



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *29/01/2021*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *129656*

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 **08/02/2021 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
100	A3 COVID-19 POSTERS		

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 provider be registered with central supplier database (CSD)*
- *Registered with CIPRO (CK 1 or 2 document)*
- *BBBEE Certificate certified by a SANAS accredited institution.*
- *Completed MBD4 (Declaration of Interest) Form*
- *COMPLETE MBD6.2*

COVID-19 POSTERS SPECIFICATION

- Size: A3 poster
- Municipality logo (top) VISIBLE



- Covid-19 images and message
 - Wearing of face mask
 - Washing of hands regularly
 - Social distancing
 - Sanitizing
- Covering of the mouth and nose with tissue or flexing elbow when sneezing or coughing
- Preventative measures (images with messages)
- Avoid handshaking and hugging
- Avoid touching eyes, nose and mouth
- Avoid contact with anyone with flu-like symptoms
- Avoid overcrowded areas without ventilation
- Stay at home when sick
- ♣ Report if you had close contact with anyone who tested COVID-19 positive
- Access health services when not feeling well