



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *15/11/2022*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *REQ1899*

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 **23/11/2022 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
50	STRATEGIC PLANNING SESSION FACILITATOR FOR 50 PEOPLE (07-09 DECEMBER 2022)		
	SEE THE ATTACH FOR MORE INFORMATION		

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*

BA-PHALABORWA MUNICIPALITY



PLANNING AND DEVELOPMENT

2023/24 BPM Strategic Plan

Scope of Work

1. Specification:

- Service provider who is capable of facilitating and review the 2022-2023 Municipal Strategic Plan
- Assess current organizational performance in terms of the institutional strategies, evaluate if targets are achieved for the set objectives.
- Produce 2023/24 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 2023/24 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 the 31st December 2022.

3. Experience

- The company should have 10 years' experience in developing, reviewing of Municipal Strategic Plan and facilitation of the Strategic Planning Session
- Team members should have recognized B Degree in Business Management & Administration, Strategic Planning, Development Studies, and Local Governance & Public Administration
- Public Administrator/s with minimum of 10 years' experience focusing on Strategic Planning, Integrated Development Planning and Project concepts and evaluation; Relevant experience in Local Government.
- Traceable record in developing, reviewing and facilitating Strategic Planning Documents for local government (profile of previous work done);
- Excellent Strategic Plans conceptualization and packaging skills; and
- Excellent command of the English language

4. Planned date for strategic planning session is from 7 December — 09 December 2022

5. 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