



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

**TO** : **Prospective Service Provider**  
**FROM** : **SCM /STORES**  
**DATE** : **15/02/2024**  
**ENQUIRIES** : **STORES**  
**TELEPHONE** : **015 780 6361/62**  
**REF** : **REQ 4819**

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 **26/02/2024 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
1	Travel and service replace all filters and fan belts, batteries and pressure wash the radiator Replaced electrical circuit breakers, dummy load wiring fault finding to be done to prevent circuit breaker trips		

**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.**