



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *05/03/2024*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6361/62*  
**REF** : *REQ 4989*

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 **14/03/2024 at 12H00**

| QUANTITY | Description  | PRICE/UNIT<br>(Inc. VAT) | DELIVERY<br>PERIOD |
|----------|--|--------------------------|--------------------|
| 1        | Promotional material for destination marketing   |                          |                    |
|          | -kooshty cups, backpacks, water bottles, kor bottles gift box, USBs, notebooks and pens (detailed specification) |                          |                    |
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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)
- > Completed MBD4 (Declaration of Interest) Form
- > Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for SPECIFIC POINTS SYSTEM)  
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.

## Specification for Promotional Material (LED Unit)

| NO | PRODUCT ITEM   | PRODUCT SPECIFICATION   | BRANDING SPECIFICATION  | QUANTITY |
|----|--|---|---|----------|
| 01 | <b>Kooshty Chacha glass cup</b><br> | Material: Borosilicate Glass, Wheat Straw & Food-Grade Silicone<br><br>Size: 13cm (h)<br><br>Capacity: 340ml<br><br>Colour: Black | Type: Screen Print<br><br>Size: 80mm(w) x 30mm(h)<br><br>1 colour print (white)<br><br>Position: On band                  | 100      |
| 02 | <b>Nevada Backpack</b><br>         | Material: 600D<br><br>Size: 32,5cm (w) x 11,5cm (d) x 47cm (h)<br><br>Colour: Black   | Type: Embroidery<br><br>Size: 100mm x 180mm x 50mm<br><br>Position: On front of backpack<br><br>Full colour print         | 50       |
| 03 | <b>Carnival Water bottle</b><br>  | Material: PP<br><br>Size: 17,1cm (h)<br><br>Capacity: 300ml<br><br>Colour: Black  | Type: Screen wrap<br><br>Size: 160mm (w) x 70mm (h)<br><br>1 colour print (white)<br><br>Position: 1 position screen wrap | 200      |

|                  |   |  |   |            |
|------------------|---|--|---|------------|
| <p><b>04</b></p> | <p><b>Kork Bottle in Custom Gift Box</b></p>             | <p>Material: Water bottle (glass), Cork &amp; Stainless steel</p> <p>Gift Box: E flute corrugated cardboard</p> <p>Size: water bottle – 22.5cm(h)<br/>Gift box – 26cm (l) x 7,2cm (w) x 7,2cm (h)</p> <p>Capacity: 500ml</p> <p>Colours: Natural</p> | <p>Type: Screen Print</p> <p>Size: 50mm(w) x 110mm(h)</p> <p>Colour: 1 colour print (black)</p> <p>Position: On cork sleeve of bottle (1 position screen print)</p> | <p>100</p> |
| <p><b>05</b></p> | <p><b>Shuffle Glint Memory Stick – 8GB</b></p>          | <p>Material: ABS and Aluminium</p> <p>Size: 6.5cm (l) x 19.cm (w) x 1cm (h)</p> <p>Colours: Black &amp; Silver</p>   | <p>Type: Laser engraving</p> <p>Size: 22mm(w) x 12mm(h)</p> <p>Colour: Tonal</p> <p>Position: On size 1 / side 2 of USB Clip</p>                                    | <p>100</p> |
| <p><b>06</b></p> | <p><b>Okiyo Denki Cork A5 Hard Cover Notebook</b></p>  | <p>Material: PU, Cork &amp; Paper</p> <p>Size: 21cm(l) x 14,3cm (w) x 1,5cm(h)</p> <p>Capacity: A5 (80 sheets/160 lined pages)</p> <p>Colour:</p>  | <p>Type: Digital Direct Transfer (DDT-A)</p> <p>Size: 110m(w) x 100mm(h)</p> <p>Colour: Full colour print</p> <p>Position: Top front of Notebook</p>                | <p>150</p> |
| <p><b>07</b></p> | <p><b>Altitude Armada Ball Pen</b></p>                 | <p>Material: Metal</p> <p>Colour: Black &amp; silver</p> <p>Ink Colour: Black</p>  | <p>Type: Laser Engraving</p> <p>Size: 55mm(w) x 5mm(h)</p> <p>Colour: 1 colour (white)</p> <p>Position: Barrel of Pen</p>   | <p>150</p> |

|    |  |   |  |     |
|----|--|---|--|-----|
| 08 | <b>Altitude Armada Ball Pen</b><br> | Material: Metal<br>Colour: Silver<br>Ink Colour: Silver | Type: Laser Engraving<br>Size: 55mm(w) x 5mm(h)<br>Colour: 1 colour (tonal)<br>Position: Barrel of Pen | 150 |
|----|--|---|--|-----|