



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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