



UMZIMVUBU
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 13/03/2015

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation **TO CONDUCT TRAINING OF WARD COMMITTEES ON THE POLICY AND LEGAL FRAMEWORK GUIDING WARD COMMITTEE SYSTEMS AND ITS FUNCTIONING AS PER THE TERMS OF REFERENCE.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 23/03/2015 @ 12:00 noon.

For any enquiries and 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 COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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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 FOR THE TRAINING OF WARD COMMITTEES

NAME OF THE TRAINING: TRAINING OF WARD COMMITTEES ON THE POLICY AND LEGAL FRAMEWORK GUIDING WARD COMMITTEE SYSTEMS AND ITS FUNCTIONING

Introduction

This training will be useful for learners working within the Ward Committees and broader Local Government Sphere, where the acquisition of competence against this standard will add value to one's job.

The achievements of the unit standard's outcome will also add value to individuals who are seeking to develop a career pathway in Local Government and Administration.

1. Purpose of the Training


The qualifying learner must be capable of:

- Describing and explain notion of participatory governance at local level
- Display an understanding of the constitutional provisions relating to local government and public participation in South Africa
- Display an understanding of the policy and legal framework that underpins local government in South Africa
- Display an understanding of the policy and legislative framework guiding ward committee system and its functioning

3. Duration

- 3.1 This exercise has to be done and completed within a maximum number of not more than 2 days upon appointment.

4. Methodology

- 4.1 The course should be engaging and interactive.
- 4.2 Feedback and tips for improvement should be given to each of the participants.
- 4.3 This training programme should be delivered at the following National Qualification Framework (NQF) and Unit standard aligned
- 4.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.
- 4.5 The total number of twenty seven(27)Ward Committees will be trained on the said Training.
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4.6 All participants shall also be given training materials by the service provider.

5. **PROPOSAL/ SUBMISSION REQUIREMENTS**

5.1 **List of Contents**

All proposals must cover the following aspects of importance:

5.1.1 **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.

- **Proposed Methodology**

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

- **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.

- **Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure, and it should be a clearly stated whether it's inclusive of VAT or not.

- **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.

- **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:-



- Proof Ownership
- Declaration of Interests
- Tax Certificate
- The consortium submitting the proposal must declare any conflict of interests that it may have.
- The ULM reserve the rights, not to accept any proposals in part or in whole
- 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.
- 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.
- Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- Successful bidder will be required to submit a detailed close-out report.
- The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.
- **Where to Submit:**
- All submissions must be clearly marked:

“TRAINING OF WARD COMMITTEES ON THE POLICY AND LEGAL FRAMEWORK GUIDING WARD COMMITTEE SYSTEMS AND ITS FUNCTIONING”

and be addressed for the attention of **the Municipal Manager, Mr. G.P.T. Nota.**

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

• INFORMATION AND QUERIES

• TECHNICAL QUERIES

To the attention of Ms Y. Chapa- Personal Assistant



and Ms. A Ntongana –Supply Chain Management office

Phone : +2739 255 8503/8556

Fax : +2739 255 0167

Email: Capa.Yolisa@umzimbvubu.gov.za.

- **OTHER QUERIES**

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

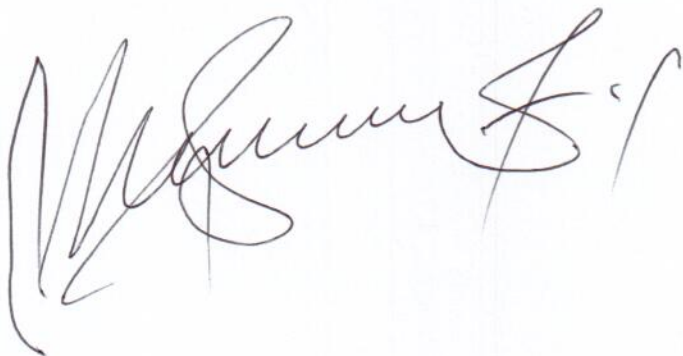
813 Main Street
Private Bag X 9020

MOUNT FRERE

5090

Phone : +2739 255 8503

Fax : +2739 255 0167

A large, stylized handwritten signature in black ink, likely belonging to the Municipal Manager, Mr G.P.T. Nota.

Appendix 9.4

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state*

3.6.1 If so, furnish particulars.

☐ Yes ☐ No

3.7 Have you been in the service of the state for the past twelve months?

3.7.1 If so, furnish particulars.

☐ Yes ☐ No

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

☐ Yes ☐ No

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

☐ Yes ☐ No

3.10 Are any of the company's directors, managers, principal* shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

☐ Yes ☐ No

3.11 Are any spouse, child or parent of the company's directors, * managers, principal shareholders or stakeholders in service of the state?

3.11.1 If so, furnish particulars.

☐ Yes ☐ No

MSCM Regulations: "in the service of the state" means to be

- (a) a member of –
 - (i) Any municipal council
 - (ii) Any provincial legislature; or
 - (iii) The national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

CERTIFICATION

I, the undersigned (*name*)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder