



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *19/02/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *132014*

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 **26/02/2019 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
250	Golf Shirt		
190	Sun Hats		
190	Backpack Bags		
	For the ward committee seminar to be held on the 08/03/2019		
	At the Municipal Lapa		
	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 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 2019 WARD COMMITTEE SAMMIT
SPECIFICATION FOR SAMMIT MATERIAL**

DATE : 08 MARCH 2019

NUMBER OF GOLF SHIRTS: 250

NUMBER OF SUN HATS: 190

NUMBER OF BACKPACK BAGS: 190

**NB: EMBROIDED MUNICIPAL LOGO GOLF SHIRTS (FRONT LEFT SHOULDER
- MESSAGE TO BE PRINTED "2019 WARD COMMITTEE SAMMIT"**

NB: EMBROIDED MUNICIPAL LOGO (ONLY) ON THE FRONT OF SUN HATS

**NB: PRINTED MUNICIPAL LOGO ON THE BAG
- MESSAGE "2019 WARD COMMITTEE SAMMIT"**

CONTACT PERSON: SUPPLY CHAIN

TEL: 015 780 6361/2