



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY –

- PROCUREMENT AND STORES -

TO : Prospective Service Provider  
FROM : SCM/STORES  
DATE : 19/10/2017  
ENQUIRIES : STORES  
TELEPHONE : 015 780 6362/61  
REF : 132305

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 No 03 Nyala street Phalaborwa 1390 not later than 27/10/2017 at 12H00.

| QUANTITY | Description                                   | PRICE/UNIT<br>(Inc .VAT) | DELIVERY<br>PERIOD |
|----------|---|--------------------------|--------------------|
| 200      | A4 Diaries                                    |                          |                    |
| 200      | A5 Diaries                                    |                          |                    |
| 04       | Refillers A4                                  |                          |                    |
|          |   |                          |                    |
|          | <i>See full specifications attached below</i> |                          |                    |
|          |   |                          |                    |

**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
- Registered with CIPRO (CK 1 or 2 document)
- Fill in and Return the Declaration of Interest Form.
- CSD registration summary report (print out)
- BBBEE Certificate certified by SANAS accredited Institution or certified sworn affidavit

Disclaimer: Goods of inferior quality will not be accepted. SABS approved materials required.

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**TO: SUPPLY CHAIN MANAGEMENT**

**FROM: COMMUNICATION**

**03 OCTOBER 2017**

**SPECIFICATION FOR STAFF & MANAGEMENT DIARIES: 2018**

**Two tone Leatherised Casebound diary**

**Colour: Front and back (Green)**

**Writing: Gold**

**Saddle stitch**

**Foil printing**

**Quantity:**

**Personalised A4: 9**

**Non-personalised A4:**

**A5:**

**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. 2017, 2018 & 2019 calendars with marked holidays**



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**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.**

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**Mahezu JN**