



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **18/07/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ3322**

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 **26/07/2023 at 12H00**

| QUANTITY | Description | PRICE/UNIT (Inc. VAT) | DELIVERY PERIOD |
|-----------------|--|----------------------------------|----------------------------|
| 15 024 | Toilet Paper 500 Sheet Single Ply Virgin Premium | | |
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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 BEE)*
20 is further evaluated: 2 for being Youth, for being a Military veteran, and for being a Woman; And 18 for being Black

Fill in and Return the Declaration of Interest Form.