

**BA-PHALABORWA MUNICIPALITY****MEMORANDUM****- BUDGET AND TREASURY -**

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *23/07/2025*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6402/04*
REF : *RFQ 8204*

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 3 Nyala Street, Phalaborwa not later than 31/07/2025 At 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
11	Request for Training Provider for secretaries from 3 to 5 September 2025		

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 be 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 at least 51% Black owned; and
14 for Less than 51% Black owned

SECRETARIES DAY SPECIFICATION 2025.2026

- 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.**