



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 04 MAY 2017

UMZ/2016-17/CS/EMPLOYMENT EQUITY/0019

SERVICE PROVIDER TO CONDUCT EMPLOYMENT EQUITY FOR 8 EMPLOYEES.

Bidders are hereby invited to submit proposals/Quotations for employment equity for 8 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 09 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 Ms.A. Monakali 039 255 8563 / 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

EMPLOYMENT EQUITY COMMITTEE TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS AND EMPLOYEES WHO SERVE AS EMPLOYMENT EQUITY COMMITTEE

PROGRAMME: EMPLOYMENT EQUITY COMMITTEE TRAINING

1. BACKGROUND

Employment Equity is a priority for every institution, and the Employment Equity Act instructs employers to establish an employment equity committee. Providing your Employment Equity Committee with effective training will empower the members to fully understand their role in the committee.

The purpose of the Employment Equity Act, No 55 of 1998 is to achieve equity in the workplace by promoting equal opportunity and fair treatment in employment through elimination of unfair discrimination and implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure equitable representation in all occupational categories and levels in the workforce.

2. TARGET GROUP

Employment Committee members to be trained, which consists of three (3) Councillors and five (5) employees.

3. GOALS AND CONTENT OF THE TRAINING:

This training will equip Employment Equity committee members with the necessary knowledge and skills to meet all the legislative requirements of the EE Act and begin the process of building a culture that values diversity.

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

3.1.1 UNPACKING THE EMPLOYMENT EQUITY ACT

Content Topics

- Understanding the Act.
- Purpose of the Act.
- Overview of the Employment Equity process
- Affirmative Action

3.1.2 EMPLOYMENT EQUITY REPORT

Content Topics

- Form EEA 2
- Form EEA 4

- Other Employment Equity Forms

3.1.3 FUNCTIONS OF THE EMPLOYMENT EQUITY COMMITTEE.

Content Topics

- Setting up Employment Equity Committees
- The roles, duties & responsibilities of Employment Equity Committees
- Dispute resolution and the powers of Employment Equity Committees
- The challenges faced by Employment Equity Committees

3.1.4 UNFAIR DISCRIMINATION

- Identifying unfair discrimination.
- Direct and indirect discrimination.
- Medical and psychological tests.

3.1.5 CODES OF GOOD PRACTISE

- Code of Good Practice on the Preparation, Implementation and Monitoring of Employment Equity Plans
- Code of Good Practice on the Integration of Employment Equity into Human Resource Policies and Practices
- Code of Good Practice on the Handling of Sexual Harassment Cases
- Code of Good Practice on Disability in the Workplace

4. DURATION

This training has to be done and completed within a maximum number of two (2) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive.
- 5.2 The use of literature on leadership
- 5.3 The use of tools in order for participants to be able to internalise knowledge with regards to various leadership approaches
- 5.4 Improved approach in ensuring leadership roles are understood.
- 5.5 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.6 This training programme should be delivered at a specified National Qualification Framework (NQF) and be Unit standard aligned
- 5.7 The participants shall be given training materials by the service provider.

- 5.8 To provide an Assessment Plan and assessment process during and after the training
- 5.9 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.10 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.11. The training 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 training the expected learning outcomes are that the participants will be able to:

- Develop a common understanding of the Employment Equity and its relevance to organizations in South Africa
- Understand the functions and responsibilities of Employment Equity Committees
- Know how to provide a meaningful contribution as members of a committee, through the understanding of essential skills required for consultation and meeting processes
- Consult constructively with all staff on the drawing up and implementation of Employment Equity plans

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 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 EMPLOYMENT EQUITY COMMITTEE"

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 [REDACTED] at 12H00. 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.

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.

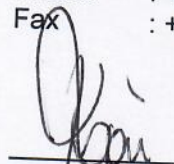
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MRS N KUBONE

MANAGER: CORPORATE SEVIRCES