



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 5 COUNCILLORS ON SAFETY 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.

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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

TRAINING OF UMZIMVUBU MUNICIPALITY COUNCILLOR ON SAFETY MANAGEMENT TRAINING COURSE (SAMTRAC)

PROGRAMME: SAFETY MANAGEMENT TRAINING COURSE

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 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/Councillors are all entered in the approved 2015/16 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

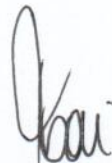
2. Objectives of this training

- 2.1 Learner will be given the insight & knowledge to understand the principles of Management in safety management,
- 2.2 Managing change, improving their system effectiveness
Organization culture and continuous improvement
- 2.3 To know and understand the importance of safety management
- 2.4 To be able to identify relevant acts to safety management

3. Target Group

- 3.1 five (05) Municipal Councillors who have requested the said training programme through filling the skills audit form in 2015/2016 financial year.

4. Content of the Training:



4.1 An in-depth look at the basic legal requirements in terms of injuries and diseases.

4.2 The relationship between the COID Act and other legislation on occupational health and safety

4.3 Assist management with the implementation and maintenance of effective occupational health, safety and environmental programmes

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 delivered at a specified National Qualification Framework (NQF) and Unit standard aligned

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

5.5 Five (05) municipal councillor will be trained on Safety Management Course (SAMTRAC)

5.6 All participants shall also be given training materials by the service provider.

5.7 To provide an Assessment Plan and assessment process during and after the training

6. Specific outcomes of the training SAMTRAC:-

6.1.1 Describe risk management as a process and discuss different risk-control measures

6.1.2 Evaluate different incident-prevention theories

6.1.3 Motivate the use of Safety, Health and Environmental (SHE) management systems

6.1.4 Advise on different legislative requirements

6.1.5 Evaluate the management of different technical aspects as part of the Safety, Health and Environmental (SHE) management system