



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTISING DATE: 26 November 2020

UMZ/20-21/BTO/EXP/001

SERVICE PROVIDER TO CONDUCT TRAINING FOR UMZIMVUBU COUNCILLORS ON EXPENDITURE AND SCM PROCESSES

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct training for umzimvubu councillors on expenditure and scm processes as per ToRs.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 04 December 2020**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms N. Majova & Mr Mbukushe (SCM Manager) 039 255 8500 Mbukushe.Themba@umzumvubu.gov.za

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

TERMS OF REFERENCE
FOR
TRAINING FOR UMZIMVUBU COUNCILLORS
REF: 2020-21/BTO/EXP/001

TERMS OF REFERENCE

TRAINING OF UMZIMVUBU 54 COUNCILORS ON FINANCE PROCESSES WITHIN THE MFMA, UMZIMVUBU FINANCE POLICY AND ANY TREASURY CIRCULARS AFFECTING SUPPLY CHAIN MANAGEMENT AND EXPENDITURE MANAGEMENT

1. Background

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training of it's councilors on an ongoing basis to enable them to perform their oversight responsibilities effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills and knowledge so as to be better gain more insight into how the Municipality finances operate and its governing legislations.

2. Target Group

- 2.1 The training is targeted to all 54 UMZIMVUBU LOCAL MUNICIPAL councilors .

3. Outcomes of the training

3.1 Candidates attending this training must be able to:

3.1.1 Understanding the procurement or Supply Chain Management (SCM) processes and the payment or Expenditure processes in line with MFMA, Umzimvubu Local Municipality finance policy as well as circulars issued by National Treasury.

3.1.2 Understand the processes of Tenders and Bids.

3.1.3 Understanding what their rights and those of the Municipality in terms of disclosure of information

3.1.4 Understanding of the Central Supplier Database process

3.1.4 Understanding of CIDB

3.2 The content should cover but not limited the following:-

SUPPLY CHAIN MANAGEMENT

- Different procurement thresholds, what process is followed at the different threshold i.e. R1– R 50 000 000.00 and legislative requirements,
- Central Supplier Database and how it works,
- Rights to information on what should be disclosed and where i.e. Tenders awarded,
- Appeal/Objections processes should they be necessary,
- Whistle blowing processes where there is perceived Fraud or Corruption.
- How is the CIDB works apply (Contractor grading designations and associated parameters)
- General Conditions of Contract and Pricing

- Understanding terms in Joint Venture agreements.
- Completion of tender document
- Financial Management
- Project Management and Performance Management
- SARS Compliance

EXPENDITURE MANAGEMENT (Payment processes)

- When to present an invoice or under what circumstance,
- What details should be on a valid tax invoice and regular invoice,
- Period payment will be processed in and the rights of the service provider,
- How service providers should do basic bookkeeping or engage the services of a bookkeeper to maintain accurate and auditable book,
- Possible reasons for delay in payment i.e. SARS, End user Department not satisfied with goods delivered or services rendered,
- Legislation that governs the Municipality in the MFMA, Finance Policy and any Treasury regulations.

4. Duration

- 4.1 This training has to be done undertaken in two days

5. Methodology

- 5.1 The course should be engaging and interactive.
- 5.2 Feedback and tips for improvement should be given to each of the participants.
- 5.3 The service provider must ensure that the competency assessment is done to attendees.
- 5.4 The number of councilors that attend should all receive certificates of attendance within three weeks of attending.
- 5.5 All participants shall also be given training materials by the service provider.

6. PROPOSAL/ SUBMISSION REQUIREMENTS

6.1 List of Contents

All proposals must cover the following aspects of importance:

6.1.1 A Detailed Company Profile

A company profile including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings should be attached.

Functionality is equal to 100 any bidder that scores lower than 60% will not proceed further to price evaluation.

Proposed Methodology <ul style="list-style-type: none">• Project implementation plan=30• Clear time frame=10	40
Accreditation <ul style="list-style-type: none">• relevant professional body i.e. SAICA, SAIPA, LGSETA etc. (copy of membership certificate must be attached to the proposal)	20
Experience and Expertise <ul style="list-style-type: none">• Qualifications in Public Management, Finance related Experience Appointment letter ,Order required as proof <ul style="list-style-type: none">• 4-5=40• 3-4=30• 0-2=20	40

6.1.2 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure, and it should be clearly stated whether it is inclusive of VAT or not.

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

A bid not complying with the peremptory/mandatory requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected.

"Acceptable bid" means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents.

A BID WILL BE REJECTED:

- 7.1. Tax clearance certificate or copy thereof or TCS Pin number (or in the case of a joint venture or consortium, of all the partners in the joint venture or

consortium) has not been submitted with the bid document on closing date of the bid. **(An expired tax clearance certificate submitted at the closure of the bid will NOT be accepted).**

As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not submit a valid tax clearance certificate with their bid will be requested in writing to submit their tax clearance certificate within five working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.

In bids where Consortia and Joint Ventures are involved, each party must submit a separate Tax Clearance Certificate.

Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFiling through the website www.sars.gov.za.

- 7.2 If any of the evaluation criteria pages have been removed from the bid document, and have therefore, not been submitted.
- 7.3.1 In the event of a failure to complete and sign in full the schedule of quantities as required.
- 7.3.2 In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialing next to the amended rates or information, however in cases where the total amount has not been affected the bid will still be acceptable.
- 7.3.3 In the event of the use of correction fluid (eg. tippex), any erasable ink, or any erasable writing instrument (e.g. pencil)
- 7.3.4 If the Bid has not been properly signed by a person having the authority to do so. **(Refer to Declaration)**
- 7.3.5 If the bidder attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- 7.3.6 If the bid has been submitted either in the wrong bid box or after the relevant closing date and time.
- 7.3.7 If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months
- 7.3.8 If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- 7.3.9 The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
 - (a) who is in the service of the state, or;
 - (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state; or;
 - (c) Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?

If the bidder is not registered in the required CIDB contractor grading designation (category) or higher, if required in this bid documentation.

- 8 If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- 9 In the event of non-submission of financial statements if required (**SEE BID DATA OR PRICING SCHEDULE**). In this regard please note:
- (10.1). If a bidder is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act, Act No.71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six (6) months of the end of the bidders **most recent** financial year **together with** the audited or independently reviewed annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
- (10.2). If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders **most recent** financial year **together with** the annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
- (10.3). If the bidder only commenced business within the past three years, the bidder is required to submit annual financial statements in compliance with the provisions of (10.1) and (10.2) above for each of its financial years since commencing business.
- (10.4). If a bidder is not required by law to have its annual financial statements audited or independently reviewed, or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above must be submitted. As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not submit Annual Financial Statements (if required) with their bid will be requested in writing to submit their Annual Financial Statements within five working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.
- 10 Please check special requirements in scope of work in document for additional attachments
- 11 If the following have not been fully completed and signed:
- FORM "A" - Declaration of Interest MBD 4
- FORM "B" - Declaration for Procurement above R10 Million (if applicable)
- FORM "C" - Declaration of Bidder's Past SCM Practices (MBD 8)
- FORM "D" - Certificate of Independent Bid Determination (MB9)
- FORM "E" - Declaration Certificate for Local Production and Content MBD 6.2 (if applicable)
13. As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not complete and sign all relevant declarations in the bid document will be requested in writing to complete and sign relevant declarations within five working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to complete

and sign before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.

14. Where to Submit:

14.1 All submissions must be clearly marked:

“TRAINING OF UMZIMVUBU MUNICIPALITY SMMEs ON SUPPLY CHAIN AND EXPENDITURE MANAGEMENT”

and be addressed for the attention of **the Municipal Manager, Mr. G.P.T. Nota.**

14.2.1 Submissions must be dropped into the “Quotations box” at the SCM Office in Mount Frere at 813 Main Street, Mount Frere.

14.2.2 INFORMATION AND QUERIES

14.2.3 TECHNICAL QUERIES

To the attention of Mr. T. Fundira CFO and Miss N. Majova – Expenditure Management office.

Phone: +2739 255 8507/8573

Fax : +2739 255 0167

Email: majova.nwabisa@umzinvubu.gov.za.

15. OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, **Mr. G.P.T. Nota.**

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