



UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 11 NOVEMBER 2013

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **FOR TRAINING ON CASH HANDLING (05 EMPLOYEES), ENVIRONMENTAL PRACTICE (39 EMPLOYEES), DESIGN & OVERVIEW OF HOTMIX ASPHALT (07 EMPLOYEES)**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:

PRICE : 80

BBB-EE: 20

Closing Date for submissions is 19/11/2013 @12:00

For any enquiries & specification, please contact Supply Chain Management Office @ tell: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE

TERMS OF REFERENCE

EXTERNAL TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS ON BASIC PUBLIC FINANCE MANAGEMENT COURSE

PROGRAMME : TRAINING OF MUNICIPAL COUNCILLORS ON BASIC PUBLIC FINANCE MANAGEMENT COURSE

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors 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 2013/14 financial year. The training needs identified by the employees/Councillors are all entered in the approved 2013/14 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

2. Target Group

2.1 Four (04) Municipal Councillors will be requested the said training programme

3. Goals and Content of the Training/Course Objectives and content

3.1 The objective of this module is to equip participants with insight into the context of management of public financial resource performance in service delivery

3.2 To provide knowledge and skills to deal with the various financial actions and transactions in adherence to the resource-flow demands of his or her area of responsibility as well as the prescripts of the PFMA;

3.3 Provide skills and techniques relating to costing and budgeting, financial management and financial performance measurement in order to achieve efficiency, effectiveness and maintain transparency in financial resource utilisation

3.2 The content should cover but not limited the following aspects of the fundamental project management:-

3.2.1 understanding of the public sector context – with specific reference to public accountability, financial legislation and regulation

3.2.2 providing knowledge about the required financial actions; transactions and interactions with various specialist financial role-players during financial resource utilisation for municipal service delivery.

3.2.3 The expected outcome is a proven knowledge about intergovernmental and public-private financial relations, government financial institutions, systems of accountability and the ability to interact with finance specialists in the fields of revenue, expenditure, cash, debt and inventory management and relating these to service delivery performance.

3.2.4 equip participants with capital planning, costing, working capital management, earned value performance monitoring and financial performance evaluation as well as financial modeling techniques and skills

4. Duration

4.1 The exercise has to be done and completed within a maximum number of not more than five 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 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned

5.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.

5.5 The total number four (4) municipal Councillors will be trained on Basic Public Finance Course

- 5.6 All participants shall also be given training materials by the service provider.
- 5.8 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 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 six months.

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 COUNCILLORS ON BASIC PUBLIC FINANCE”

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 the 14 of November 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

7. INFORMATION AND QUERIES

7.1 TECHNICAL QUERIES

To the attention of Mr. S Dinga-Human Resources Development office
and Ms. A Ntongana –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email: dinga.sizwe@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

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TERMS OF REFERENCE

EXTERNAL TRAINING OF UMZIMVUBU MUNICIPALITY COUNCILLORS ON LOCAL GOVERNMENT CERTIFICATE

PROGRAMME: TRAINING OF MUNICIPAL COUNCILLORS ON LOCAL GOVERNMENT CERTIFICATE

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors 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 Development section has conducted the skills audit for all employees in preparation for the 2013/14 financial year. The trainings identified by the employees/Councillors are all entered in the approved 2013/14 Workplace Skills Plan and which was also submitted to and approved by LGSETA.

2. Target Group

2.1 Four (04) Municipal Councillors will be trained on the said training programme.

3. Goal and Outcomes of the Training

Upon completion (attendance and Assessment) candidates should be able to:

- 3.1 have a good understanding of the role of local government as prescribed by the Constitution
- 3.2 explain the composition, term, internal management and general functioning of local government under the SA legal system;
- 3.3 explain the basic legal principles relevant to Local Government; and
- 3.4 provide legal advice on a variety of constitutional and other municipal legal disputes.

- 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 This training programme should be National Qualification Framework (NQF) aligned
- 5.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.

5. Methodology

- 4.1 The course shall be conducted for a period of not more than five (5) days.

4. Duration

- 4.1 Introduction to SA Public Law (including Local Government law).
- 4.2 The status, objects and developmental challenges of Local Government in SA.
- 4.3 The legal nature, rights and duties of municipalities.
- 4.4 Local Government in a systems of cooperative government and municipal monitoring and supervision.
- 4.5 New institutional models of Local Government Composition, election and term of Local Government in SA.
- 4.6 The specific powers and functions of Local Government.
- 4.7 Political structures and internal procedures.
- 4.8 Basic functional activities of Local Government and municipal service delivery.
- 4.9 Personnel/ staff and labour matters in Local Government.
- 4.10 Municipal finance, debt collections and general fiscal management in Local Government
- 4.11 Aspects of public administration, performance management and public participation.
- 4.12 Aspects relating to developmental planning and unique legal requirements.

4. The content should cover but not limited to the course contents:-

5.5 Four (04) Municipal Councillors shall be trained on Local Government Certificate and legislation.

5.6 The participants shall also be given training material by the service provider.

5.8 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 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 Accreditation

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

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.

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 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

6.1.6 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 equitably.

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

6.1.11 Successful bidder will be required to submit a detailed close-out report after completion of the training programme.

6.1.12 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 LOCAL GOVERNMENT CERTIFICATE”

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 or be faxed to supply chain.

6.2.3 Due date for the submission of proposals is 14 November 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

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MOUNT FRERE
5090

Phone : +2739 255 8500
Fax : +2739 255 0167

TERMS OF REFERENCE

EXTERNAL TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS ON POLICY FORMULATION AND IMPLEMENTATION COURSE

PROGRAMME : TRAINING OF MUNICIPAL COUNCILLORS ON POLICY FORMULATION AND IMPLEMENTATION

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors 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 2013/14 financial year. The training needs identified by the employees/Councillors are all entered in the approved 2013/14 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

2. Target Group

2.1 Four (04) Municipal Councillors who requested the said training programme through filling the skills audit form.

3. Goals and Content of the Training

3.1 Understanding policy writing, analysis, implementation and evaluation in the Municipality

3.2 An understanding of methods and techniques for policy writing, implementation and evaluation and the basic application of these methods and techniques.

3.3 Effective participation in the policy development process requires:

3.4 Understanding of basic concepts in relations to the policy making process.

3.5 The ability to use monitoring and evaluation to improve policy.

3.6 The ability to identify policy options and recommend one.

3.2 The content should cover but not limited the following aspects of the fundamental project management:-

3.2.1 Understanding the policy development process in relation to contextual issues

3.2.2 To introducing the policy development cycle

3.2.3 To introducing a project management framework

3.2.4 Policy analysis techniques and methods

3.2.5 Research methods and techniques for policy development purposes

3.2.6 Applying the project management framework

3.2.7 Linking policy and planning

3.2.8 Defining problems and developing policy responses

3.2.9 Policy development methods and techniques

3.2.10 Stages of policy development

3.2.11 The role of leadership in policy development

3.2.12 Policy writing skills

3.2.13 Implementation of policy and Monitoring and evaluation

4. Duration

4.1 The exercise has to be done and completed within a maximum number of not more than five 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 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned

5.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.

5.5 The total number four (4) municipal Councilors will be trained on Policy Formulation Course

- 5.6 All participants shall also be given training materials by the service provider.
- 5.8 A detailed close-out report for the work done should be submitted at least one week after completion of the training.

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6.1 List of Contents

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6.2 Where to Submit:

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