



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **30/11/2021**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **136539**

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 08/12/2021 at 12HOO

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
10	Pictures official of the mayor (picture size A4) frames and (A3) size		
1000	Meet our councillors posters A2 size, glossy all callenders.		

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 Certificate**
- **A service provide 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**
- **Completed MBD6.2 FORM**

Fill in and Return the Declaration of Interest Form.