



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /stores
Date : 12/02/2024
Enquiries : Procurement Office
Telephone : 015 780 6361/62
Ref : REQ4684

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 20/02/2024 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
25	FIRST AID TRAINING FOR 2 DAYS		

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

NAME OF TRAINING: FIRST AID Level 1

1. Numbers of learners=25 learners
2. Duration of training=2 days
3. The service provider must be ACCREDITED for the skills program on unit standard; perform basic life support and first aid procedures US.ID no. 119567
4. Proof of accreditation on the unit standard to be attached
5. Conduct assessment of learners at the end of the training
6. Certificate must be approved by the Department of Labour Chief Inspector and have CI number
- 7 Registration of learners on the National Learners Registration Database