



# UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 07 AUGUST 2013

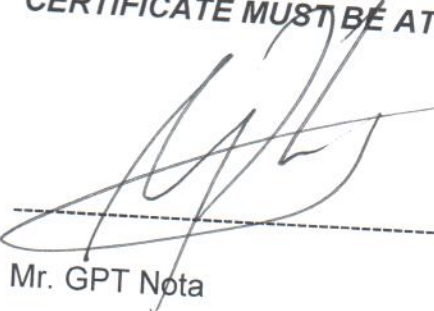
## Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation  
**FOR TRAINING OF EMPLOYEES ON DESIGN OF HOT MIX ASPHALT.**

Closing Date for submissions is 16/08/2013 @12:00

For any enquiries & specification, please contact Supply Chain Management Office @ tell:  
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.**



Mr. GPT Ntola

Municipal Manager

## **TERMS OF REFERENCE**

### **TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON DESIGN OF HOT MIX ASPHALT**

#### ***PROGRAMME: DESIGN OF HOT MIX ASPHALT***

#### **1. Background**

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors on an ongoing basis to enable them to perform their duties effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet its future human resources needs.
- 1.3 The Corporate Services Department: Human Resources Development section has conducted the skills audit for all employees in preparation for the 2013/14 financial year. The trainings identified by the employees/Councillors are all entered in the approved 2013/14 Workplace Skills Plan and which was also submitted to and approved by LGSETA.

#### **2. Target Group**

- 2.1 Employees who have requested the said training programme through filling the skills audit form.

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

- 3.1 Employees attended unit standard able to:
  - 3.1.1 Identify hot mix asphalt design objectives;
  - 3.1.2 Select the aggregate and filler blends;
  - 3.1.3 Select the binder; identify, assess, control, and monitor health and safety hazards and adverse effects on the environment associated with hot mix asphalt design;
  - 3.1.4 Prepare test specimens and carry out test procedures to develop hot mix asphalt designs;

3.1.5 Determine mix designs and prepare reports; and

3.1.6 Determine plant settings to achieve a job mix formula.

**3.2 The content should cover but not limited to the course contents:-**

3.2.1 Mix Design : background and objectives

3.2.2 Mix type selection and rating of design objectives

3.2.3 Component section

3.2.4 Volumetric design of asphalt mixes

3.2.5 Tools to evaluate aggregate packing (e. g: bailey method)

3.2.6 Performance-related test procedures

**4. Duration**

4.1 The course shall be conducted for a period of not more than five working days.

4.2 Notional hours are also divided in pre-reading, classroom time and implementation and assignments to enable the learner to make optimal use of the time available.

4.3 The assignments must be submitted during the next classroom session

**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 This training programme should be National Qualification Framework (NQF) aligned (NQF level 5) and 25 credits.

5.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.

5.5 Eight (08) employees shall be trained on the Design of Hot Mix Asphalt.



- 5.6 The participant shall also be given training material by the service provider.
- 5.8 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 related 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 Accreditation**

Each training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

A copy of accreditation certificate, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

#### **6.1.4 Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether its inclusive of VAT or not.

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 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:-

- 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 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.11 Successful bidder will be required to submit a detailed close-out report after completion of the training programme.
- 6.1.12 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 MUNICIPAL EMPLOYEES ON DESIGN OF HOT MIX ASPHALT”**

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

#### **Nota.**

- 6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere or be faxed to supply chain.
- 6.2.3 **Due date for the submission of proposals is 16 August 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## 7. INFORMATION AND QUERIES

### 7.1 TECHNICAL QUERIES

To the attention of Mr. S Dinga-Human Resources Development office  
and Ms. A Ntongana –Supply Chain Management office

Phone: +2739 255 8562/8556

Fax : +2739 255 0167

Email: [dinga.sizwe@umzimbvubu.gov.za](mailto:dinga.sizwe@umzimbvubu.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

**MOUNT FRERE**

5090

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