



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /stores  
Date : 29/08/2023  
Enquiries : Procurement Office  
Telephone : 015 780 6361/62  
Ref : REQ3686

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 17/08/2023 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
09	A4 PERSONILIZED DIARIES		
131	A4 NON PERSONALIZED DIARIES		
190	A5 NON PERSONALIZED DIARIES		
	TOTAL 330		

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