



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

**TO** : *Prospective Service Provider*  
**FROM** : **SCM /STORES**  
**DATE** : **03/02/2022**  
**ENQUIRIES** : **STORES**  
**TELEPHONE** : **015 780 6361/62**  
**REF** : **PS02/21-22**

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 **11/02/2022 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
<b>1500</b>	<b>Paper blank A4 80GSM White 160cie whiteness</b>	<b>Ream</b>	

**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 FORM*

**Fill in and Return the Declaration of Interest Form.**