



## **REQUEST FOR QUOTATION**

### **SUPPLY AND DELIVERY OF THE FOLLOWING ITEMS:**

DESCRIPTION	BID NUMBER
REPAIR AND MAINTAINANCE OF SPECIFIC MUNICIPAL HALLS	MLM080/05/2024
NB COMPULSORY BRIEFING SCHEDULE AS FOLLOWS DATE: 08 MAY 2024 TIME: 10H00 VENUE: SUPPLY CHAIN BOARD ROOM	

CLOSING DATE : 13 MAY 2024  
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. Fanyana Nhangombe  
Tel : 017 801 3539  
Email : fnhangombe@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. PAll 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, Garstonstein East  
Pretoria, 0060

Telephone: 012-991-8966  
Fax: 086-504-4112  
Email: [esiba.mphaitelegymaxprof.co.za](mailto:esiba.mphaitelegymaxprof.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: 4850203511

**Client Details**

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

Telephone: 012-123-4567  
Email: [perfect@TBLM.gov.za](mailto:perfect@TBLM.gov.za)  
Client VAT No: 4123 456 7890

**Invoice Date**: 2018/04/11

**Cost Centre**: Local Government

**Benefit Date**: 2018/04/01

**Recipient Name & Address**

**Recipient VAT Number**

**Quantity or Volume of Goods or Services Supplied**

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

**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**