



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 21/08/2026
Enquiries : Procurement Office
Telephone : 015 780 6400/06/03/08/04
Ref : REQ10868

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 31/08/2026 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	SECRETARIES DAY TRAINING FOR 11 PEOPLE FROM 3-5 SEPTEMBER 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
Secretaries Day	1. Administrative systems in the Public Sector 2. Electronic filing and records management 3. Advanced Microsoft Excel 4. Effective use of Microsoft Outlook in the management of diaries 5. Report writing and minute taking skills 6. Relationship management in the workplace - Analyze conflict, office politics and interactions with difficult people 7. Real-world AI applications for admin professionals 8. Time-saving digital strategies and virtual collaboration skills - Apply a spectrum of priority setting and time management strategies to proactively accomplish goals 9. Relationship management in the workplace - Manage changing roles, responsibilities, resources and relationships effectively 10. Confident, clear & Considerate Communication - Incorporate emotional intelligence and effective listening to be a more effective colleague, work partner and leader	N/A