



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

**TO** : Prospective Service Provider  
**FROM** : SCM/STORES  
**DATE** : 18/06/2024  
**ENQUIRIES** : STORES  
**TELEPHONE** : 015 780 6361/62  
**REF** : REQ5531

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 3 Nyala Street, Phalaborwa not later than 26/06/2024 at 12H00

**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)**
- **Registered with CIPRO (CK 1 or 2 document)**
- **Completed MBD4 (Declaration of Interest) Form**
- **Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for SPECIFIC POINTS SYSTEM)**  
**20 is further evaluated as: 20 for 100% Black owned; 18 for at least 51% Black owned; and 14 for Less than 51% Black owned**

***Fill in and Return the Declaration of Interest Form.***