

KWAZULU NATAL DEPARTMENT OF EDUCATION -

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STANDARDISED REQUEST FOR QUOTATION FORM 2023/2024

OF

SECTION A	EMIS CODE:							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)												SECTION B(2)					
ISBN NO./ ITEM NO.	TITLE / STATIONERY ITEM DESCRIPTION						UNIT	QTY	UNIT PRICE		TOTAL VALUE						
												PAGE TOTAL :					
SECTION C(1)												TOTAL OF ALL PAGES					
[COMPANY STAMP]						NAME OF COMPANY											
												DATE					
SIGNATURE																	

