



## UMZIMVUBU

— LOCAL MUNICIPALITY —

**ADVERT DATE: 26 MAY 2016**

### **SERVICE PROVIDER TO CONDUCT TRAINING OF 12 PEOPLE ON CGICTPF**

Bidders are hereby invited to submit quotations and proposals for training of 12 people on CGICTPF. Terms of Reference will be available on the website and scm office for free. proposals .

#### **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, 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 06 June 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above

#### **Enquiries:**

All technical enquiries may be directed to Mr.S.Ntanteneni 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**

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#### **TERMS OF REFERENCE**

#### **TRAINING OF COMMITTEES ON ICT GOVERNANCE**

##### **1. INTRODUCTION OF THE PROJECT**

To acquire services from a reputable service provider to conduct training for Umzimvubu Corporate Governance Information and Communication Technology Policy Framework (CGICTPF) committee members on ICT Governance, this is to align ICT business processes to the municipal business and IDP objectives.

##### **2. AIM OF THE PROJECT**

To improve the status of ICT Governance within Umzimvubu Local municipality and to use guideline to understand and get familiar with the concept of IT Governance, project implementation and project assess:

##### **3. SPECIFICATION**

3.1. King III in the Public Sector should cover the following:

- 3.1.1 The objectives of corporate governance.
- 3.1.2 Benefits of good governance and the price of poor governance.
- 3.1.3 Corporate governance principles and best practice internationally.

##### **4. IT Governance should cover the following**

- 4.1 To address IT Governance in a manner that moves beyond intimidating technical language.
- 4.2 To set an overview of the nature of IT and the rapid advances in technology.
- 4.3 The 'Culture at the Top' – why setting the right tone at the top of the organization is essential.
- 4.5 In-depth reviewing of King III (Chapter 5) relating to the Seven IT Governance principles

- 4.6 To align strategy from board level to IT technical level.
- 4.7 To discuss key issues involving IT Governance relating to assurance and reporting on IT
- 4.8 To discuss the various methodologies that is applied to achieve IT Governance.
- 4.9 To address key technology issues and challenges facing organizations as well as topical areas such as disruptive technologies, cloud-computing and cyber-crime.

## **5. SCOPE OF WORK**

The scope of this project will cover the following areas:

- 5.1 Identify technology gaps between the current environment and strategic vision of the municipality
- 5.2 Face to face facilitation with an experienced facilitator.
- 5.3 To assess the current technology solution against the medium and long term requirements
- 5.4 Provide analysis of requirements needed to develop implement and maintain applications and systems required in the municipality. Provide a functional description of the envisaged technology infrastructure with clear performance targets, timeframes, cost estimates, monitoring and evaluation plan
- 5.5 To assess national and international technological advances and direction against the needs of the municipality
- 5.6 To prepare a strategy document that will map out the way forward for the next 5 years
- 5.7 To define the technology standards e.g. hardware, software, firmware, naming conventions etc.
- 5.8 Align the municipal ICT to the IDP

## **6. KEY DELIVERABLES**

- 6.1 Project plan
- 6.2 Face to face facilitation with an experienced facilitator
- 6.3 Training material and training of Managers
- 6.4 Ensure ICT Alignment to IDP (Integrated development plan) - ensure ICT is aligned to enable council to fulfil its mandate
- 6.5 Compilation and submission of a close out report.

## **7. CONDITIONS OF THE CONTRACT**



7.1 NONE.

**8. PROJECT MANAGEMENT**

The Service Provider MUST work very closely with the Municipality ICT Unit.

**9. PROJECT TIMEFRAME**

9.1 Three (3) Days

**10. PROJECT BUDGET**

10.1 Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".

10.2 Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.

1.3 The successful service provider shall be paid for services rendered on presentation of original tax invoice.

**11. EVALUATION CRITERIA TO BE DONE BY SCM**

A handwritten signature in black ink, appearing to be 'H. Muriy', is written over a large, loopy circular mark.