



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : **SCM /STORES**  
**DATE** : **10/12/2020**  
**ENQUIRIES** : **STORES**  
**TELEPHONE** : **015 780 6362/61**  
**REF** : **137912**

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 **18/12/2020**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
<b>95</b>	<b>SERVICE AND REPAIR OF AIR CONDITIONERS AS PER ATTACHED</b>		
	<b>LIST</b>		

**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*

The following air conditioners needs to be serviced or repaired:

Traffic & Licensing

T2 – 1 split unit  
T7 – 1 split unit  
T8 – 2 split units  
T9 – 1 split unit  
Revenue Hall – 3 split units  
T3 – 1 x split unit  
T5 – 1 x split unit (leaking water in the ceiling and office)  
T6 – 1 x split unit  
Exam Room – 2 split units (1 leaking water on plug and 1 not working at all)  
T20 – 1 x split unit  
T21 – 1 x split unit  
T23 – 1 x split unit  
T25 – 1 x split unit  
T26 – 1 x split unit  
T28 – 1 x split unit  
T29 – 1 x split unit

Impala Park Sports Hall – x6  
Activity Hall x 4  
Namakgale Town Hall x 7  
Lulekani Town Hall x 4  
Bollanoto x 2  
Speakers Office x 3  
Chief Whip Office x 1  
White House x 1  
Parks Office x 2  
Licensing x 5  
Fleet x 1  
Stores x 3  
Selwane Thusong Centre x 5  
Selwane Library x 2  
Namakgale Memorial Precint x 2  
Gravelotte x 4  
Technical Services Boardroom x 2  
Office TS 11 x 1  
Office TS 3 x 1  
Chief Caretakers office x 1