



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 : REQ10870

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	FIRST AID TRAINING LEVEL 3 FOR 24 TRAINEES FOR 3 DAYS FROM 9-11 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
First Aid (Level 3) Carry out basic first aid treatment in the workplace	1. Describe first aid equipment and procedures and explain their basic application. - The description identifies the dressings and bandages and their application to the specific condition of the injuries in accordance to specific requirements. - Equipment used in the treatment of the casualty or condition is correctly identified, and the application described according to accepted first aid practice and design specifications. - Personal protective devices for use during treatment of casualties are identified and their purpose and application accurately described and explained. - The methods for treating injuries and illnesses are described according to international emergency care practice. The correct use and application of equipment with reference to the type of injury/illness sustained are explained. - The importance of applying methods and procedures is explained with reference to the basic functioning of the body. 2. Assess the accident scene of the incident, make safe and report. - Workplace hazards and risks are identified. Actions are taken to make safe, and are appropriate to the urgency of the situation and the nature of the hazard or risk according to standard first aid and safety practice - Specific hazards and risks associated with the incident are identified. Preventative measures are consistent with accepted health and safety practice and particular situational requirements. - The reporting of the accident/incident to the designated person/s is done in such a way that the nature of incident and support requirements is clearly conveyed. - The importance of assessing, making safe and reporting is explained with reference to the actual or potential worsening of the incident and working place safety. 3. Prioritise casualties and treat. - The first assessment of the scene and prioritising of casualties is in line with accepted Triage principles.	254220

	• People willing and able to assist are identified and tasks assigned according to priority and sound first aid principles. • The examination is thorough and accurately determines the nature and severity of the casualty in accordance with sound first aid principles. • The treatment is consistent with the urgency of the situation, and the nature and severity of the casualty, and aseptic principles. • The casualty's condition is closely monitored and treatment adjusted as required in the light of vital signs and condition. • The first aid method applied promotes recovery and prevent worsening of the condition in accordance with sound first aid principles. • Reports on the actions taken are clear and promote effective further treatment by emergency support and trained professionals. Details of the incident and treatment undertaken are complete and accurately recorded in the prescribed format.	
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