



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 30 JANUARY 2018

UMZ/2017-18/INDUCTION WORKSHOP

SERVICE PROVIDER TO CONDUCT INDUCTION WORKSHOP FOR UMZIMVUBU WOMENS CAUCUS

Bidders are hereby invited to submit proposals/Quotations to conduct an induction workshop for the Umzimvubu women's Caucus.

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 08 February 2018**, 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 Mr K. Kalashe / Mr Mbukushe (SCM Manager) 039 255 8556

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

INDUCTION WORKSHOP FOR UMZIMVUBU MUNICIPAL WOMEN'S CAUCUS ON THEIR ROLES AND RESPONSIBILITIES.

1. BACKGROUND

The core business of the women's caucus is to promote leadership, women empowerment and their interests. The main purpose of this project is to induct the women's caucus about the roles and responsibilities, their role on how to advocate and ensure development for all women councillors/traditional leaders in the Council. This project also seeks to appoint a service provider who will conduct an induction workshop for the Umzimvubu women's caucus.

2. TARGET GROUP

There are thirteen (13) Councillors and two (02) traditional leaders who are females that have to be inducted.

3. DURATION

This induction workshop has to be done and completed within a maximum of two (02) days.

4. GOALS AND CONTENT OF THE TRAINING:

To induct, develop and empower women with relevant knowledge and skills pertaining to their roles and responsibilities and on how to effectively fulfil their roles as members serving in the women's caucus committee.

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

4.1 ROLES AND RESPONSIBILITIES

Content Topics

- Chairperson
- Deputy Chairperson
- Secretary
- Deputy secretary
- Treasury
- All members

4.2 WOMENS CAUCUS ADVOCACY/FACILITATION/LOBBYING ROLE ON THE FOLLOWING:-

- Development of women councillors & Traditional Leaders
- Oversee implementation of gender policy frameworks (issues that affect women)
- Ensuring that other female councillors support projects and programmes affecting women
- Ensure women participation on municipal processes (IDP/Budget etc)
- Promote the realisation and protection of women's rights
- Monitoring that the municipality reaches its employment equity targets at all levels of decision making

5. METHODOLOGY

- 5.1 The course should be engaging and interactive;
- 5.2 The use of inter-active training exercises, case studies, role play and group work
- 5.3 Improved approach in ensuring that roles and responsibilities are understood.
- 5.4 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.5 This induction workshop should be delivered at a specified National Qualification Framework (NQF) and be Unit standard aligned.
- 5.6 The participants shall be given induction workshop training material by the service provider.
- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the workshop.
- 5.8 Attendance certificates for participants be submitted to the Assistant Manager: SP & Communications within one (01) month after completion of workshop.

- 5.9 The workshop may be conducted in or out of the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

After this workshop the expected learning outcomes are that the participants will be able to:

1. Understand their roles and responsibilities as women's caucus
2. Understand their role in terms of advocating, facilitating, lobbying and overseeing implementation of all municipal women empowerment and gender policy frameworks.

7. PROPOSAL/ SUBMISSION REQUIREMENTS

7.1 LIST OF CONTENTS

All proposals must cover the following aspects of importance:

7.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

7.1.2 Proposed Methodology

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

7.1.3 Accreditation

7.1.3.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

7.1.3.2 A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal

7.1.4 Proposed Cost Structure

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

7.2 Expertise Required:

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least one month after completion of workshop.

7.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 above. 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

7.4 The consortium submitting the proposal must declare any conflict of interests that it may have.

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

7.6 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.

7.7 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

7.8 Successful bidders will need to be prepared to commence work within 5 working days of being informed of the awarding of the tender.

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

7.10 Successful bidder will be required to submit a detailed close-out report.

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

8. WHERE TO SUBMIT:

8.1 All submissions must be clearly marked:

"INDUCTION WORKSHOP FOR UMZIMVUBU MUNICIPAL WOMEN'S CAUCUS ON THEIR ROLES AND RESPONSIBILITIES".

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

8.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

8.3 Due date for the submission of proposal is at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Mr K. Kalashe – Acting Assistant Manager: SP & Communications
and Mr T Mbukushe – Assistant Manager: Supply Chain Management

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

9.2 OTHER ENQUERIES

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 8563

Fax : +2739 255 0167

APPROVED/NOT APPROVED


MRS NN ZEMBE
MANAGER: SP & COMMUNICATIONS