



ANNEXURE A

REQUEST FOR QUOTATION

To: All Potential Travel Management Companies
Ref: LGB 03/09/2022/23RFQ

Dear Sir / Madam

REQUEST FOR WRITTEN QUOTATION

Kindly furnish me with a written quotation for the **International trip arrangement** 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 **19 September 2022 @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 ninety (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, SBD 6.1 and General Condition of Contract.
- Quotation will be evaluated on the basis of the Preferential Procurement thresholds.
- Price may be negotiated with the winning bidder.

NB: Please quote this reference number LGB03/09/2022/23RFQ on your envelop and or subject line of your email.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Mr Molele Mokgethwa
SUPPLY CHAIN MANAGEMENT UNIT