



## UMZIMVUBU

— LOCAL MUNICIPALITY —

**ADVERTING DATE: 12 MAY 2017**

**UMZ/2016-17/BTO/TRAINING/0015**

### **SERVICE PROVIDER TO CONDUCT TRAINING FOR BTO STANDING COMMITTEE MEMBERS**

Bidders are hereby invited to submit proposals/Quotations for BTO Standing Committee as per specification. Specifications are available at SCM office for free.

### **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, certified 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 couriered, 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 22 May 2017**, where they will be opened in public. 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 Mrs.B. Ncoyini 039 255 8517 / Mr Mbukushe (SCM Manager) 039 255 8555

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**

**GPT NOTA (MUNICIPAL MANAGER)**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

# TERMS OF REFERENCE FOR TRAINING FOR BTO STANDING COMMITTEES

## **TERMS OF REFERENCE**

### **TRAINING OF UMZIMVUBU MUNICIPALITY BTO STANDING COMMITTEE ON BUDGETING, GRAP, FINANCIAL STATEMENTS AND ASSET MANAGEMENT.**

#### **1. Background**

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors on an ongoing basis to enable them to perform their responsibilities effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills and knowledge so as to exercise their oversight responsibilities on the Municipalities Financial Management.

#### **2. Target Group**

- 2.1 The training is targeted to the Budget and Treasury Standing Committee members.

#### **3. Outcomes of the training**

- 3.1 Candidates attending this training must be able to:

- 3.1.1 Understanding the budgeting concepts in line with MFMA, Municipal Budget and Reporting Regulations (MBRR) as well as circulars issued by National Treasury.

- 3.1.2 Understand the principles of GRAP.

- 3.1.3 Understanding the Interim and Annual Financial Statements on a high level

- 3.1.4 Understanding of the Asset Management for municipalities

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

#### **GRAP**

- Background, definition and purpose of GRAP
- High level update on important GRAP standards applicable to municipalities

### **Municipal budgets**

- Establish and maintain a consistent budget framework in order to achieve council targets.
- Difference between capital and operational budgets
- Preparation of municipal annual and adjustment budget in line with Municipal budget and reporting regulations MBRR as well as circulars issued by NT.
- Alignment of budget to IDP and SDBIP.

### **Asset management**

- Definition of assets
- Asset recognition
- Differentiation between movable and immovable assets
- Budgeting for assets
- Asset disposals
- Provide advice on major capital projects being undertaken and advise on ongoing operational expenditure arising from capital projects and their cost implications.
- Suggesting internal controls and best practices for managing movable and immovable assets

### **Annual and Interim Financial Statements**

- Importance and benefits of doing interim IFS
- AFS preparation process
- Elements of financial statements that are fairly presented in all material respects.

#### **4. Duration**

- 4.1 This training has to be done undertaken within a maximum number of not more than 2 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 all participants.
- 5.4 The total number of fifteen (12) Councillors who are members of the BTO standing committee.
- 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.

##### **6.1.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

##### **6.1.3 Accreditation**

6.1.3.1 The training provider must be a member of a relevant professional body i.e SAICA, LGSETA etc

6.1.3.2 A copy of membership certificate must be attached to the proposal.

#### **6.1.4 Proposed Cost Structure**

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

#### **6.1.5 Expertise Required**

Details of related experience must be included as well as details of similar projects undertaken.

#### **6.1.6 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

6.1.7 The service provider submitting the proposal must declare any conflict of interests that it may have.

6.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole

6.1.9 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

6.1.10 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.1.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

#### **6.2 Where to Submit:**

6.2.1 All submissions must be clearly marked:

**“TRAINING OF UMZIMVUBU MUNICIPALITY BTO STANDING COMMITTEE ON BUDGETING, GRAP, FINANCIAL STATEMENTS AND ASSET MANAGEMENT”**

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

6.2.2 Submissions must be dropped into the "Quotations box" at the SCM Office in Mount Frere at 813 Main Street, Mount Frere.

6.2.3 **Due date for the submission of proposal is 24 May 2017 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## **7. INFORMATION AND QUERIES**

### **7.1 TECHNICAL QUERIES**

To the attention of Mrs.B.Ncoyini Deputy CFO  
and Mr.T. Mbukushe – Supply Chain Management office.

Phone : +2739 255 8570/8555

Fax : +2739 255 0167

Email: [Mbukushe.Themba@umzimvubu.gov.za](mailto:Mbukushe.Themba@umzimvubu.gov.za).

### **7.2 OTHER QUERIES**

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

813 Main Street  
Private Bag X 9020  
**MOUNT FRERE**  
5090

Phone : +2739 255 8500

Fax : +2739 255 0167