



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 18/08/2026  
Enquiries : Procurement Office  
Telephone : 015 780 6400/06/03/08/04  
Ref : REQ10865

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 26/08/2026 at 12H00

| QUANTITY | Description                                                                           | Price/unit<br>(Inc. Vat) | Delivery<br>Period |
|----------|---------------------------------------------------------------------------------------|--------------------------|--------------------|
| 1        | LOCAL LABOUR FORUM TRAINING WHICH<br>CONSISTS OF 16 MEMBERS FROM 27-28 AUGUST<br>2026 |                          |                    |
|          |                                                                                       |                          |                    |

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 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

| Training Intervention | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Unit Standard |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Local Labour Form     | 1. Formation of a Forum<br>1.1. Acts that inform policies: Legislation that shapes community development<br>1.2. Leading, Governance and Ethical Behavior<br>2. What constitutes the quorum of the LLF meeting in municipalities with "8-a-side composition"<br>3. Rotation of both the chairperson and deputy chairperson of the LLF<br>4. Proper management of differences between employer party and labor component during heated LLF meetings<br>5. Stakeholder Relations - Cooperation, Cooperative behavior and knowledge sharing between Stakeholders (management and labor component)<br>6. Organisational purpose for the LLF, functions and objectives (vision and mission) - Roles and responsibilities in line with organisational objectives<br>7. Role of the LLF in the IPMDS | N/A           |