



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **03/10/2019**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **136519**

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 **11/10/2019 at 12HOO**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
300	164 Diaries A4		
	136 Diaries A5		
	See specification below:		

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**

Fill in and Return the Declaration of Interest Form.



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SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES: 2020

Two tone Leatherised Casebound diary

Colour: Green Writing: Gold

Saddle stitch Foil

printing

Quantity: Total:

Personalised A4: 9

Non-personalised A4: 164

A5: 136

Total : 300

Planner refill: 4 for A4 size.

INSIDE ADDITIONAL PAGES

1. Vision, Mission Statement, Values, Strategic Objectives and Contacts
2. Municipal Code of Conduct
3. Photos of councillors
4. Corporate Diary
5. 2020, 2021 and 2022 calendars with marked holidays



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BRANDING

FRONT COVER

Municipal Logo on the centre

Municipal name written in full below the logo

Year "2020" written on the top right