



Enquiries: T. NCONTSO

Tel: 040 609 5426 / 5999 / 5899

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

This is an invite from CoGTA to bid or submit a written quotation supported by the necessary bidding/proposal documents for the supply of the goods/services as detailed in the specification.

The necessary bidding/proposal documents that includes the specification must be collected from the **Demand Management Office at the 3RD Floor room No. 3184**. The response to the invite or quotations must be submitted on the letterhead of your business and deposited in the departmental tender box situated in the main entrance of the department in a form of **one (1)** sealed envelope specifying the name of the bidder and the bid description no later than **20 June 2019**

SUPPLY AND DELIVERY OF REFRESHMENTS FOR SENIOR MANAGEMENT SERVICES (SMS)

The specification consists of the following:

- Please see the detail specification

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 where necessary.
- The bidder must be registered in CSD and Logis.
- A certified copy of B-BBEE must be attached in order to earn relevant preference points.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer. The document must be address to:

The Director: Supply Chain Management
Department of Cooperate Governance & Traditional Affairs
Tyamzashe Building
Bisho
5605

Yours faithfully

SIGNATURE

DATE 11.06.2019



Province of the
EASTERN CAPE

COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

Website Change Request Form

Use this form for website updates or If you want to Upload please include the attachment. If you are requesting updates to be made to multiple websites, fill out one form per site

Change Description

Requested by: Phumla Mqheala Date: 11/06/2019
 Section: DEMAND SECTION Telephone: 040 609 5716
 Email Address: phumla.mqheala@ecgta.gov.za
 Description of the Request:

SUPPLY AND DELIVERY OF REFRESHMENTS FOR SENIOR MANAGEMENT SERVICES (SMS)

Request needed by (date): 28 JUNE 2019

Requestor Signature: [Signature]
 Approval of Request: [Signature]

Priority	Urgent (24 hrs)	<u>7 DAYS</u>
	High (72 hrs)	
	Medium (within a week)	
	Low	

DGITO office use Approval or Rejection

Request Status	Accept	Reject
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Comments

Approved By	Full Name	Signature	Date
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Assigned to

Request Implementation

Implementer Sign Off



Ikamva eliqagambileyo!