



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 : REQ3952

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
02	U WING DESKS \ WITH U-SHAPE AND \ STRAIGHT DESK MAHOGANY		
01	WALL UNIT CABINET MAHOGANY.		
01	U WING OPEN L-EXIT MAHOGANY.		
02	U WING REAR EXT.		
1	U WING D\ H PED IPD & Z STD & IDF.		
02	U WING W \ U TOP Z GLASS DOORS.		
01	U WING-ROUND TABLE FOR MEETING.		
01	CHANCELLOR HIGH BACK CHAIR BLACK LEATHER- LOOK.		
08	08 X CHANCELLOR VISITORS CHAIRS (BLACK LEATHER-LOOK)		

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