



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *15/11/2021*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *134338*

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 **23/11/2021 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
1	SERVICE PROVIDER TO FACILITATE STRATEGIC PLANNING SESSION TO BE HELD 01-03 DECEMBER 2021		

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*
- *COMPLETE MBD6.2*

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
- Attach proof of providing similar service (Appointment letter(s) or purchase order(s))
- Produce 2022/23 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 2022/23 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 2021.

3. Planned date for strategic planning session is from 01 - 03 December 2021

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