



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 18 August 2020**

**UMZ/20-21/OCCUPATIONAL HEALTH TRAINING(CORP)**

**SERVICE PROVIDER TO CONDUCT OCCUPATIONAL HEALTH AND SAFETY TRAINING**

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct occupational health and safety training as per ToRs.

**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, 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 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 28 August 2020**. 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. N. Ndongeni [Ndongeni.Nosisa@umzimvubu.gov.za](mailto:Ndongeni.Nosisa@umzimvubu.gov.za) & Mr Mbukushe (SCM Manager) 039 255 8500 [Mbukushe.Themba@umzumvubu.gov.za](mailto:Mbukushe.Themba@umzumvubu.gov.za)

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)**

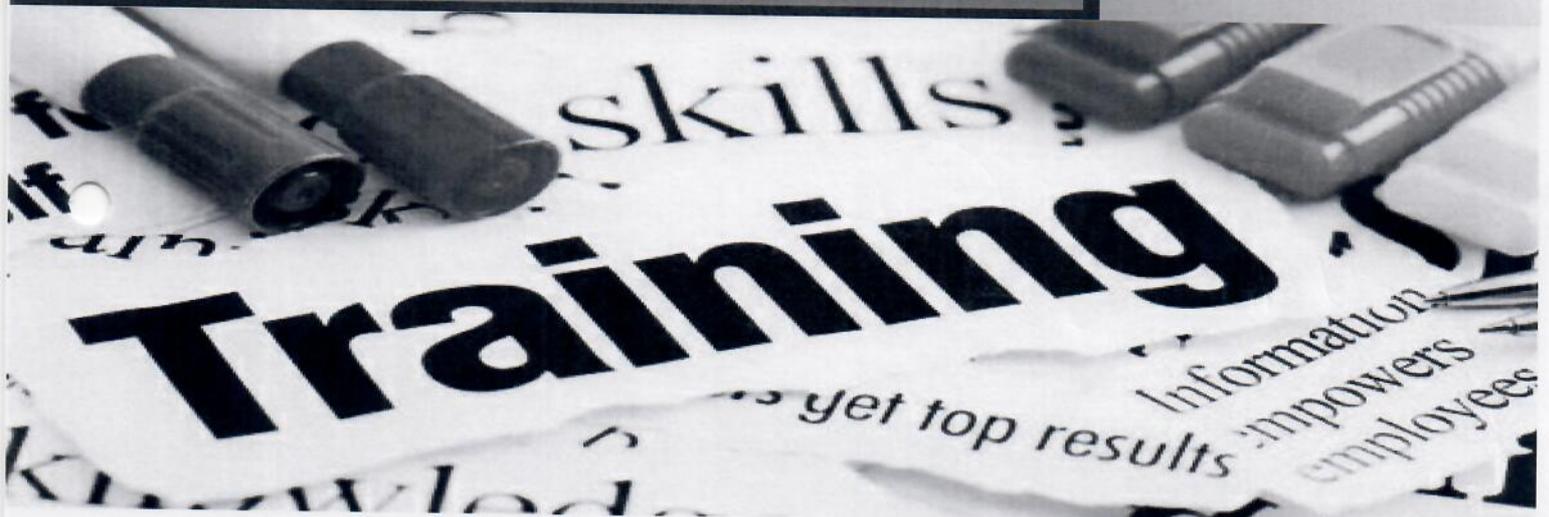


**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2020 - 2021 FY**

**OCCUPATIONAL HEALTH AND SAFETY  
TRAINING**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON OCCUPATIONAL HEALTH AND SAFETY COURSE

#### *PROGRAMME: OCCUPATIONAL HEALTH AND SAFETY COURSE*

#### **1. Background**

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet its future human resources needs.
- 1.3 The Corporate Services Department: Human Resources Division has conducted the skills audit for all employees in preparation for the WSP of 2020/21 financial year. The training needs identified by the employees/Councillors are all entered in the approved 2020/21 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

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

- 2.1 Thirty (30) municipal employees who have requested the said training programme through filling the skills audit form in 2020/2021 financial year.

#### **3. Goals and Content of the Training:**

An in-depth look at the basic legal requirements in terms of injuries and diseases

The relationship between the COIDA Act and other legislation on occupational health and safety

Education and Awareness of Employees on COVID-19

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

3.2.1 Understand key concepts of health and safety regulation and how they apply to the organization

3.2.2 Know the legal implications of health and safety regulation

3.2.3 Develop effective quality improvement programs

- 3.2.4 Understand methods for reviewing occupational health and safety systems
- 3.2.5 Apply risk management approaches
- 3.2.6 List of Recorded OH&S Risk
- 3.2.7 Hazard Identification and Risk Assessment
- 3.2.8 Occupational health and safety and environment

#### **4. Duration**

- 4.1 This exercise has to be done and completed within a maximum number of three (3) working 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 The total number of thirty (30) municipal employees will be trained on Occupational Health and Safety course.
- 5.4 All participants shall also be given training material by the service provider.
- 5.5 This training programme should be delivered at a specified National Qualification Framework ( NQF) and unit standard 244288.

#### **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 Accreditation

6.1.3.1 Each training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

6.1.3.2 A copy of accreditation certificate, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

### 6.1.4 Proposed Cost Structure

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

### 6.1.5 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 before four months after completion of training.

### 6.1.6 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

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

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

6.1.9 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.

6.1.10 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.

- 6.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.13 Successful bidder will be required to submit a detailed close-out report.
- 6.1.14 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 ON OCCUPATIONAL HEALTH AND SAFETY COURSE”**

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

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.....**

**NO LATE SUBMISSIONS WILL BE CONSIDERED**

**7. INFORMATION AND QUERIES**

**7.1 TECHNICAL QUERIES**

To the attention of Ms N. Ndongeni-Human Resources Development office  
and Mr T.Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email: [Ndongeni.Nosisa@umzimvubu.gov.za](mailto:Ndongeni.Nosisa@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 8563/64

Fax : +2739 255 0167



---

**MRS TT. MADOTYEMI- NGCONGCA**  
**MANAGER: CORPORATE SERVICES**