



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 07/10/2024
Enquiries : Procurement Office
Telephone : 015 780 6400/06
Ref : REQ6402

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 15/10/2024 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
A4 x 9	PERSONALISED DIARIES		
A4 x 155	NON-PERSONALISED DIARIES		
A5 x 154	NON-PERSONALISED DIARIES		
	TOTAL 318 DIARIES		
	SEE THE ATTACHED SPECIFICATION FOR MORE		

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

SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES: 2025

Two tone Leatherised Casebound diary

Colour: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total:

Personalised A4:9

Non-personalised A4: 155

Non-personalised A5:154

Total :318

INSIDE ADDITIONAL PAGES

1. Vision, Mission Statement, Values, Strategic Objectives and Contacts
2. Municipal Code of Conduct
3. Photos of councilors
4. Corporate Diary
5. 2025, 2026 and 2027 calendars with marked holidays

BRANDING

FRONT COVER

Municipal Logo on the centre

Municipal name written in full below the logo

Year "2025" written on the top right

Note: We request that the diaries be delivered before 2024 December 31.



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Manesu JN