



ANNEXURE A

REQUEST FOR QUOTATION

To: ALL PROSPECTIVE SUPPLIERS

Ref: LGB 02/10/2023/24RFQ

Dear Sir / Madam

REQUEST FOR WRITTEN QUOTATION

Kindly furnish me with a written quotation for the **provisioning of short-term insurance** as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business via email to the quotations@lgb.co.za not later than **29 November 2023 @11h00** or deposited into tender box at: 8 Hans van Rensburg Street, Polokwane.

The following conditions will apply:

- Price(s) quoted must be valid for at least (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT if registered for VAT.
- New SBD Forms 4, 3.1 and 6.1
- Quotation will be evaluated on the basis of the Preferential Procurement thresholds.
- Price may be negotiated with the winning better.

NB: Please state the reference number for this RFQ on you envelop and or your subject line of your email. Your Ref no: LGB02/10/2023/24RFQ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mr Molele Mokgethwa
SUPPLY CHAIN OFFICER