



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **01/11/2022**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ1982**

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 **09/11/2022 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
300	NINE(9) A4 PERSONALISED DIARIES		
	Non-personalised A4 Diaries = 117		
	Non-personalised A5 Diaries = 174		
	See the 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*
- *Completed MBD6.2 FOR*
- *Minimum Local content threshold:100%*
- *Evaluation criteria: 80/20*

Fill in and Return the Declaration of Interest Form.

TO: SUPPLY CHAIN MANAGEMENT

FROM: COMMUNICATION

11 OCTOBER 2022



SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES: 2023

Two tone Leatherised Casebound diary

Colour: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total:

Personalised A4: 9

Non-personalised A4: 126

A5: 174

Total : 300

Planner refill: 4 for A4 size.

INSIDE ADDITIONAL PAGES

1. Vision, Mission Statement, Values, Strategic Objectives and Contacts
2. Municipal Code of Conduct
3. Photos of councilors
4. Corporate Diary
5. 2023, 2024 and 2025 calendars with marked holidays

BRANDING

FRONT COVER

Municipal Logo on the centre

Municipal name written in full below the logo

Year "2023" written on the top right

Note: We request that the diaries be delivered before 2022 December 31.



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Mafesu JN