



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY –

- PROCUREMENT AND STORES -

TO : Prospective Service Provider
FROM : SCM/STORES
DATE : 17/08/2015
ENQUIRIES : STORES
TELEPHONE : 015 780 6361
REF : 126351

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@baphalaborwa.gov.za or not later than at 26/08/2015 15H30.

| QUANTITY | Description | PRICE/UNIT (Inc. . .VAT) | DELIVERY PERIOD |
|----------|--------------------------|-----------------------------|-----------------|
| 1200 | Pen bic black click | | |
| 10 | Pen correction 12mm | | |
| 300 | Pen office bic clic blue | | |
| 10 | Pen office parker | | |
| 10 | Pencil carpenter | | |
| 30 | Pencil clutch | | |
| 10 | Cartridge HP(E255A) | | |
| 10 | cartridge HP(E505A) | | |
| 10 | Prestik bostik 100g | | |
| 05 | Envelopes man c32 250's | | |
| 05 | Hp q7551a toner | | |
| 10 | Envelopes c3 | | |

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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