



**BA-PHALABORWA MUNICIPALITY**  
**MEMORANDUM**  
**- BUDGET AND TREASURY -**

**TO** : Prospective Service Provider  
**FROM** : SCM /STORES  
**DATE** : 02/10/2018  
**ENQUIRIES** : STORES  
**TELEPHONE** : 015 780 6362/61  
**REF** : 128131

*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 12/10/2018 at 12HOO.*

**Ref Stationery**

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
x30	Request for Customer Care Training in respect of 30 learners for		
	2 days		
	SAQA US ID: 114974		
	Unit Standard Title: Apply the Basic Skills of Customer Service		

**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 provide be registered with Ba-Phalaborwa database
- Registered with CIPRO (CK 1 or 2 document)
- BBBEE Certificate certified by a SANAS accredited institution.
- Completed MBD4 (Declaration of Interest) Form

N.B Originals must be couriered/ posted to 3 Nyala Street Phalaborwa for all emailed documents.

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



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