



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:

DESCRIPTION	BID NUMBER
PROVISION OF INTERNAL AUDIT SERVICE FOR CORPORATE GOVERNANCE	MLM087/04/2023
SUPPLY AND DELIVERY OF A4 PHOTOCOPY PAPERS	MLM090/04/2023
SUPPLY AND DELIVERY OF OFFICE FURNITURE	MLM091/04/2023

CLOSING DATE : 09 JUNE 2023
TIME : 12H00

Completed quotation accompanied by all relevant supporting documentation may be dropped off at the tender box by the municipal entrance (Corner of Kerk and Taute Street, Ermelo 2350). The bid document is available for collection at the **SUPPLY CHAIN UNIT at Msukaligwa Local Municipality** (Corner of Kerk and Taute Street, Ermelo 2350).


Enquiries contact: Mr. F Nhangombe
Tel : 017 801 3539
Email : pzmalahlela@msukaligwa.gov.za

NB: The following documents are compulsory and have to be submitted with the quotation/n (Bidders that fail to submit the following documents will be disqualified):

1. Original valid tax clearance certificate and/or tax pin
2. PAII MBD Forms where required are to be completed in full.
3. Copy of company registration certificate (CK)
4. Copy of updated CSD full report Not Older than 30 days (Not a Summary/compliance history)
5. Municipal accounts statements (not owing for more than 90 days) of the Company as per the address on the CIPC or CSD and the addresses of all the Directors of the company if different from that of the company. Lease agreement with Lessee's rates and Taxes account must be attached if water and light accounts is not under the name of the Company or the directors.
6. Original Certified ID copy (ies) of the Director (s) as detailed on the CIPC (Not older than 3 months)
7. Quotations in the company's letterhead must be signed.
8. A signed Letter of Authority in the company's letterhead is required.

Your quotation should cover the minimum information as set out on the document below:

EXAMPLE: FULL TAX INVOICE
(FOR CONSIDERATION OF MORE THAN R5,000)



Name of Supplier

Address of Supplier

Board Walk Office Park
Block N1, First Floor
107 Haymeadow Street
Faerie Glen, 0081

PO Box 1700, Garstonsstein East
Pretoria, 0060

Telephone: 012-991-8966
Fax: 086-504-4112
Email: lesbamphahlele@maxprof.co.za

Words "Tax Invoice", "Invoice" or "VAT Invoice" clearly indicated

Serialised Invoice Number

Supplier VAT Number

Date of Invoice

TAX INVOICE

Tax Invoice No. **MP 12121**

VAT Reg No: 4830203511

Client Details

The Best Local Municipality
Attention: Director Finance
PO Box 100
Ideal Town
0100

Recipient Name & Address

Telephone: 012-123-4567
Email: perfect@TBLM.gov.za
Client VAT No. 4123 456 7890

Recipient VAT Number

Invoice Date	2018/04/11
Cost Centre	Local Government
Benefit Date	2018/04/01

Description of Goods or Services	Quantity	Rate	Amount
VAT Recovery Assignment: Fees on			
Directors	2	950	1,900.00
Senior Managers	5	800	4,000.00
Auditors	20	650	13,000.00
Interns	20	400	8,000.00

Quantity or Volume of Goods or Services Supplied

Accurate Description of Goods or Services Supplied

Banking Details

Account Name: Maximum Profit Recovery (Pty) Ltd
Bank Name: The Best Bank
Bank Account No.: 123 456 789
Branch Code: 987 654

Subtotal	R26,900.00
VAT @ 15%	R4,035.00
Total	R30,935.00

Selling Price and VAT per one of three Approved Methods