



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK



MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

## SUPPLY CHAIN MANAGEMENT

Enquiries: Ms. A Luyt    Tel: 021-808 8511 Fax: 086 763 0786  
E-mail: [Astrid.Luyt@stellenbosch.gov.za](mailto:Astrid.Luyt@stellenbosch.gov.za)

Technical Enquiries: Ms Adele Wagenaar: 021 808 8512  
E-mail: [Adele.Wagenaar@Stellenbosch.gov.za](mailto:Adele.Wagenaar@Stellenbosch.gov.za)

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ATTENTION: Sales Person

Dear Sir / Madam

### REQUEST FOR WRITTEN QUOTATION

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

**Note:** The requisition/reference **EMERGENCY PREPAREDNESS/RESPONSE PLAN** must appear on your quotation.

The quotation must be submitted on the letterhead of your business and can either be faxed, emailed (**Att: Astrid Luyt @ 086 763 0786**) or delivered by hand to the Supply Chain Management Office, 1<sup>st</sup> Floor, Room 108, Plein Street, Stellenbosch Municipality no later than **19 March 2020 @ 14h00**.

**For direct enquiry regarding the request Adele Wagenaar can be contacted at 021 808 8512.**

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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.
- **MUNICIPALITY DOES NOT BIND ITSELF TO ACCEPT THE LOWEST QUOTATION, PART OF A QUOTATION OR ANY QUOTATION**

**NB: No quotations will be considered from persons in the service of State.**

Failure to comply with these conditions may invalidate your offer.



Yours faithfully

Pp MUNICIPAL MANAGER

**DATE: 18 March 2020**

# SCHEDULE

## Supply and delivery of the following items/services:

	Item/Product Specifications	Quantity	Additional Information
1.	<p><b><u>Supply and delivery of :</u></b></p> <p><b><u>Emergency Identification Boards - Signage</u></b></p> <ul style="list-style-type: none"> <li>- 50 x 600mm x 925mm Occupational Health &amp; Safety Signs</li> <li>- On ABS plastic with slide in holders</li> <li>- No installation required</li> </ul> <p>Sample below:</p> 	3	
2.	<p><b><u>Reflective vest (Fire warden)</u></b></p> <p>Sample as below:</p> 	5	

**Technical Enquiry Details:**

Ms Adele Wagenaar  
[Adele.Wagenaar@stellenbosch.gov.za](mailto:Adele.Wagenaar@stellenbosch.gov.za)  
FINANCIAL SERVICES  
Stellenbosch Municipality  
Tel: 021 808 8512

**Delivery Details:**

Ms Adele Wagenaar  
[Adele.Wagenaar@stellenbosch.gov.za](mailto:Adele.Wagenaar@stellenbosch.gov.za)  
FINANCIAL SERVICES  
Stellenbosch Municipality  
Tel: 021 808 8512

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