



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERT DATE:05 October 2016

SERVICE PROVIDER TO CONDUCT TRAINING FOR INFRASTRUCTURE STANDING COMMITTEE

Bidders are hereby invited to submit proposals for training of infrastructure standing committee, Terms of Reference will be available on the website and scm office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality with 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 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 19th October 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

Enquiries:

All technical enquiries may be directed to Ms.A Monakali 039 255 8569 SCM Mr T Mbukusha 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/pr P/Bag X9020
MT FRERE
5090
Tel: (039) 255 -8500
Fax: (039) 255- 01673

GPT NOTA
MUNICIPAL MANAGER

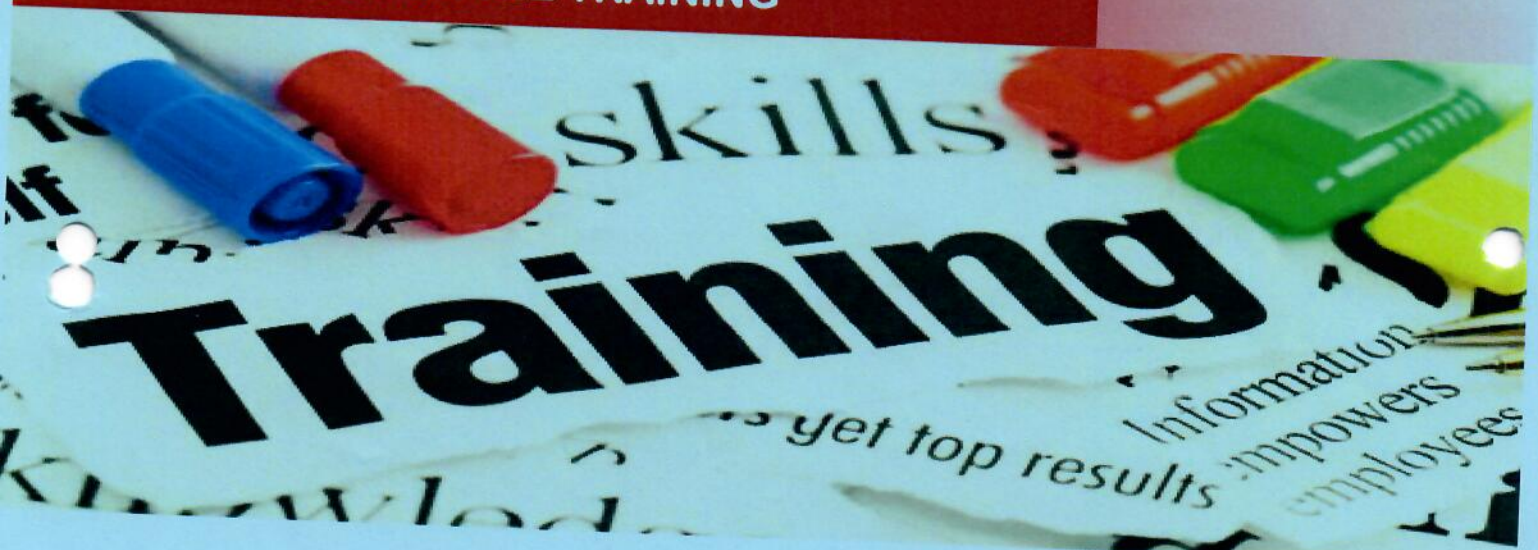


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UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017

**INFRASTRUCTURE & PLANNING STANDING
COMMITTEE TRAINING**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU INFRASTRUCTURE & PLANNING STANDING COMMITTEE

1. Background

One of the functions of Standing Committees is to provide advice and make recommendations to Council on behalf of the department. They are an important forum for policy debate and public input on issues within Council's area of responsibility.

This training intervention is for Infrastructure & Planning Standing Committee to be fully equipped with knowledge on governance and functioning of the department in order to be able to monitor, guide and be able to embrace all its responsibilities and powers bestowed upon it.

2. Target Group

Nine (9) Councillors to be trained who form the Infrastructure & Planning standing committee.

3. Goal and Content of the Training

Provide oversight role to the activities of the Infrastructure & Planning Department.

Review of the departmental activities as responsible for and to make recommendations in respect of items brought before the Committee to Council through Exco.

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

3.2.1 Effectiveness and efficiency of activities & performance of the Infrastructure & Planning Department

Content Topic

- Monitoring
- Effective Communication
- Project Management
- Landfill site Management
- Accountability

3.2.2 Essential strategic objectives of Infrastructure & Planning

Content Topic

- PLANNING & DEVELOPMENT
 - SPLUMA
- PROJECT MANAGEMENT
 - Responsibility for project managing and administration of MIG funding
 - Coordination of the project identification processes
 - Project management, including ensuring that projects meet planning objectives
 - Types of grants received by municipalities for Infrastructure Projects

3.2.3 Familiarity of legislation governing local government

Content Topic

- Municipal Systems Act No 32 of 2000
- Municipal Structures Act No. 117 of 1998
- Local Government Performance Management Regulations, 2006
- Municipal Finance Management Act No 56 of 2003
- National Building Regulations & Building Standards Act No. 103 of 1977
- Town Planning Scheme
- Spatial Planning & Land Use Management Bill
- Construction Industry Development Board Act No 38 of 2000
- Division of revenue Act No.6 of 2011

4. Duration

This exercise has to be done and completed within a maximum number of four (4) 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 Councillors will be trained on the Infrastructure & Planning Standing Committee
- 5.4 All participants should also be given training material.
- 5.5 A detailed close-out report for the work done should be submitted at least one week after completion of the training.

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 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 (Business Plan)

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

6.1.4 Expertise Required:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

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

6.1.5 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

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

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

- 6.1.8 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.
- 6.1.9 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.
- 6.1.10 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.11 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.12 Successful bidder will be required to submit a detailed close-out report.
- 6.1.13 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 INFRASTRUCTURE & PLANNING STANDING COMMITTEE”

- 6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.
- 6.2.3 **Due date for the submission of proposal is 30 August at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

7. INFORMATION AND QUERIES

7.1 TECHNICAL QUERIES

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

Phone: +2739 255 8562/8556

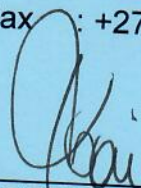
Fax : +2739 255 0167

Email: Monakali.Amanda@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
KwaBhaca
5090
Phone: +2739 255 8500
Fax : +2739 255 0167



MRS N KUBONE
MANAGER CORPORATE SEVIRCES