



## UMZIMVUBU

— LOCAL MUNICIPALITY —

**ADVERT DATE: 24 August 2016**

### **SERVICE PROVIDER TO CONDUCT TRAINING FOR STANDING COMMITTEES**

Bidders are hereby invited to submit proposal for training of standing committees, Terms of Reference will be available on the website and scm office for free.

<b>TRAINING FOR STANDING COMMITTEES</b>
TRAINING ON CORPERATIVE SERVICES STANDING COMMITTEE FOR 9 COUNCILLORS
TRAINING ON SPECIAL PROGRAMMES AND COMMUNICATION STANDING COMMITTEE FOR 9 COUNCILLORS
TRAINING ON BUDGET AND TREASURY STANDING COMMITTEE FOR 9 COUNCILLORS
TRAINING ON LOCAL ECONOMIC DEVELOPMENT STANDING COMMITTEE FOR 9 COUNCILLORS
TRAINING ON INFRASTRUCTURE AND PLANNING STANDING COMMITTEE FOR 9 COUNCILLORS
TRAINING ON CITIZENS AND COMMUNITY SERVICES STANDING COMMITTEE FOR 9 COUNCILLORS

Bidders are request to bid to bid for each training separately.

#### **MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality with 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 Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 02 September 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State



**Enquiries:**

All technical enquiries may be directed to Ms . A. Monakali 039 255 8500 SCM Mr T Mbukushe 0392558555

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**

**Tel: (039) 255 -8500**

**Fax: (039) 255- 01673**

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**GPT NOTA**  
**MUNICIPAL MANAGER**

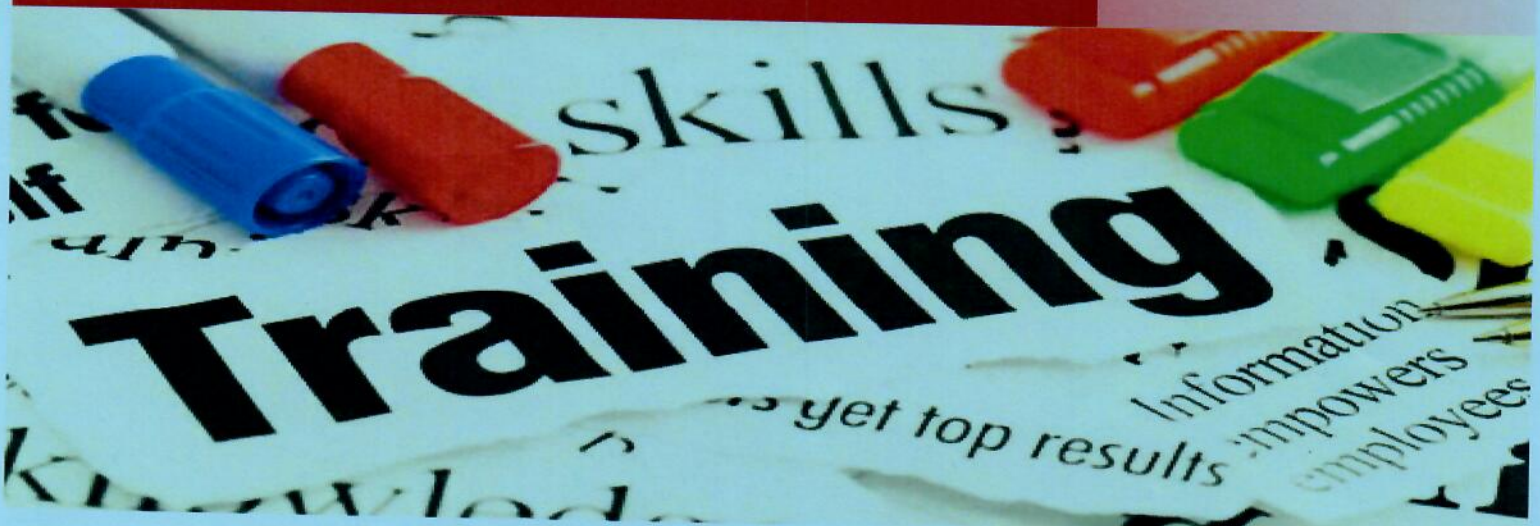


**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2016 - 2017**

**CITIZEN AND COMMUNITY SERVICES STANDING  
COMMITTEE TRAINING**





## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU CITIZEN & COMMUNITY SERVICES STANDING COMMITTEE

#### 1. Background

One of the functions of Standing Committees is to provide advice and make recommendations to Council on behalf of the department. They are an important forum for policy debate and public input on issues within Council's area of responsibility.

This training intervention is for Citizen & Community Services Standing Committee to be fully equipped with knowledge on governance and functioning of the department in order to be able to monitor, guide and be able to embrace all its responsibilities and powers bestowed upon it.

#### 2. Target Group

Nine (9) Councillors to be trained who form the Citizen & Community Services standing committee.

#### 3. Goal and Content of the Training

Provide oversight role to the activities of the Citizen & Community Services Department.

Review the departmental activities, advise, monitor and make recommendations in terms of issues and decisions brought before the Committee to Council through Exco.

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

##### 3.2.1 Effectiveness and efficiency of activities & performance of the Citizen & Community Services Department

##### **Content Topic**

- Monitoring
- Effective Communication
- Accountability
- Health & Safety
- Environmental Practice
- Law Enforcement



- Animal Pound

### 3.2.2 Essential strategic objectives of Citizen & Community Services

#### ***Content Topic***

- COMMUNITY SERVICES
  - What are Public Amenities (Libraries, Cemeteries, Pounds and Parks & Recreational facilities)
  - The importance of conserving clean environment
  - Safe and healthy environment for umzimvubu community
- WASTE MANAGEMENT
  - Types of waste
  - What is landfill site & its management
- LAW ENFORCEMENT
  - Enforcement of municipal by-laws
  - Crime prevention
- DISASTER MANAGEMENT
  - Effective and appropriate preparedness, response and recovery.
  - Developing integrated development plans and risk reduction programs
- HEALTH SERVICES
  - Occupational Health & Safety awareness Program

### 3.2.3 Familiarity of legislation governing local government

#### ***Content Topic***

- Municipal Systems Act No 32 of 2000
- Municipal Structures Act No. 117 of 1998
- Local Government Performance Management Regulations, 2006
- National Environment Management Act No 107 of 1998
- Hazardous Substances Act No. 5 of 1973
- Environment Conservation Act No. 73 of 1989
- Occupational Health and Safety Act No. 85 of 1993
- National Water Act No. 36 of 1998
- National Environmental Management: Waste Act No. 59 of 2008
- Criminal Procedure Act No. 51 of 1977 as amended
- National Road Traffic Act No. 93 of 1996
- Administrative Adjudication of road traffic offences Act No. 46 of 1998
- Disaster Management Act 57 of 2002
- Municipal Finance Management Act No 56 of 2003



#### **4. Duration**

This exercise has to be done and completed within a maximum number of four (4) 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 Councillors will be trained on the Citizen & Community Services Standing Committee
- 5.4 All participants should also be given training material.
- 5.5 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 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.

##### **6.1.4 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.

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. 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 equitable.

6.1.10 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

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

6.1.12 Successful bidder will be required to submit a detailed close-out report.

6.1.13 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 UMZIMVUBU CITIZEN & COMMUNITY SERVICES STANDING COMMITTEE"**

- 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 30 August at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

**7. INFORMATION AND QUERIES**

**7.1 TECHNICAL QUERIES**

To the attention of Miss A Monakali -Human Resources Development office  
and Mr T Mbukushe –Supply Chain Manager

Phone: +2739 255 8562/8556

Fax : +2739 255 0167

Email: [Monakali.Amanda@umzimvubu.gov.za](mailto:Monakali.Amanda@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.

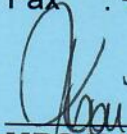
813 Main Street  
Private Bag X 9020

**KwaBhaca**

5090

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Fax : +2739 255 0167



**MRS N KUBONE**  
**MANAGER CORPORATE SEVIRCES**