



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *18/10/2021*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *138233*

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 **26/10/2021 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
20	TRAINING FOR 20 LEARNERS FOR DISCIPLINARY PROCEDURES 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 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*

12. NAME OF THE SKILLS PROGRAM: DISCIPLINARY PROCEDURES

- (a) Numbers of learners =20 learners
- (b) Duration of training= 2 days
- (c) The Service Provider must be ACCREDITED in one of the following unit Standards:
 - 11286 Institute disciplinary action
 - 10985 Conduct a disciplinary hearing
 - 264375 Adhere to disciplinary code and grievance procedures
- (d) Proof of accreditation on the Unit standard to-be attached
- (e) Conduct assessment of learners at the end of the training
- (f) Certification of competent learners at the end of the assessment
- (g) Registration of learners on the National Learners Record Database