



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 03 APRIL 2017

UMZ/2016-17/SPU/TRAINING/001

SERVICE PROVIDER TO DO WORKSHOP ON ULM WARD COMMITTEES AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals for Workshop on ULM Ward Committees 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 12 April 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 Z. Ndevu 039 255 8577 / 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)



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FACILITATION OF WARD COMMITTEE WORKSHOP

TERMS OF REFERENCE

WORKSHOP OF UMZIMVUBU WARD COMMITTEES ON WARD COMMITTEE GOVERNANCE

1. Target Group

Two hundred and seventy (270) Ward Committees

2. Goal and Content of the workshop

The purpose of this workshop is to enable the Ward Committees to apply relevant competency required for proactive participation as a Ward Committee Member so that they achieve municipal objectives.

The learning outcomes contained in this workshop are based on the competencies required to contribute to the effectiveness of municipal processes from a Ward Committee perspective. These relate to:

- Conducting or participating in formal and informal meetings to achieve Ward Committee objectives.
- Involvement in and giving advice on municipal projects.
- Assisting in implementing municipal objectives and overall objectives of Local Government by displaying an understanding of core municipal functions as they relate to Ward Committee context.
- Facilitating relations between Local Government and citizens to effectively support the implementation of its objectives.

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

- Application of communication, interpersonal and conflict management principles in Ward Committees. clergy
- Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes.
- Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members.
- Support the facilitation of development project service delivery in a Ward Committee context.
- Display an understanding of the policy and legal framework guiding the Ward Committee System and its functioning.
- Application of Batho Pele principles to own work role and context.
- Display an understanding of core municipal processes and Ward Committee participation in these processes.
- Advocate and lobby for community issues.
- Plan and prepare for meetings.
- Demonstrate knowledge of gender, equity and diversity issues in development projects.

3. Methodology

3.1 The session should be engaging and interactive.

3.2 Feedback and tips for improvement should be given to each of the participants.

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

- 4.1.5 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 4.1.6 The ULM reserve the rights, not to accept any proposals in part or in whole
- 4.1.7 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.
- 4.1.8 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.
- 4.1.9 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 4.1.10 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 4.1.11 Successful bidder will be required to submit a detailed close-out report.
- 4.1.12 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

4.2 Where to Submit:

- 4.2.1 All submissions must be clearly marked:

“FACILITATION OF WORKSHOP FOR WARD COMMITTEES ON WARD COMMITTEE GOVERNANCE”

- 4.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.

5. INFORMATION AND QUERIES

5.1 TECHNICAL QUERIES

To the attention of Ms. Z. Ndevu- Manager Public Participation
and Mr T Mbukushe –Supply Chain Manager

- 3.3 The service provider must ensure that the competency assessment is done to all participants. (Not in a form of submission of POE).
- 3.4 All participants should also be given training material.
- 3.5 A detailed close-out report for the work done should be submitted at least one week after completion of the work.

4. PROPOSAL SUBMISSION REQUIREMENTS

4.1 List of Contents

All proposals must cover the following aspects of importance:

4.1.1 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.

4.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

4.1.2 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.

4.1.3 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.

4.1.4 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. 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:-

Phone: +2739 255 8577/8556

Fax : +2739 255 0167

Email: Ndevu.Zukiswa@umzinvubu.gov.za.

5.2 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

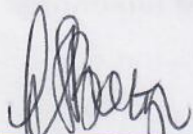
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MS L.S. BATYI
MANAGER LED