



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **11/11/2020**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **136530**

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 **19/11/2020 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
A4 X 9	PERSONALISED DIARIES 2021 RMT , EXECUTIVES		
A4 X 212	NON PERSONALISED		
A5 X 188	NON PERSONALISED		
	TOTAL NO 409 DIARIES		

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**
- **COMPLETE MBD6.2**

Fill in and Return the Declaration of Interest Form.

TO: SUPPLY CHAIN MANAGEMENT

FROM: COMMUNICATION

16 OCTOBER 2020

SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES: 2021

Two tone Leatherised Casebound diary

Colour: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total:

Personalised A4: 9

Non-personalised A4: 212
A5: 188

Total : 409

Planner refill: 4 for A4 size.

INSIDE ADDITIONAL PAGES

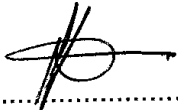
1. Vision, Mission Statement, Values, Strategic Objectives and Contacts
 2. Municipal Code of Conduct
 3. Photos of councilors
 4. Corporate Diary
 5. 2022, 2023 and 2024 calendars with marked holidays
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BRANDING

FRONT COVER

Municipal Logo on the centre
Municipal name written in full below the logo
Year "2021" written on the top right

Note: We request that the diaries be delivered before December 31.



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Manesu JN