



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

**To** : Prospective service provider  
**From** : SCM/stores  
**Date** : 09/10/2023  
**Enquiries** : Procurement Office  
**Telephone** : 0157806361/62  
**Ref** : 1423

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 **No.3 Nyala Street, Phalaborwa** not later than **17/10/2023 at 10H00**

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
50 Learners	Ethics Management Training requested for 50 Learners		
	On the 18 <sup>th</sup> –19 <sup>th</sup> October 2023 at Euphoria Signature Gold Course.		

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)
- ▷ Completed MBD4 (Declaration of Interest) Form
- ▷ Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals) 20 is further evaluated: 20 for 100% Black owned.  
18 for +51% Black owned; and  
14 for Less than 51% Black owned.

## Ethics Management for Local Government (Good Governance)

Unit Standard: 119342- Application of knowledge of ethical principles, standards and professional conduct in public sector management and administration

Learning Outcomes:

1. Establishment of Ethics Committee at Council and Management Level
2. Identification of agenda items for the ethics committees
3. Reporting Lines
  - Council
  - Management
  - Audit Committee
4. Ethics Risk Assessment
5. Protocol and Dealing with the media
6. Anti-Corruption

Duration: 2 Days (18-19 October 2023)

Venue: Euphoria Signature Golf Course