



## UMZIMVUBU

— LOCAL MUNICIPALITY —

**ADVERT DATE: 26 MAY 2016**

### **SERVICE PROVIDER TO CONDUCT TRAINING ON ADVANCED AND BASIC CLEANING FOR EPWP EMPLOYEES**

Bidders are hereby invited to submit proposals on advanced and basic cleaning training for EPWP employees. Terms of Reference will be available on the website and scm office for free. proposals .

#### **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, certified copy of company Registration/Founding Statement/CIPC Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 06 June 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above

#### **Enquiries:**

All technical enquiries may be directed to Ms.P.Nkanke 039 255 8500 SCM Mr T Mbukushe 0392558555

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**  
**Tel: (039) 255 -8500**  
**Fax: (039) 255- 01673**

  
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**GPT NOTA**  
**MUNICIPAL MANAGER**



## **TERMS OF REFERENCE**

### **TRAINING OF EPWP EMPLOYEES (10) ON BASIC CLEANING SERVICES**

**AND**

### **TRAINING OF EPWP EMPLOYEES (4) ON ADVANCED CLEANING SERVICES**

#### **1. Background**

Umzimvubu Local Municipality is fully committed to ensure that the environment in which it employees work and its customers visits daily is both hygienic and welcoming.

The Corporate Services Department has initiated (two) 2 trainings 1. Basic Cleaning Services Training for AND 2. Advanced Cleaning Services Training as one of its projects where the EPWP employees employed under Social Responsibility will be given a skill to develop them and ensure that they perform their day-to-day duties as diligently as possible.

The core objectives of this project are mainly on:

- Understanding basic cleaning principles
- Identifying the correct chemicals to use
- Cleaning an ablution area
- Cleaning above the floor
- Cleaning textile surfaces
- Cleaning hard and resilient surfaces
- Cleaning kitchens
- Identifying and processing waste
- Providing good customers service and portraying a professional image

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

- 2.1 Eight (10) new employees who are employed under Corporate Services Department – Auxilliary Services unit to receive a Basic Cleaning Service Training
- 2.2 Four (4) employees (returning) who are under Corporate Services – Auxilliary Services to receive an Advanced Cleaning Services Training.

#### **3. Goal and Content of the Training**

3.1 All unit standards listed below must be covered during the training session.

#### A. BASIC AND ADVANCED CLEANING SERVICES TRAINING

##### **Introduction to Cleaning**

- Understand basic cleaning principles
- Use chemicals in the cleaning services environment

##### **Ablution cleaning**

- Clean toilets and bathrooms

##### **Above the floor cleaning**

- Clean above the floor surfaces
- Clean windows

##### **Textile surface cleaning**

- Vacuum dry surfaces
- Remove spots and spillages from carpets and upholstery

##### **Hard and resilient floor cleaning**

- Sweep floors
- Wet mop floors
- Clean floors using a single disc machine

##### **Kitchen cleaning**

- Clean kitchens

##### **Professional service and teamwork**

- Provide good customer service in a cleaning services environment
- Participate effectively in a team or group
- Portray a professional image within a cleaning team

##### **Environmental awareness**

- Identify and process waste



#### **4. Duration**

- 4.1 This training should be conducted for a period of not more than two (2) days.

#### **5. Methodology**

- 5.1 The course should be engaging and interactive.

5.1.1 Applying service providers must attach the training plan/schedule with the duration of the said training programme.

5.1.2 The total number of ten (10) municipal employee will be trained on Basic Cleaning Services.

5.1.3 The total number of four (4) municipal employee (returning) will be trained on Advanced Cleaning Services.

5.1.4 All participants shall also be given training materials by the service provider.

5.1.5 The training must include practical exercises (to be done within the environment where the trainees work)

#### **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**

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

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

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

All the required professional team should be involved from the beginning.

#### **6.1.4 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below and 6.1.3 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

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

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

6.1.7 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.

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

6.1.9 Successful bidder will be required to submit a detailed close-out report after completion of the project.

6.1.10 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 MUNICIPAL EMPLOYEES (EPWP) ON BASIC AND ADVANCED  
CLEANING SERVICES”**

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



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

**6.2.2 Submission of proposals must done at the SCM office before the closing date reflecting of the advert. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

### **6.3 CLOSING DATE**

**03 June 2016**

## **7. INFORMATION AND QUERIES**

### **7.1 TECHNICAL QUERIES**

To the attention of Ms P. Nkake – Assistant Manager: Sound Governance  
and Mr. T. Mbukushe –Supply Chain Management office

Phone: +2739 255 8567 / 8555 / 8500

Fax : +2739 255 0167

Email: [Nkake.Pulane@umzimvubu.gov.za](mailto:Nkake.Pulane@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

RECOMMENDED BY:  .....

DATE:

APPROVED:  .....

DATE: