



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *06/12/2022*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6361/62*
REF : *PS21 :22/23*

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 15/12/2022 at 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
5	Lexmark CX417de Black Toner Cartridge		
5	Lexmark CX417de Cyan Toner Cartridge		
5	Lexmark CX417de Magenta Toner Cartridge		
5	Lexmark CX417de Yellow Toner Cartridge		

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.