



Enquiries: T. Nchukana

Tel: 082 495 3153

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Refer to all the prospective bidders who are situated in Buffalo city Municipality must submit the bids.

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 3<sup>RD</sup> 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 **11 October 2024 @ 11h00**.

### *GOODS AND SERVICES FOR REFURBISHMENT OF OFFICE AS PER THE TABLE ON THE SPECIFICATION.*

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.
  - Banking details written on the quotation must be reflected on the CSD report.
- Complete and submit the attached SBD4 and declare the companies that are reflected on CSD, claim your points on the attached SBD 6.1

**Bidders are invited for a site inspection that will be held at Bisho on the 09<sup>th</sup> of October 2024 @ 10h00 -11h00.**

**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

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  
Bhisho  
5605**

Yours faithfully  
SIGNATURE

*P. N. M. LEACA*

DATE

*07/10/2024*