



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **18/04/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ0002795**

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 **26/04/2023 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
17	WOODEN DESKS WITH CREDENZAS		

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: 20 for 100% Black owned; 18 for +51% Black owned; and 14 for Less than 51% Black owned*

Fill in and Return the Declaration of Interest Form.