



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mrs. N. Siwahla

Date: 03/11/2015

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation: SERVICE PROVIDER TO CONDUCT A TRAINING FOR 7 EMPLOYEES ON RECORD MANAGEMENT.**

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

PRICE: 80

BBB-EE: 20

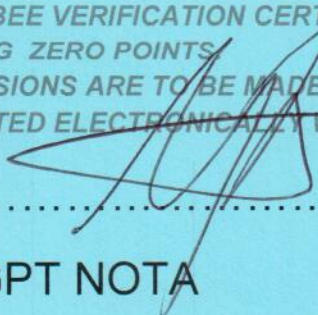
Closing Date for submissions is 13/11/2015 @ 12:00 noon.

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, , DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE FAIL TO SUBMIT WILL RESULT IN A BIDDER SCORING ZERO POINTS.

SUBMISSIONS ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

.....

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



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TERMS OF REFERENCE

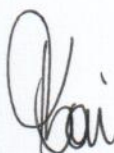
TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON RECORDS MANAGEMENT

1. Background

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its employees 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 Division has conducted the skills audit for all employees in preparation for the WSP of 2015/16 financial year. The training needs identified by the employees are all entered in the approved 2015/16 Workplace Skills Plan which was also submitted to and approved by LGSETA.

2. Objectives of the Training

1. To introduce staff to records management principles and tools.
2. To stimulate thinking about current filing practices.
3. To carry out a practical records management exercise
- 4 Accurate and complete documentation of the policies and transactions of the Municipality
- 5 Control of the quantity and quality of records produced by the Municipality
- 6 Simplification of the activities, systems, and processes of records creation, maintenance, transfer, and use.
- 7 Judicious preservation and disposal of records.



3. Target Group

3.1 Seven (07) Employees who have been identified for the said training programme in 2015/2016 financial year.

4. The content should also cover but not limited the following aspects:-

- Archival legislation and the role of the National Archives and Records Service Duties of the records manager/ officer
- Importance of good recordkeeping practices
- Identification and care of different categories of records
- Compilation of classifications systems
- Disposal of records

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 Seven (07) municipal employees will be trained on records management
- 5.4 The participant shall also be given training materials by the service provider.
- 5.5 To provide an Assessment Plan and assessment process during and after the training

6. Specific outcomes of the Training

6.1 Understanding basic records management concepts

6.2 The responsibilities involved in ensuring the effective utilisation of records as memory resources for corporate and social memory and

6.3 To ensure transparency, accountability and effective utilisation of resources.

7. Duration

7.1 This exercise has to be done and completed within a maximum number of not more than **three (03)** days.

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 translations or interpretations, 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, taking into cognisance clause 3 and 4 above.

8.1.3 Registration

8.1.3.1 Each service provider must be registered by the relevant authority.

8.1.3.2 A copy of registration certificate, preferable a letter from the registering authority.

8.1.4 Proposed Cost Structure

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

8.1.5 Compulsory Terms and Conditions

8.1.5.1A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below and 8.1.3 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. Technical proposal include quality control, job creation and accountability.
- B. The cost for both direct and indirect.
- c. The capacity of the organisation to handle the project i.e. previous similar project done, project leader, C.V. of prominent individuals that are proposed to be involved in this project.

8.1.5.2 Bidders are required to submit the following documents (copies (except tax certificate) must be certified):-

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.
- Bidders must submit a valid original SARS Tax Clearance Certificate; failure to submit will result in disqualification.
- Declaration of interest (MBD8)
- Completed and signed MBD 8.
- BBBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.

- A proposed project team, their CV's of Directors and proof of relevant accreditation, must be submitted.
- A proposed work programme, or implementation plan etc.
- Pricing must be on the company letter head and be priced in different columns reflecting the total estimated budget for translation.
- Failure to supply all mandatory documents will result in the proposal/quote being deemed non-responsive; and therefore the quote will not be considered for award.
- Proposals/quotes which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Quotes submitted are to hold good for a period of 90 days.
- Bidders or service providers must be registered as a supplier/service provider on the Umzimvubu Local Municipality supplier/service provider database, if not already registered.

8.1.5.3 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 equitably.

8.1.5.4 Successful bidders will need to be prepared to commence work within 14 working days upon receipt of purchase order or being informed of the award.

8.1.5.5 Successful bidder will be required to submit a detailed close-out report.

8.2.1 **Where to Submit:**

8.2.1 All submissions must be addressed for the attention of the Municipal Manager, Mr G.P.T. Nota and clearly marked:

"RECORDS MANAGEMENT"

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

8.2.3 Due date for the submission of proposal is **23 October 2015 at 12H00.**

NO LATE SUBMISSIONS WILL BE CONSIDERED.

9. INFORMATION AND QUERIES

9.1 TECHNICAL QUERIES

For the attention of Mrs Z Mbhele - Human Resources office and
Ms. Nkosinathi Duze – Supply Chain Management office.

Phone: +27 (39) 255 8564/8556 Facsimile: +27 (39) 255 0167

Email: Mbhele.Zuziwe@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.

Erf 813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone: +2739 255 8500 Fax : +2739 255 0167.

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
------	----------	-----	----

- | | | | |
|-----|--|--|--|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? | | |
|-----|--|--|--|

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

Yes

0

No.

0

4.1.1 If so, furnish particulars:

4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).

Yes

0

No

0

4.2.1 If so, furnish particulars:

4.3 Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?

Yes

0

No

0

4.3.1 If so, furnish particulars:

Item	Question	Yes	No
------	----------	-----	----

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		
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Yes

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No

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4.4.1 If so, furnish particulars:

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
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Yes

0

No

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4.7.1 If so, furnish particulars:

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A
CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and;
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
 - 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:
- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete
in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

- ³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature	Date
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Position	Name of Bidder
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