



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *04/07/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *136512*

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 **15/07/2019 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
1000	A4 (15) Pager newsletter layout and design photography gloss		
	Paper and stapled collated finish size 420X297mm cover power		
	(June 2019)		

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*

Fill in and Return the Declaration of Interest Form.