



KWAZULU NATAL DEPARTMENT OF EDUCATION -
STANDARDISED REQUEST FOR QUOTATION FORM 2023/2024

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SECTION A	EMIS CODE:	1	2	3	4	5	6	NAME OF SCHOOL:	
DELIVERY ADDRESS:									[SCHOOL STAMP]
Please furnish a quotation in respect of the items listed below. Quotations must be valid until 30 November 2023. Quotations must be accompanied by a completed SDB4 Form and a Certified Copy of a Valid Tax Clearance Certificate. Illegible writing and use of correction fluid shall invalidate your quotation.									
For Textbook Quotations, the total cost has been determined using the Department's catalogue (Sections B1 & B2). Companies must please complete Section C(2) by indicating the percentage and value of your service which must be all-inclusive (transportation; labour; profits and taxes) and stamp and sign at Section C(1).									
For Stationery Quotations, companies must complete Section B2 and stamp and sign at Section C(1).									

SECTION B(1)			
ISB NO./ITEM NO.	TITLE/STATIONERY ITEM DESCRIPTION	UNIT	QTY

SECTION B(1)			
UNIT PRICE		TOTAL VALUE	
PAGE TOTAL :			
TOTAL OF ALL PAGES			

SECTION C(1)	
[COMPANY STAMP]	NAME OF COMPANY
	DATE
	SIGNATURE

SECTION C(2)		
SERVICE CHARGE	1	2
QUOTATION FOR TEXTBOOKS	1	2