



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY -

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 06/02/2023
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : REQ2394

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 14/02/2023 at 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
	Conducting of workplace Risk Assessment for Ba-Phalaborwa Municipality		
	Offices and satellites including Selwane, Gravelotte, Namakgale, Mashishimale, Lulekani, and town		
	See attached Specification		

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)
- BBEE Certificate certified by a SANAS accredited institution.
- Completed MBD4 (Declaration of Interest) Form
- Completed MBD6.2 FOR
- Evaluation criteria: 80/20

Fill in and Return the Declaration of Interest Form.

RISK ASSESSMENT SCOPE

Conducting of Workplace risk assessment and measuring of hygiene and noise level for Ba-phalaborwa Municipality offices and satelites including Selwane, Gravelotte, Namakgale, Mashishimale, Lulekani and Town

Requirements are as follows:

- The service Provider must be a registered Assessor and attach Certificate with assessor number
- Must be registered with SACPCMP professional body and attach certificate
- Must affiliate with any Safety Organisation
- Must have Health and Safety Qualification
- Must have knowledge in hygiene
- Must be able to submit full detailed Manual report within three (3) weeks after the completion of assessment