



SUPPLY CHAIN MANAGEMENT UNIT

REQUEST FOR QUOTATION

Kindly submit (on your company letterhead); a written price quotation for the supply of the following goods: -

From		Mandeni Municipality
To		Service Provides
Sent date		25 August 2025
Closing Date		26 August 2025 @ 09:30am
Ref No		13877
GIFTS		
ITEM	QUANTITY	DESCRIPTION
1.	70	Request for gifts that will be handed over at Mandeni Young Women Program "Young Women's Circle" which is scheduled as follows: Date: 28 August 2025, Thursday Time: 09h30 am Venue: Mandeni country club sport field Gifts: 70x flow state tumbler cup (1.8L) 75H x 100W x 265 for hot or cold beverage (Dupe cups)

Mandeni municipality will not accept a verbal quotation. Quotations must be submitted on the official letterhead of your business and can either be e-mailed, or hand delivered to 2 Kingfisher Road, Civic Centre Mandeni 4490 or e-mail it to Mbali.buthelezi@mandeni.gov.za. Prices quoted must be firm, inclusive of VAT and be valid for the period of 30 days.

Bidders must provide the following mandatory documents together with their quotation.

- MBD 4 – Declaration of Interest to be completed in full
- Municipal Statement of Rates and Taxes (Any other Municipal Services), **should you have an arrangement with the municipality for rates and taxes, please attached it on your quotation.**
- A full Leasing Agreement noting lights and water rates for bidders operating in a leased property,



- Proof of residence for those bidders who reside in rural areas.
(The Bidder must submit these documents for both the Bidding entity and its directors)

NB: FAILURE TO SUBMIT ANY OF THE ABOVE-MENTIONED DOCUMENTS TOGETHER WITH YOUR QUOTATION WILL DISQUALIFY YOUR QUOTATION.