



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **28/03/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ2763**

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 **05/04/2023 at 12H00**

| QUANTITY | Description | PRICE/UNIT (Inc. VAT) | DELIVERY PERIOD |
|-----------------|---|----------------------------------|----------------------------|
| 1500 | Paper blank A4 80GSM White 160cie whiteness | Each | |
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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)
- BBBEE Certificate certified by a SANAS accredited institution.
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for B-BBEE)
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.