



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *31/01/2019*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6362/61*  
**REF** : *134701*

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 **08/02/2019 at 12H00**.

**Ref Stationery**

| <b>QUANTITY</b> | <b>Description</b>   | <b>PRICE/UNIT<br/>(Inc .VAT)</b> | <b>DELIVERY<br/>PERIOD</b> |
|-----------------|--|----------------------------------|----------------------------|
| 95              | Mac Palisade Panel Commercial Quality 4020×160×2520<br>DF×1.8×3.0m |                                  |                            |
| 45              | Tube Square Sans 657 75×2×6.0m                                     |                                  |                            |
| 2               | Tube Rectangular Sans 657 PTI 76 ×38×2×6.0m                        |                                  |                            |
| 3               | Round bar commercial Quality 12mm×6.0m                             |                                  |                            |
|                 |  |                                  |                            |
|                 |  |                                  |                            |
|                 |  |                                  |                            |
|                 |  |                                  |                            |

**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.**