



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *25/01/2019*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6362/61*  
**REF** : *136071*

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **05/02/2019 at 12HOO**.

**Ref Stationery**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc .VAT)</b>	<b>DELIVERY PERIOD</b>
	<b>Mayoral Gala Dinner (22/02/2019)</b>		
	<b>Specification:</b>		
	<b>1. Catering for 150 VIP people</b>		
	<b>1.1 Starters</b>		
	<b>1.2 Main Course</b>		
	<b>2. Deco &amp; Drapping</b>		
	<b>3. P.A Sound System</b>		

**Please number your quotes (Your Ref no)**

*The following conditions will apply:*

- *Price (s) quoted must be valid for at least thirty (30) days from date of your offer.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *A firm delivery period must be indicated.*
- *Tax Clearance Certificate*
- *A service provide be registered with Ba-Phalaborwa database*
- *Registered with CIPRO (CK 1 or 2 document)*
- *BBBEE Certificate certified by a SANAS accredited institution.*
- *Completed MBD4 (Declaration of Interest) Form*

*N.B Originals must be couriered/ posted to 3 Nyala Street Phalaborwa for all emailed documents.*

**Fill in and Return the Declaration of Interest Form.**