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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
TLM 04 OF 2013/2014
SUPPLY AND DELIVERY OF MICROSOFT OFFICE**

22.01.2014

Formal written price quotations are hereby requested from competent and reputable service provider to supply and deliver Microsoft offices:

1. 20 X Microsoft office 2013 standard volume
2. 20 X Operating system volume license window 8.1 professional

All quotation emailed at lmphirime@tokologo.gov.za not later than 31 January 2014 before 12H00

The following terms and conditions shall apply:

1. Quotations must be in the letterhead of the Prospective Service Provider.
2. Delivery must be done to Boshof Offices.
3. No quote will be accepted without Valid Tax Clearance Certificate.
4. BBBEE Certificate (if not already submitted to the Municipality with application to be on database.
5. Prices on quotation must be valid for 30 (thirty) days from quotation date.
6. Prospective Service Provider must indicate delivery dates from receiving the official order from the Municipality (Delivery be done within 10 workings days after receiving official signed order form from the Municipality).
7. No payment will be made (in full partially) prior to delivery of all the required goods.

All enquiries to be directed to Mrs Lerato Mphirime @053 5410 014



Mrs Mathapelo Masisi
Chief Financial Officer