



UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 05 MARCH 2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO CONDUCT TRAINING ON PERFORMANCE MANAGEMENT SYSTEM FOR EXCO AND ONE EMPLOYEES.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:


PRICE : 80

BBB-EE : 20

Closing Date for submissions is 13/03/2014 @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. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.



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

EXTERNAL TRAINING OF UMZIMVUBU MUNICIPAL EXCO MEMBERS AND ONE MUNICIPAL OFFICIAL ON PERFORMANCE MANAGEMENT SYSTEM

PROGRAMME: PERFORMANCE MANAGEMENT SYSTEM TRAINING

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, as well as to transformation, employment equity staff advancement and supporting broad based black economic empowerment.
- 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.

2. Target Group

- 2.1 The service provider is required to train minimum ten (10) EXCO members and one Municipal official.

3. OUTCOMES FOR PMS

The all participants should be able to;

- 3.1 Define the concept of Performance Management System within the local government
- 3.2 Explain and link the Performance Management system with the Service Delivery and Budget Implementation Plan
- 3.3 Discuss the Legislations Governing Performance Management in the Municipality
- 3.4 Discuss the procedures and steps that need to be followed when developing PMS in the Municipality
- 3.5 Explain the legislative requirements for performance reporting

- 4. Main content** of the training should include the following elements:
- 4.1 Implement the PMS and the mechanism in the Municipality as required by the Local Government legislative framework
 - 4.2 Write and Develop PM concept for the elective measurement of Municipal strategic performance
 - 4.3 Linking IDP, Budget, SDBIP and PMS
 - 4.4 Individual vs Institutional Performance Management
 - 4.5 Develop and identify the critical area of a PM Agreement to be used as a form of employment for a municipal staff members
 - 4.6 Identify and establish institutional arrangements required for performance management a municipality
 - 4.7 Apply performance management concepts to municipal service delivery

5. Duration

- 5.1 The training should be conducted over a period of four to five days

6. TARGET AUDIENCE

- 6.1 EXCO Members and employees who have requested the said training though filling the skills audit

7. Methodology

- 7.1 The course should be engaging and interactive.
- 7.2 Feedback and tips for improvement should be given to each of the participants.
- 7.3 Ten ULM EXCO Members and one official shall be trained on the Performance Management system
- 7.4 The participants shall also be given training materials by the service provider.
- 7.5 A detailed close-out report for the work done should be submitted at least one week after completion of the training.

8. PROPOSAL/ SUBMISSION REQUIREMENTS

8.1 List of Contents

All proposals must cover the following aspects of importance:

8.1.1 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.

8.1.2 Proposed Methodology

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

8.1.3 Experience

8.1.3.1 The training provider must be an expert in local Government with at least three years' experience as a trainer, and proven tracking record of conducting related trainings.

8.1.3.2 A detailed list of contactable references should be attached to the proposal/quotation.

8.1.4 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.

8.1.5 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

8.1.6 The consortium submitting the proposal must declare any conflict of interests that it may have.

- 8.1.7 The ULM reserve the rights, not to accept any proposals in part or in whole
- 8.1.8 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.
- 8.1.9 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.
- 8.1.10 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 8.1.11 Successful bidder will be required to submit a detailed close-out report after completion of the training programme.
- 8.1.12 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

8.2 Where to Submit:

- 8.2.1 All submissions must be clearly marked:

"TRAINING OF MUNICIPAL EXCO MEMBERS AND ONE EMPLOYEE ON PERFORMANCE MANAGEMENT"

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

- 8.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere or be faxed to Supply chain.
- 8.2.3 **Due date for the submission of proposals is 14 February 2014 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

9. INFORMATION AND QUERIES

9.1 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@umzimvubu.gov.za

9.2 OTHER QUERIES

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

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Private Bag X 9020

MOUNT FRERE

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