



## UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. N. Zibi

Date: 29 AUGUST 2014

### Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **FOR TRAINING ON MUNICIPAL OVERSIGHT, PUBLIC PARTICIPATION AND LAW MAKING AND MONITORING FOR 70 PEOPLE.**

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

**PRICE : 80**

**BBB-EE : 20**

Closing Date for submissions is 08/09/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tel: 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. LATE QUOTATIONS WILL NOT BE ACCEPTED.**

**QUOTATIONS AND DOCUMENTS SUBMITTED WILL NOT BE ACCESSIBLE TO THE SUPPLIER/ BIDDER AS THEY WILL BE IN CONTROL AND IN CUSTODY OF THE MUNICIPALITY.**

  
Mr. GPT Ntola

Municipal Manager  
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UPHULISO KUMNTU WONKE

## **NAME OF THE PROJECT: TRAINING OF COUNCILLORS ON OVERSIGHT, PUBLIC PARTICIPATION AND LAW MAKING AND MONITORING**

### **INTRODUCTION OF THE PROJECT**

The training undertaken here is a follow up on the induction training is intended to provide Councillors with knowledge, skills and values aimed at strengthening **Oversight and Public Participation in Umzimvubu Local Municipality**. The focus of the training is to provide clarity on the roles and responsibilities of

Councillors, identify how the functions of Mayor, Speaker, Chief whip and Councillors.

The training is intended to empower Municipal Council with the knowledge and confidence to Analyze and Scrutinize documentation and Reports presented to them; and also to empower them with the skills and confidence to conduct Public Participation.

### **AIMS OF THE PROJECT**

- Legislative Framework
- Developmental Local Government
- Oversight framework in government
- Municipal Oversight: Legislative,
- Executive and Administrative Council Committees
- Public Participation

### **SPECIFICATIONS.**

- Submission of proof of accreditation with the relevant SETA.
- 70 people are expected to participate in this training programme.
- The training will be conducted at the venue identified by the Municipality and which will be in the premises of the municipality.

- The training will be conducted over a period of not more than two working days upon appointment of the service provider.
- All training materials must be provided by an appointed training provider.
- Certificates of attendance must be provided/issued by the training provider

### **KEY DELIVERABLES**

- Conducting a training programme for seventy participants of the Municipality.
- Provision of seventy training manuals for all participants.
- Provision of all the customer care equipment including flip charts and markers and data projectors as well as any others that might be needed during the training process.
- Preparation and delivery of an evaluation report to the Municipality within a week after the completion of the training.

### **KEY COMPETENCES**

Service provider appointed to undertake this project should demonstrate the following key competences;

- proven track record of conducting accredited and non accredited trainings for Municipalities
- Technical ability to interpret the requirements in the terms of reference.
- Availability, accessibility and dedication of expertise.
- Sound understanding of service delivery imperatives in South Africa.
- Understanding of South African political history and current political landscape.
- A proof of accreditation from a relevant SETA stating the areas of accreditation.