



**BA-PHALABORWA MUNICIPALITY**  
**MEMORANDUM**  
**- BUDGET AND TREASURY -**

**TO** : Prospective Service Provider  
**FROM** : SCM /STORES  
**DATE** : 17/10/2018  
**ENQUIRIES** : STORES  
**TELEPHONE** : 015 780 6362/61  
**REF** : 132347

*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 26/10/2018 at 12H00.*

**Ref Stationery**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
A4:179	Diaries for 2019		
A5:190	Two Tone leatherised case bound Colour: Green/Black writing, gold, saddle stitch , foil printing, it must have vision ,mission, values and contacts, photos, CLLRS Municipal Code of conduct,2019,2020 and 2021 calendar		

**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
- CSD Summary report
- 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.**



**BA-PHALABORWA MUNICIPALITY**  
**MEMORANDUM**  
**- BUDGET AND TREASURY -**