



Newcastle Municipality

Ref No: (T) 9/2 – A001-2020/2021
Enquiries: ZS JELE
Tel:
Fax: 034 – 328-7797

**Private Bag X6621
NEWCASTLE
2940**

REGISTERED POST

EOH MTHOMBO (PTY)LTD

Unit F02, Mzingazi Golf Estate
Mzingazi Office Park
Meerensee
Richards Bay
3900

Tel: 082 938 1625/035 788 0019
Email: Estelle.nagappa@eoh.com

Dear Sir/Madam

INSTRUCTION LETTER - BID NO A001-2020/21: SUPPLY, DELIVERY AND OFFLOADING OF X12 LAPTOPS

This letter serves to inform you that **EOH MTHOMBO (PTY)LTD** has been appointed as preferred bidder for the above-mentioned bid.

The details of this appointment are as follows:

NAME OF BIDDER	BID AMOUNT	CONTRACT DURATION
EOH MTHOMBO (PTY)LTD	R156 435.00	ONCE OFF

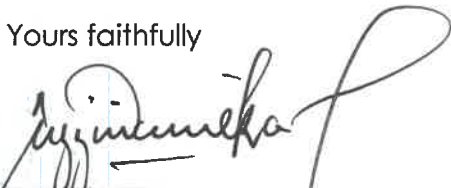
Notwithstanding the above, kindly note the following:

1. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.
2. There is no commitment from the Municipality to allocate work in relation to this award as service providers from the approved list will be allocated work as and when work become available.
3. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.

4. Payments will only be made following the submission of an invoice for services rendered or goods delivered. Such invoice must be submitted to scm@newcastle.gov.za or delivered by hand to the Supply Chain Management Unit, Office B218, 2nd floor, Newcastle Civic Centre, Tower block, Newcastle Municipality.
5. Where practical, the goods or services must be supplied only on receipt of the purchase order and reference number for such purchase order must be quoted in the invoice for the resultant delivery. All requests for delivery of goods or services without a purchase order must only be delivered on approval by the Director: Supply Chain Management.

We look forward to you making necessary arrangements to sign the contract (MBD 7) by contacting the writer of this letter.

Yours faithfully



Z.W. MCINEKA
MUNICIPAL MANAGER:
NEWCASTLE MUNICIPALITY

DATE 20 / 10 / 2022