest) FORM, obtainable from the municipal SCM office and submit it with their quotations.
- Please note that the Closing date that is used for this RFQ is **04 August 2022@12:00**.

NB: No quotations will be considered from persons in the service of the state'

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6184

mmkhoza@nquthu.gov.za

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	<p>SERVICE PROVIDER TO SUPPLY AND DELIVER PENS.</p>	<p>2000</p>
	<p>SPECIFICATION. COLOUR:</p> <ul style="list-style-type: none"> • 500 WHITE • 500 BLACK • 500 GOLD • 500 NAVY • Zardox metal Ball point pen • BLACK GEL INK. • Municipality Logo • Must also have the Municipality Motto: Sethembe Ngentuthuko eNquthu. • Barrel: ABS. • Information will be provided by the Nquthu Municipality. <p>SAMPLE MUST BE PROVIDED FOR APPROVAL TO THE MUNICIPALITY</p> <p>NB: BLACK GEL INK</p>	
	<p>NB: Please attach MBD 4, MBD 8 and Attached CSD or indicate your company CSD number on your quotation.</p>	

Advert sign off by:

Advert reviewed by:

Advert approved by:

DELIVERY ADDRESS:

NQUTHU LOCAL MUNICIPALITY.

1 * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or