



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *23/04/2026*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6404/2*
REF : *RFQ10071*

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 **05/05/2026 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
04	Executive reception desks with credenzas mahogany		

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.