



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 06/09/2023 at 12H00

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

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