



<b>REQUEST FOR QUOTES (RFQ)</b>
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<b>DESCRIPTION OF GOODS/ SERVICE REQUIRED</b>	Aluminium Window Repairs		
<b>SPECIFICATIONS/ DESCRIPTION:</b>			
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<b>ITEM/ SERVICE (Add or remove lines if the same services Supplier is requested)</b>	<b>QUANTITY</b>		
Supply and replace tilting window arms at IT and FOD.	4		
Replace and glass window (1110x886)	1		
Repair a damaged window frame at IT	1		
<b>GENERAL/ COMMENTS:</b>			
<b>Budget:</b>		<b>Cost Centre Code:</b>	Finance
<b>PREPARED BY</b>			
<b>SIGNATURE OF REQUESTER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>APPROVED BY:</b>			
<b>SIGNATURE OF M/SM/E</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	