



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *04/01/2026*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6404/2*  
**REF** : *RFQ9798*

*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 12/02/2026 at 12H00*

**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 Pin*
- *A service provider be registered with 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*

Ba-Phalaborwa complies with the requirements of protection of personal information Act 4 of 2013 and Promotion of Access of Information Act 2 of 2000.