



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **13/11/2020**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6362/61**
REF : **136100**

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 **23/11/2020 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
	Strategic planning facilitator		
	From 14-15 December 2020		

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 Certificate**
- **A service provider be registered with central supplier database (CSD)**
- **Registered with CIPRO (CK 1 or 2 document)**
- **BBBEE Certificate certified by a SANAS accredited institution.**
- **Completed MBD4 (Declaration of Interest) Form**
- **Completed MBD6.2**

Fill in and Return the Declaration of Interest

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 2021/22 Reviewed 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 2021/22 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, 2020.

3. Planned date for strategic planning session is from 14 - 15 December 2020

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

5. Attach CV and certified qualifications of the facilitator

6. Attach Appointment letter(s) or work order (s) for strategic session facilitated