



Address all correspondence to the Municipal Manager

## Dipaleseng Municipality

Private Bag X 1005  
Balfour, 2410  
Tel: (017) 773-0055  
Fax: (017) 773-0169  
Email: [dipaleseng@worldonline.co.za](mailto:dipaleseng@worldonline.co.za)

### REQUEST FOR QUOTATION

RFQ 44/21

Date: 29 November 2021

### SUPPLY AND DELIVERY OF SOURCE DOCUMENT BOOKS.

Quotations are hereby invited from the accredited services providers for the **SUPPLY AND DELIVERY OF SOURCE DOCUMENT BOOKS** for Dipaleseng Local Municipality.

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality.

The specifications are as Follows;

QTY	DESCRIPTION
15	CREDIT NOTE BOOK
15	DEBIT NOTE BOOK
15	AGREEMENT BOOK (OPENING & CLOSING MUNICIPAL ACCOUNT)
15	REFUND BOOK
15	METER RECORDING BOOK
15	TRANSFER/JOURNAL BOOK
15	RECEIPT BOOK

Service providers must be registered with the Central Supplier Database [www.csd.gov.za](http://www.csd.gov.za) for their quotations to be considered.

NB, THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE QUOTATION;

- BBE CERTIFICATE
- DECLARATION OF INTEREST
- TAX PIN

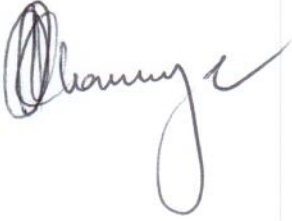
Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY "SUPPLY AND DELIVERY OF SOURCE DOCUMENT BOOKS."** – CLOSING DATE: **06 DECEMBER 2021**

To be placed in the **Tender box** at **Dipaleseng Local Municipality's Offices**, Cnr Johnny Mokoena Drive & Themba Shoji Street in Balfour, not later than 12H00 on **06 DECEMBER 2021**

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation. Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part.

Enquiries: Ms. Dikeledi Mashiane 071 282 9446 & Mr. V Twala 079 040 0060

MRS NB KHANYE  
ACTING MUNICIPAL MANAGER

A handwritten signature in black ink, appearing to read 'NB Khanye', written in a cursive style.