



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /stores  
Date : 16/04/2024  
Enquiries : Procurement Office  
Telephone : 015 780 6361/62  
Ref : REQ5214

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 No.3 Nyala Street, Phalaborwa not later than 24/04/2024 at 16H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
	DECORATION SERVICES FOR MAYOR'S MARULA WELCOME DINNER (GALA DINNER)		
	DATE: 26 APRIL 2024		
	TIME: 17H00		
	VENUE: BPM SPORTS HALL		
	THEME: BLACK AND GOLD		
	NB: ICE BUCKET WITH ICE ON EVERY TABLE		

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 +51% Black owned; and  
14 for Less than 51% Black owned

## Mayor's Welcome Dinner Décor 26 April 2024 300 pax

- draping, crockery, cutlery, themed centrepieces, round tables, table clothes, chairs, ice buckets and ice

