



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 19/03/2025
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : RFQ7295

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 **28/03/2025 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
100	Memo pad post it 76mmx76mm		
30	Pen Artline black/red		
30	Pen Correctional 12mm		
1000	Pen Bic black click		
200	Pen Big red		
20	Calculator Electronic Desktop		
50	Scissor standard office use me		
100	High lighter Stabilo boss		
5	Envelope c4		
100	Stables 13mm		
30	Puncher Rexel v212		

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 at least 51% Black owned; and
14 for Less than 51% Black owned