



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERT DATE: 04 APRIL 2016

SERVICE PROVIDER TO DO TRAINING OF UMZIMVUBU MUNICIPALITY WARD COMMITTEES (29) ON COMMUNICATION AND STAKEHOLDER MANAGEMENT,

REQUEST FOR QUOTATION /046

Bidders are hereby invited to submit proposals Training Of Umzimvubu Municipality Ward Committees (29) On Communication And Stakeholder Management, for infrastructure. 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 13 April 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 .T.Mbukushe 039 255 8600 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


GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU
— LOCAL MUNICIPALITY —

TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPALITY WARD COMMITTEES (29) ON
COMMUNICATION AND STAKEHOLDER MANAGEMENT

TERMS OF REFERENCE

Overview

This course should focus on both improving the efficiency and effectiveness of all stakeholder communications, from initial planning through closure. It should examine best practices for identifying and engaging stakeholders, a critical component for successful development in a Municipal context. Participants should be able to apply all course principles to a work-related case study taken directly from their work environment.

1. Purpose

The person credited with this training should be able to identify and compile a relationship management plan for key stakeholders based on their influence and interest. Learners should also be able to implement and evaluate the effectiveness of the relationship management plan and stakeholders involvement on the projects (IDP's)

2. Target Group

Twenty nine Ward Committees who have been recommended for the training Programme through filling the skills development in 2015/16 financial year.

Course objectives

By the end of this course, the participants should be able to:

- Recognize the benefits of using a stakeholder-centric approach in projects
- Conduct a stakeholder analysis
- Create a stakeholder management plan
- Tailor a communication plan to meet the diverse needs of different stakeholder types
- Manage stakeholder expectations and relationships

- Create an on-the-job action plan

3. Content of the Training

Course outline should include but not be limited:

Stakeholder Management Overview	<ul style="list-style-type: none"> • Identifying stakeholders • The important role of stakeholders
Stakeholder Analysis	<ul style="list-style-type: none"> • Stakeholder analysis process • Stakeholder interests and needs • Stakeholder power and interest levels • Assessing a stakeholder's impact • Stakeholders' expected support
Stakeholder Management Planning	<ul style="list-style-type: none"> • Building stakeholder support • Gaining stakeholder trust • Influence strategies for project stakeholders • Stakeholder management plan
Stakeholder Communications	<ul style="list-style-type: none"> • The role of communication in stakeholder management

	<ul style="list-style-type: none"> • Techniques for effective stakeholder communications • Produce a tailored communication plan
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4. Duration

- 4.1 This exercise has to be done and completed within a maximum number of not more than 3 days upon appointment.

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 The training programme should be delivered at the following National Qualification Framework (NQF) and Unit standard aligned
- 5.4 The service provider must ensure that the competency assessment is done to all participants in the form of submitted POEs.
- 5.5 All participants must be provided training materials by the service provider.

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.

- **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 there should be a clearly stated whether it is 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
 - MBD 4,8 and 9 forms attainable on the website of Umzimvubu Municipality
- 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.

7. WHERE TO SUBMIT

7.1. All submissions must be clearly marked:

“ COMMUNICATION AND STAKEHOLDER MANAGEMENT TRAINING”

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

7.2. Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere, 5090.

7.3. Information enquiries

- **TECHNICAL QUERIES**

To the attention of Ms Z. Mbono

and Ms N. Duze –Supply Chain Management office

Phone : +2739 255 8503/8556

Fax : +2739 255 0167

Email: Mbono.Zimasa@umzimvubu.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 8531/ 8500

Fax : +2739 255 0167

Approved/ Not Approved

S. KULU

MANAGER: SP AND COMMUNICATIONS