



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 09/09/2026
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 16/09/2026 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	SECRETARIES DAY TRAINING FOR 11 PEOPLE		

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	Use the writing process to compose texts required in the business environment (US ID: 12153)	(US ID: 12153)
	Efficient Time Management (US ID: 15234)	(US ID: 15234)
	Manage Administration Records (US ID: 110009)	(US ID: 110009)
	Manage General Administration (US ID: 114805)	US ID: 114805)
	Records Management (US ID: 115855)	(US ID: 115855)
	Develop Administrative Procedures (US ID: 110003)	US ID: 110003)