



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **29/02/2024**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ 136920**

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 **08/03/2024 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
1	Branding of Municipal vehicles		
74	Municipal Logos		
111	Municipal writings		

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)**
- **Completed MBD4 (Declaration of Interest) Form**
- **Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for SPECIFIC POINTS SYSTEM)**
20 is further evaluated as: 20 for 100% Black owned; 18 for at least 51% Black owned; and 14 for Less than 51% Black owned

Fill in and Return the Declaration of Interest Form.