



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY –

- PROCUREMENT AND STORES -

TO : Prospective Service Provider
FROM : SCM/STORES
DATE : 20/09/2016
ENQUIRIES : STORES
TELEPHONE : 015 780 6872
REF : 128410

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/ emailed to mogofen@ba-phalaborwa.gov.za or not later than 03/10/2016 at 15H30.

QUANTIT Y	Description	Duration	DELIVERY PERIOD
10	Disciplinary procedure training	3 days	
	The service provider must • be accredited with a unit standard ID:11286,institute disciplinary action and 264375 adhere to disciplinary code and grievance procedures • proof of accreditation on the unit standard to be attached • conduct assessment of leaners at end of the assessment • certification of competent leaners at the end of the assessment • registration of learners on the national leaners registration database		

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
- Registered with CIPRO (CK 1 or 2 document)
- BBBEE Certificate certified by a SANAS accredited institution.



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TO : Service Provider
FROM : SCM /STORES
DATE : 05/05/2015
ENQUIRIES : STORES @ 015 780 6362/61
REF : Trading Documents-14/15

Kindly furnish this office with the following documents.

- Original Tax Clearance Certificate
- CIPRO (CK2 Document) / Proof of organisation ownership
- BBBEE Certificate certified by a SANAS accredited institution (if available).
- Completed MBD4 (declaration of Interest) Form

I trust that you will find the above to be in order.

Digitally Signed

Accountant: SCM



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