



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 24/11/2025  
Enquiries : Procurement Office  
Telephone : 015 780 6400/06  
Ref : REQ9327

Kindly provide this office with a written quotation for the 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 02/12/2025 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
9 A4	PERSONAISED DIARIES (PMT) AND EXCO		
128	DIARIES A4		
328	DIARIES A5 FOR OFFICIALS OF MUNICIPALITIES		
	TOTAL 456 DIARIES		

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 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



## MEMORANDUM

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TO : SUPPLY CHAIN MANAGEMENT  
FROM : SENIOR COMMUNICATION OFFICER  
ENQ : MAHESU NJ  
REF  
DATE : 08/10/2025  
SUBJECT : REQUEST PROCURE DIARIES

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SPECIFICATION FOR COUNCILLORS, STAFF & MANAGEMENT DIARIES:  
2026

Two tone Leatherised Casebound diary

Color: Green

Writing: Gold

Saddle stitch

Foil printing

Quantity: Total:

Personalised A4: 9

Non-personalized A4: 128

A5: 328

Total: 456

### 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. 2026, 2027 and 2028 calendars with marked holidays

### BRANDING

#### FRONT COVER

Municipal Logo on the center

Municipal name written in full below the logo

Year "2025" written on the top right

Note: We request that the diaries be delivered before 2025 December 31.

Mahesu JN