



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *12/09/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *136518*

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 **20/09/2019 at 12HOO**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
1000	A4 (15) Pager newsletter lay-out and design photography		
	Gloss paper and stapples collated finish size 420×297mm		
	Cover power art gloss 170cm (September)2019		
50	Annual report book with gloss		

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.