



AGANANG LOCAL MUNICIPALITY

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Ref:8/2

Enquiries: Mokgobu T J

09 May 2013

The Managing Member
Moeketwa Trading Enterprise
Stand No. 148
Ga – Phago Village
0710

Attention: Matsebane Joseph

Sir

RE: Appointment letter: Supply and Delivery of Public Address Sound System

This letter serves to inform you that Aganang Local Municipality has appointed your business, Moeketwa Trading Enterprise for the Supply and Delivery of Public Address Sound System as per the specification. Furthermore, your business should execute the work on/before the due date as failure to do so will lead to the cancellation of the bid. The details are given below:

Appointment Date: 09 May 2013

Total Cost: R 48 591.17 (Vendor is not VAT registered)

Completion date: on/ before 31 May 2013.

NB: Your Company should take note of the following:

- To sign the service level agreement before commencing with the supply and delivery of Public Address Sound System,
- To deliver the Public Address Sound System as per the specification,
- The service provider will be paid according to the service standards after the Municipality has satisfied itself that the Supplied Public Address Sound System is in line with the specification ,
- To submit original invoice upon the delivery of the Public Address Sound System,
- The Municipality reserves the right to cancel the bid should the price (as stated above) increase due to reasons known to the service provider.
- Any query regarding the supply and delivery of Public Address Sound System should without hesitation be directed to Desree Manyane to avoid time delays, at 015-295 1400/17.

The appointment of your company was based on the bid as submitted and therefore the Public Address Sound System to be supplied must meet the specification without fail.

In addition your business is required to deliver acceptance letter within seven (07) working days from the day of receipt of the appointment letter and the service level agreement should also be signed before starting with the delivery of Public Address Sound System.

Yours Faithfully,



Manape Thamaga
Acting Municipal Manager

14/05/13
Date