



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY –

- PROCUREMENT AND STORES -

TO : Prospective Service Provider
FROM : SCM/STORES
DATE : 09/05/2016
ENQUIRIES : STORES
TELEPHONE : 015 780 6362/61
REF : **Blue File**

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 procurementstores@gmail.com or not later than **18/05/2016** at 12H00.

QUAN TITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
50	<i>Ring Binder Blue</i>		
30	<i>Refill Parker Black</i>		
150	<i>High lighter Stabilo boss</i>		
10	<i>Ink stamp pad 30ml violet</i>		
300	<i>Memo pad Post It 76MMX76MM</i>		
100	<i>Notes Pads Refill</i>		
5box	<i>Envelope B4 Brown EASI-SEA</i>		
30	<i>File five cut</i>		

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
- Registered with CIPRO (CK 1 or 2 document)
- BBBEE Certificate certified by a SANAS accredited institution.



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TO : Service Provider
FROM : SCM /STORES
DATE : 05/05/2015
ENQUIRIES : STORES @ 015 780 6362/61
REF : Trading Documents-14/15

Kindly furnish this office with the following documents.

- Original Tax Clearance Certificate
- CIPRO (CK2 Document) / Proof of organisation ownership
- BBBEE Certificate certified by a SANAS accredited institution (if available).
- Completed MBD4 (declaration of Interest) Form

I trust that you will find the above to be in order.

Digitally Signed

Accountant: SCM



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