



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *01/09/2026*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6408/02*
REF : *RFQ 10983*

*Kindly furnish this office with a written quotation for the 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 **09/09/2026***

At 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
02	Executive desks with credentials, mahogany		
02	20 Litre Microwave, stainless steel		

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 the date of your offer.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *Indicate a firm delivery period.*
- *Tax Clearance PIN*
- *A service provider must be registered with the Central Supplier Database (CSD)*
- *Completed MBD4 (Declaration of Interest) Form*
- *Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)*
20 is further evaluated: 20 for 100% Black-owned;
18 for at least 51% Black-owned; and
14 for Less than 51% Black-owned