



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 16/09/2024  
Enquiries : Procurement Office  
Telephone : 015 780 6400/06  
Ref : REQ6133

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 25/09/2024 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
01	Renewal of SSL certificate, Exchange Server Secure up to 100 website		
200	200 x Exclaimer signature outlook installation		
01	01 x setup and configuration		

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