



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *06/10/2021*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6362/61*  
**REF** : *138226*

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 **14/10/2021 12H00**

| <b>QUANTITY</b> | <b>Description</b>  | <b>PRICE/UNIT<br/>(Inc. VAT)</b> | <b>DELIVERY<br/>PERIOD</b> |
|-----------------|---|----------------------------------|----------------------------|
| 25              | TRAINING OF 25 LEARNERS FOR HAZZARD IDENTIFICATION RISK<br>ASSESEMENT |                                  |                            |
|                 |   |                                  |                            |
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**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*

5. OF THE SKILLS PROGRAM: HAZZARD IDENTIFICATION RISK ASSESSEMENT (HIRA)

- (a) Numbers of learners 25 learners
- (b) Duration of training= 2 days
- (c) The Service Provider must be ACCREDITED in one of the following unit standards:-

- 244383 Conduct continuous hazard identification and risk assessment within a workplace.

- 120330Conduct a continuous risk assessment in a workplace

- (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