



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 : REQ3955

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**

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
20	OFFICE DESKS WITH CREDENZAS SUPPLY DELIVERY AND ASSEMBLE		

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**