



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *15/11/2021*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6362/61*  
**REF** : *REQ105*

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 **23/11/2021 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
300	A4 (145) PERSONALISED DIARIES (9)		
	A5 (155) DIARIES CLLR AND STAFF DIARIES		

**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*

## **SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES: 2022**

Two tone Leatherised Casebound diary

Colour: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total:

**Personalised A4:9**

**Non-personalised A4: 145**  
**A5:155**

**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. 2022, 2023 and 2024 calendars with marked holidays

### **BRANDING**

#### **FRONT COVER**

Municipal Logo on the centre

Municipal name written in full below the logo

Year "2022" written on the top right

**Note: We request that the diaries be delivered before 2021 December 31**