



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** : *138236*

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**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
<b>10</b>	<b>TRAINING FOR 10 LEARNERS FOR RECORD MANAGEMENT FOR 2</b>		
	<b>DAYS</b>		

**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*

## 16. NAME OF THE SKILLS PROGRAM: RECORDS MANAGEMENT

- (a) Numbers of learners =10 learners
- (b) Duration of training= 2 days
- (c) The Service Provider must be ACCREDITED in the following unit Standard:
  - 123455 Develop and utilize municipal administrative procedures and principles to manage records within a municipal information system
- (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