



UMZIMVUBU
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 26/02/2015

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation TO CONDUCT WORKSHOPS AND SOCIAL FACILITATION OF RURAL SETTLEMENT DEVELOPMENT PLAN FROM PROFESSIONAL TOWN PLANNING OR SOCIAL FACILITATION CONSULTANTS AS PER THE SPECIFICATION.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 06/03/2015 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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MR GPT NOTA

MUNICIPAL MANAGER

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UPHULISO KUMNTU WONKE





UMZIMVUBU

LOCAL MUNICIPALITY

MEMORANDUM

PERSON DEALING WITH THE MATTER: S. NTSHIKILANA

TO : Assistant Manager Supply Chain
FROM : Senior Town Planner
DATE : 04 February 2015
FILE NO. : 15/01
SUBJECT : Request for Quotation for a Professional Planning or Social facilitation Consultant.
Vote No : 300335

Dear Sir

This is a request for Quotations from Professional Town Planning or Social Facilitation Consultants to conduct workshops and social facilitation of a Rural Settlement Development Plan. The scope of work to achieve effective consultation of the **Sustainable Rural Land Development**, which covers all rural wards of the Umzimvubu Local Municipality, requires the following activities to be undertaken: -

- An Inception Meeting needs to be held with the client upon appointment;
- Set up a communication strategy for the project;
- Familiarize yourself with the content of the Umzimvubu Settlement Plan prepared by the Municipality;
- The service provider would also be required to have a sound knowledge of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and should be able to engage with the identified stakeholders about the principles, procedures and operations of SPLUMA.
- The workshops should be broken down into 2 phases as follows:
 - **First Workshop:** The Service provider will be expected to conduct a workshop with all internal, external and government stakeholders, where the service provider would outline the purpose, discuss the outcomes and importance of the rural development plan.
 - **Second Workshop:** On this stage the service provider would be expected to discuss the purpose, outcomes of the project, explain the importance of implementing the Rural Settlement Development Plan to the Umzimvubu Local Municipality Council and Traditional Leaders, how it will contribute to a sustainable rural environment, the workshop should be conducted in the

local language spoken by the traditional leaders; Traditional leaders are to be made aware of what was researched and what was proposed and an acknowledgement of understanding what has been presented to them needs to be obtained.

- Minutes of each meeting need to be prepared by the appointed consultant;
- A consolidated document/report needs to be prepared after the consultation process with all minutes and attendance registers;
- A presentation to be made to the Project Steering Committee on the outcomes/report of the Consultation Process;

The timeframe to complete this project is limited to (two) months, and will be appreciated if completed sooner. The Project Programme must also include clear timeframes. It is also important to note that those activities / tasks, which can run parallel, must be done simultaneously, in order for the project to be completed in the shortest possible time.

The Appointed service provider will be expected to distribute 500 summarized Rural Settlement Development Plan booklets and pamphlets for distribution to the role players.

Please note that your quotation should be as per project as indicated above.

I hope the above meets your satisfaction, however should you further request any information pertaining to the above, please don't hesitate to contact the enquire.

Yours in service delivery



MR S. NTSHIKILANA

INFRA & PLANNING: SENIOR TOWN PLANNER