



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *19/07/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *128099*

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 **29/07/2019 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
36 months	Online viewing and emailing of Ba-Phalaborwa monthly		
	Consumer statement		
	36 months		
	See specification attached:		

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.



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**Online Viewing and Emailing of Ba-
Phalaborwa Monthly Statements**

Description
Online portal facility to enable consumers to view their account online.
Emailing of statements to consumers
Client to supply statement file
Supply online viewing and email facility.
Download and process files received, set up template in order
Create PDF images of all statements and upload to repository for online viewing
email selected consumers their accounts.
statement hosted in repository for online viewing for current month.
statement hosted in repository for online viewing for previous months.
Statement emailed to consumers.