



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *17/12/2024*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6361/62*
REF : *REQ6957*

*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 **27/12/2024 at 12H00***

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
01	Exchange online on office 365 for 250 users		
	1. Configure		
	2. Implement		
	3. Test		

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