



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY -

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **11/02/2020**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **136117**

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 **19/02/2020 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
	Mayoral Gala Dinner (21/02/2020)		
	Municipal Lapa		
	Tables & Chairs		
	Décor and Drapping		
	PA System		
150	Catering for 150 vip people		
	Starter: Meaty Platters,		
	Main course: pap,rice,grilled beef,chicken,wors,		
	2 salads,assorted drinks and bottled water		

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.

