



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 25/02/2026  
Enquiries : Procurement Office  
Telephone : 015 780 6400/06 /02/04/08  
Ref : REQ9843

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 05/03/2026 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	MARKETING AND PROMOTIONAL MATERIAL FOR RAND SHOW EXHIBITION TAKING PLACE BETWEEN 02-06 APRIL 2026		
	➤ BRANDED PROMOTIONAL ITEMS AND CORPORATE GIFTS		
	SEE THE ATTACHED SPECIFICATION		

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**

### **SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL – RAND SHOW**

#### **BA-PHALABORWA LOCAL MUNICIPALITY**

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#### **PURPOSE**

- 1.1 Ba-Phalaborwa Local Municipality requires the supply and delivery of branded corporate gift sets for distribution at the Rand Show.
- 1.2 The promotional material will be used to market the municipality as a tourism and investment destination and to enhance brand visibility among stakeholders, investors, and the general public.
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#### **SCOPE OF WORK**

##### **2.1 The appointed service provider will be required to:**

- 2.1.1 Supply and brand corporate gift sets and promotional items
  - 2.1.2 Provide digital mock-ups for approval prior to production
  - 2.1.3 Ensure professional, high-quality branding suitable for a national exhibitions
  - 2.1.4 Deliver all items to the designated municipal offices within the agreed timeframe
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#### **ITEM SPECIFICATIONS**

##### **Notebook, Pen & Flask Gift Set**

- 3.1.1 A5 soft cover notebook (minimum 80 lined pages)
- 3.1.2 Premium executive-style metal pen (engraved or printed logo)
- 3.1.3 Stainless steel insulated flask (minimum 500ml, double-wall, suitable for hot and cold beverages)
- 3.1.4 All items branded with the official municipal logo
- 3.1.5 Packaged in a professional presentation gift box
- 3.1.6 Exhibition-quality finish suitable for stakeholder and investor engagement

3.1.7 Estimated Quantity: 100 sets

**Branded Pens**

3.2.1 Metal or high-quality plastic pens

3.2.2 Engraved or printed municipal logo

3.2.3 Blue ink

3.2.4 Estimated Quantity: 1 000 (one thousand) units

*All branding must include the official Ba-Phalaborwa Local Municipality logo and comply with Corporate Identity guidelines.*

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**EVALUATION CRITERIA**

**4.1** Cost-effectiveness

**4.2** Compliance with specifications