



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *23/07/2025*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6302/4*  
**REF** : *REQ7130*

*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 31/07/2025 at 12H00*

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
	<b>Request for toner cartridge for Lexmark Printer cx417de</b>		
<b>4x</b>	<b>Yellow (71B5OYO)</b>		
<b>4x</b>	<b>Magenta (71B5OMO)</b>		
<b>4x</b>	<b>Cyan (71B5OCO)</b>		
<b>4x</b>	<b>Black (71B5OKO)</b>		

**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.**