



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **03/11/2020**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **136278**

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 11/11/2020

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
25	Service Air Conditioners/ Asper attached list		

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**

Kindly arrange for the service of the following air conditioners as per Office number:

Technical Services

TS 09
TS 06
TS 05

Finance

F6
F8
F13
F16
F17
F19
F9 (Revenue 5 air conditioners)
F22 (Revenue office)

Mayor's Offices

C1 – Council Chamber 2 air conditioners
C8 – Mayoral Parlour & Boardroom

Corporate Services

H29
H19
A10 – 2 air conditioners (Archives)
A3 (Committee Room)