



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY -

- PROCUREMENT AND STORES -

TO : Prospective Service Provider
FROM : SCM/STORES
DATE : 12/10/2016
ENQUIRIES : STORES
TELEPHONE : 015 780 6362/61
REF : 128044

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/ emailed to MogofeN@ba-phalaborwa.gov.za or not later than 20/10/2016 at 12HOO.

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	UOM
180	A4 Diaries		Each
200	A5 Diaries		Each
	See full specification below		

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.
- Original Tax Clearance Certificate
- A service provider be registered with Ba-Phalaborwa database
- Registered with CIPRO (CK 1 or 2 document)
- BBBEE Certificate certified by a SANAS accredited institution.
- Fill in and Return the Declaration of Interest Form.
- CSD registration summary report

The municipality reserves a right not to appoint on the advertised

TO: SUPPLY CHAIN MANAGEMENT

FROM: COMMUNICATION

26 SEPTEMBER 2016

SPECIFICATION FOR STAFF & MANAGEMENT DIARIES: 2017

Two tone Leatherised Casebound diary

Colour: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total: 380

Personalised A4:9

Non-personalised A4: 171
A5:200

Planner refill: 4 for A4 size.

INSIDE ADDITIONAL PAGES

1. Vision, Mission Statement, Values, Strategic Objectives and Contacts
2. Mayor's Message
3. Municipal Manager's Message
4. Municipal Code of Conduct
5. Photos of councilors
6. Corporate Diary
7. 2016, 2017 & 2018 calendars with marked holidays

BRANDING

FRONT COVER

Municipal Logo on the centre

Municipal name written in full below the logo

Year "2017" written on the top right

Note: We request that the diaries be delivered before December 31.