



AGANANG LOCAL MUNICIPALITY

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Ref:8/2

Enquiries: Mokgobu TJ

11 April 2013

The Managing Member
Lephaketse Trading cc
Stand no. 518
Ga - Phago
Lonsdale
0710

Attention: L J Matsebane

Madam

RE: Appointment letter: Supply and delivery of the Protective Clothes for Corporate Services Department

This letter serves to inform you that Aganang Local Municipality has appointed your business, Lephaketse Trading cc for the supply and delivery of the Protective Clothes for Corporate Services Department 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 formal quotation. The details are given below:

Place of Delivery: Aganang L

Local Municipality (Moletjie Ceres)

Total Cost: R 47 999.00 (Vendor not VAT registered)

Delivery date: on/before 03 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 the Protective Clothes for Corporate Services Department,
- To supply and deliver the Protective Clothes as per the specification,
- The service provider will be paid according to the service standards after the Municipality has satisfied itself that the Protective Clothes as supplied and delivered are in line with the specification ,
- To submit delivery note and original invoice upon the delivery of the Protective Clothes,
- The Municipality reserves the right to cancel the order should the price (as stated above) increase due to reasons known to the service provider.

- Any query regarding the delivery of the Protective Clothes should without hesitation be directed to Phuti Mpati to avoid time delays, at 015-295 1400/68.

The appointment of your company was based on the formal quotation as submitted and therefore the Protective Clothes to be supplied and delivered 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 the Inventory Items.

Yours Faithfully,



Manape Thamaga
Acting Municipal Manager

15/04/13
Date