



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *27/02/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *132017*

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 **04/03/2019 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
	Decoration during ward committee seminar to be held on the		
	08/03/2019 at Municipal Lapa		
	For 250 people set-up(Table and decoration Accessories		

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 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*

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.



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BA-PHALABORWA MUNICIPALITY WARD COMMITTEE SAMMIT

SPECIFICATION FOR DECO

DATE : 08 MARCH 2019
VENUE : MUNICIPAL LAPA
TIME : 07H00

**ESTIMATED VIP: 250 (PLUS CATERING ACCESSORIES) E.G. PLATES, CLASSES, FORK
& KNIFE**

DECORATION:

250 CHAIR COVERS
25 ROUND TABLES
25 CENTRE PIECES
25 OVERLAYS
25 TABLE CLOTHS

CONTACT PERSON: SUPPLY CHAIN

TEL: 015 780 6361/2