



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 24 APRIL 2017**

**UMZ/2016-17/CS/GRASSCUTTING/0011**

## **SERVICE PROVIDER TO CONDUCT TRAINING ON GRASS CUTTING FOR 40 EMPLOYEES AS PER SPECIFICATION.**

Bidders are hereby invited to submit proposals/Quotations to conduct training on Grass Cutting for 40 Employees 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 05 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 Kubone/Monakali 039 255 8509 / 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**

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**GPT NOTA (MUNICIPAL MANAGER)**



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**UMZIMVUBU LOCAL MUNICIPALITY**

**2016 - 2017 FY**

**GRASS CUTTING TRAINING**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON GRASS CUTTING

#### **PROGRAMME: GRASS CUTTING COURSE**

#### **1. BACKGROUND**

Mowing is one of the most important cultural practices for maintenance of a healthy turf. Proper mowing height increases turf grass density and promotes deep root growth, both of which lead to a stronger turf that is more competitive against weeds and better able to persist under environmental stresses.

This training intervention aim is to keep Umzimvubu Local Municipality grassed areas looking neat and tidy and our cutting schedule is based upon maintaining a suitable cut length not set cutting frequencies.

#### **2. TARGET GROUP**

There are Forty (40) municipal employees to be trained from the following department:

Citizen & community services (40)

#### **3. GOALS AND CONTENT OF THE TRAINING:**

To prepare newly appointed EPWP employees on how to operate the grass cutting machines and demonstrate operating techniques and methods of grass cutting, and also maintain the equipment.

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

##### **3.1.1 DIFFERENT TYPES OF MOWERS AND THEIR METHOD OF OPERATION**

###### ***Content Topics***

- Operating principles of rotary mowers.
- Operating principles of reel mowers.
- Adjustment of the height of cut for rotary and reel mowers.
- Differences in the fuel requirements of 2-stroke and 4-stroke petrol mowers.
- Correct method of filling a mower's fuel tank

##### **3.1.2 CONDUCT THE NECESSARY PREPARATION FOR MOWING.**

###### ***Content Topics***

- Correct selection and use of PPE.
- Mower safety and mechanical checks.
- Inspection and clearing of the area to be mown

##### **3.1.3 TECHNIQUES AND PROCEDURES FOR MOWING.**

###### ***Content Topics***

- Preparation and setting of the mower.
- Starting up and operating of a petrol mower's engine.

- Starting up and operating of an electrical mower.
- Method and techniques of mowing a lawn.
- Types of cut and their quality and finish.

### **3.1.4 IMPORTANCE OF MOWER MAINTENANCE AND STORAGE**

#### **Content Topics**

- Comprehensive maintenance checks that should be carried out on a mower.
- Procedures to follow in the cleaning and storage of a mower after use.

#### **4. DURATION**

This training has to be done and completed within a period of 2 (two) weeks.

#### **5. METHODOLOGY**

- 5.1 The course should be engaging and interactive.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 264182
- 5.4 The service provider must ensure that the competency assessment is done to the participants.
- 5.5 The participants shall be given training materials by the service provider.
- 5.6 To provide an Assessment Plan and assessment process during and after the training
- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8 Certificates of attendance for participants be submitted to the HRD Officer within one (1) month after completion of training.
- 5.9. The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

#### **6. LEARNING OUTCOMES**

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

1. Implement the safety precautions and practices when operating a brush cutter.
2. Use the various brush cutter attachments to suit different requirements.
3. Apply the appropriate safety precautions when operating and maintaining a brush cutter.
4. Select the appreciate attachments for trimming/cutting and prepare the work area.
5. Recognise the importance of protecting the stems of shrubs and trees

#### **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.

7.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references.

**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 four months after completion of training.

**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 14 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:

**“TRAINING OF MUNICIPAL EMPLOYEES ON GRASS CUTTING”**

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**   **), NO LATE SUBMISSIONS WILL BE CONSIDERED**

**9. INFORMATION AND ENQUIRIES**

**9.1 TECHNICAL ENQUIRIES**

To the attention of Miss A Monakali -Human Resources Development office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : [Monakali.Amanda@umzimvubu.gov.za](mailto:Monakali.Amanda@umzimvubu.gov.za).

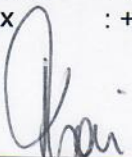
**9.2 OTHER ENQUERIES**

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



**MRS N KUBONE**  
**MANAGER: CORPORATE SEVIRCES**