



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **17/01/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **139590**

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 **25/01/2022 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
01	SERVER ROOM MAINTENANCE		
	SEE ATTACHED SPECIFICATION		

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**

SERVER ROOM MAINTANANCE SCOPE

Description	Quantity
1. Environmental Control/Monitoring	
Inspect and Repair sensors -	1
Repair PDU (Power Distributing Unit) -	1
2. Air-conditioning System	
Inspection - clean filters, check leaks and pipes	2
Repairs	2
3. Access Control	
4. Fire Suppression System	
Routine Inspection -	1
Maintenance -	1
Maintenance Reports -	1
5. UPS	
Maintenance Reports -	1
Replace batteries :	
Repairs :	
Schedule/Reports	