



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -

Procurement and Stores

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **18/10/2018**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6379/6362/61**
REF : **127846**

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 29/10/2018 at 15H00.

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
1	Facilitator to facilitate Strategic Planning on the 05 December to 07 December 2018		

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.
- **Original Tax Clearance Certificate**
- A service provide be registered with Ba-Phalaborwa database
- **Registered with CIPRO (CK 1 or 2 document)**
- **BBBEE Certificate certified by a SANAS accredited institution or certified sworn affidavit.**
- **Fill in and Return the Declaration of Interest Form (MBD4 Form) obtainable from our website.**
- **Centralised Suppliers Database printout (summary report)**

BA-PHALABORWA MUNICIPALITY



PLANNING AND DEVELOPMENT

Proposed Scope of work for the facilitator

1. **Specification:**
 - Service provider who is capable of facilitating the Municipal Strategic Planning session
 - Produce 2019/20 Strategic plan document for the Municipality.
2. **Scope of work**
 - The facilitator should conduct a three day strategic planning session
 - The facilitator should review and compile the 2019/20 strategic plan document
 - Facilitate and guide the process of reviewing the Vision, mission, objectives and strategies
 - Time frame for submission of 1st draft Strategic Plan is before end of December 2018.
3. **Planned date for strategic planning session is from 05 - 07 December 2018**
4. **The service provider should give a comprehensive breakdown of price quotation on the following:**
 - Facilitation of the session for three days
 - Travelling
 - Accommodation
 - Consolidation of inputs
 - Submission of the draft and final document

Kind regards,


MALULEKE HP

SENIOR MANAGER: PLANNING AND DEVELOPMENT



Imagine an HIV free generation!!

