



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -

Procurement and Stores

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **10 /01/2019**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6479/6362/61**
REF : **PS30**

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 Entity and dropped in the quotation box at our offices 3 Nyala Street, Phalaborwa not later than 19 /01/2019 at 12H00. Attention: Procurement

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
100	STAPLER 13mm - Standard Office Use Steel		
30	Stapler 17mm		
50	Staples 13mm		
100	Staples rexel no 56		
50	Staples remover		
10	Heavy Duty Staples remover		
20	Desktop Letter tray stackable (5 trays)		
10	waste paper bins wire mesh		

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 and/or underquoted*
- *A firm delivery period must be indicated.*
- **Original Tax Clearance Certificate**
- **Registered with CIPRO (CK 1 or 2 document)**
- **BBBEE Certificate certified by a SANAS accredited institution or certified sworn affidavit.**
- **Fill in and Return the Declaration of Interest Form (MBD4 Form) obtainable from our website.**
- **Registered on the Centralised Suppliers Database (CSD Report)**
- **Goods to be delivered within 30 days of purchase order**

Disclaimer: Goods of inferior quality will not be accepted. SABS approved materials required



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TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 10 /01/2019
ENQUIRIES : STORES
TELEPHONE : 015 780 6479/6362/61
REF : PS31

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 Entity and dropped in the quotation box at our offices 3 Nyala Street, Phalaborwa not later than 19 /01/2019 at 12H00. Attention: Procurement

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
40	Paper 80g A4 blue		
40	Paper Blue A4 Photo Copy (celestial)		
40	Paper Green A4 Photo Copy (light)		
40	Paper Red A4 Photo Copy		
40	Paper bond A4 Green 80g		
40	Paper bond A4 Pink 80g (light)		
40	Paper bond A4 Yellow 80g (light)		
40	Paper Orange A4		
40	Paper Yellow A4		

Please number your quotes (Your Ref no)

The following conditions will apply:

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