



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 19/03/2024  
Enquiries : Procurement Office  
Telephone : 015 780 6390  
Ref : REQ7400

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 27/03/2025 at 12H00

| QUANTITY | Description                             | Price/unit<br>(Inc. Vat) | Delivery<br>Period |
|----------|---|--------------------------|--------------------|
| 235      | T-SHIRTS FOR WARD COMMITTEE CONFERENCE  |                          |                    |
| 235      | CAPS                                    |                          |                    |
|          | ● SEE THE ATTACHED FOR MORE INFORMATION |                          |                    |
|          |   |                          |                    |
|          |   |                          |                    |

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

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access of Information Act 2 of 2000.



### 2025 Ward committee conference

Sizes and specifications

| T-Shirt Sizes        | Total No |
|----------------------|----------|
| Small (S)            | 15       |
| Medium (M)           | 48       |
| Large (L)            | 59       |
| Extra-large (XL)     | 64       |
| Extra-E Large (2XL)  | 33       |
| Extra-Ee Large (3XL) | 16       |

Total Number of T-Shirts= 235

- Golf T-Shirts
- The Color: Army Green and touch of white on the shoulders
- Information to be written in white (Bold)
  1. Ba-Phalaborwa Municipality Logo in front on the left side of the T-Shirt.
  2. At the back indicate (BPM- 2025 ward Committee Conference)
  3. Under the logo – Office of the Speaker



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