



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

**TO** : *Prospective Service Provider*  
**FROM** : **SCM /STORES**  
**DATE** : **18/04/2023**  
**ENQUIRIES** : **STORES**  
**TELEPHONE** : **015 780 6361/62**  
**REF** : **REQ0002799**

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 **26/04/2023 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
25	BLINDS (WINDOWS)		

**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 Pin
- 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
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for B-BBEE)  
20 is further evaluated: 20 for 100% Black owned; 18 for +51% Black owned; and 14 for Less than 51% Black owned

***Fill in and Return the Declaration of Interest Form.***