



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

**To** : Prospective service provider  
**From** : SCM/stores  
**Date** : 10/10/2023  
**Enquiries** : Procurement Office  
**Telephone** : 015 780 6361/62  
**Ref** : REQ3951

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 **No.3 Nyala Street, Phalaborwa** not later than **18/10/2023 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>Price/unit (Inc. Vat)</b>	<b>Delivery Period</b>
<b>10</b>	<b>BOARDROOM CHAIRS</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 Pin**
  - **A service provider be registered with central supplier database (CSD)**
  - **Completed MBD4 (Declaration of Interest) Form**
  - **Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)**
- 20 is further evaluated: 20 for 100% Black owned;  
18 for +51% Black owned; and  
14 for Less than 51% Black owned**