

REQUEST FOR QUOTATION:

| | |
|-------------------------------------|---|
| Quotation Number: | RFQ202108/008 |
| Description: | SUPPLY LOG BOOK REGISTERS (100 REGISTERS WITH 50 PAGES PER REGISTER) |
| Bid Closing Date: | 2021/08/11 @ 12h00 |
| Compulsory Briefing Session: | N/A |
| Plant Address: | ERWAT Head Office, R25, Bapsfontein |
| Contact Person | Andries Ras |
| Contact Number | 061 054 7721 |
| Validity period | 3 Days |

SCOPE OF WORK

- Supply 100 x Duplicate log book registers
As per attached example
50 pages per register
- **Bidders needs to indicate in the submission that registers can be delivered within 7 days after Purchase order is submitted to successful bidder**

| NO | DESCRIPTION | QUANTITY |
|-----------|--------------------------------|---------------------------------------|
| 1 | Log book registers (Duplicate) | 100 Registers of 50 pages (Duplicate) |

GENERAL NOTES

- Request for Quotations must be submitted electronically to the following e-mail address: rfq@erwat.co.za
- ERWAT reserves the right not to accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.
- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid
- Declaration of Interest – MBD 4.2 [download form].
- Valid Tax Clearance Pin issued by SARS on e-filing;

Example of register:

ERWAT EXCELLENCE IN WASTEWATER

To be replaced with new ERWAT logo

Number to start of page

| | | | | |
|--------------|--|---------------|--|------------------|
| VEHICLE USER | | WORK LOCATION | | REGISTRATION No. |
| DEPARTMENT | | VEHICLE MAKE | | BIRTH AND YEAR |

| DATE | ODOMETER | | PURPOSE OR DESCRIPTION OF JOURNEY | Fuel L/Week | Oil L/Week | Mileage | PURCHASES | | | SIGNATURE |
|------|----------|---------|-----------------------------------|-------------|------------|---------|-----------|-------|--|-----------|
| | Opening | Closing | | | | | SERVICES | RANGE | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

FUEL USED L/Week PETROL

OIL USED L/Week TYRES

DISTANCE TRAVELED IN THE MONTH Km

LOGSHEET SUBMITTED BY NAME DATE SIGNATURE

LOGSHEET APPROVED BY WHITE - Department Head PINK - Permanent Log Book

ERWAT EXCELLENCE IN WASTEWATER

To be replaced with new ERWAT logo

Number to start of page

| | | | | |
|--------------|--|---------------|--|------------------|
| VEHICLE USER | | WORK LOCATION | | REGISTRATION No. |
| DEPARTMENT | | VEHICLE MAKE | | BIRTH AND YEAR |

| DATE | ODOMETER | | PURPOSE OR DESCRIPTION OF JOURNEY | Fuel L/Week | Oil L/Week | Mileage | PURCHASES | | | SIGNATURE |
|------|----------|---------|-----------------------------------|-------------|------------|---------|-----------|-------|--|-----------|
| | Opening | Closing | | | | | SERVICES | RANGE | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

FUEL USED L/Week PETROL

OIL USED L/Week TYRES

DISTANCE TRAVELED IN THE MONTH Km

LOGSHEET SUBMITTED BY NAME DATE SIGNATURE

LOGSHEET APPROVED BY WHITE - Department Head PINK - Permanent Log Book

ERWAT Logo

