



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 14 FEBRUARY 2018

UMZ/2017-18/Training -001 C&S

Bidders are hereby invited to submit proposals/Quotations for the following trainings.

Training	Closing date
Councillors attending computer literacy	23 February 2018
Leadership and Ethics training for 9 EXCO members	23 February 2018
Advanced driving for three employees	23 February 2018
Animal Health Programme for 6 people	24 February 2018
Computer Literacy training for 27 ward councillors	28 February 2018
Ethics and Fraud Prevention for 64 municipal council	28 February 2018
Training on Plumbing for 6 employees	28 February 2018

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 or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. 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. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 7813 Main Street, Mt Frere** not later than **12h00 noon**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms. A. Monakali/ Mr Mbukushe (SCM Manager) 039 255 8556

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



UMZIMVUBU

— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2017 - 2018

ANIMAL HEALTH PROGRAMME



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPALITY EMPLOYEES ON ANIMAL HEALTH PROGRAMME

PROGRAMME: ANIMAL HEALTH PROGRAMME

1. BACKGROUND

During the animal stay at the pound the municipality has the duty and responsibility to ensure it supports the welfare of those animals pending release to their owners or, if unclaimed, a decision on resale. It is also essential that a person reclaiming his or her animal from a pound finds the animal healthy and sound.

In the rapidly expanding field of animal health, the demand for specialised training and refresher training is increasing. It is recognized that basic veterinary training can at best provide the foundation for the diverse demands that animal health professionals will face in the course of their careers, and that continuing education is the cornerstone of effective provision of veterinary services. In particular, transboundary animal diseases and the requirements for their control at national and international level, is a rapidly evolving field especially in so far as their impacts on trade, human health and environment are concerned.

2. TARGET GROUP

There are six (06) Municipal Employees who have requested the said training and are from the following departments:

Citizen & Community Services (x6)

3. GOALS AND CONTENT OF THE TRAINING:

To set out clear guidelines for conditions applicable in a pound environment including nutrition and vaccination requirements and to understand the minimum hygiene and security requirements in order to ensure that legislation is complied with by the municipality at all times

This training will also ensure extensive knowledge of municipal employees in terms of managing animals in a secluded environment.

3.1 The content should cover but not limited the following aspects:-

3.1.1 Animal Transportation

Content Topics:

- Practicable time for animal transportation
- Restrained transported animals
- Transporting badly injured animals

3.1.2 Health management plans

Content Topic:

- Developing a Health management plan which covers the following:

Rapid response to disease outbreaks, environmental enrichment, assessment programs for animals and behavioural and welfare assessments of animals impounded for longer than six weeks.

3.1.3 Admission

Content Topics:

Scanning animals admitted at the Pound into the following categories:

- Healthy animals;
- Moderately or slightly injured animals: to be given prompt first-aid to relieve pain and preserve life, and held for observation;
- Severely injured animals or unweaned animals
- Animals with infectious disease: to be held in isolation pens.

3.1.4 Quarantine

Content Topic:

- Determining the vaccination and disease status of animals on arrival in a pound
- Determining unknown health status of animals
- Avoiding the spread of disease and risk to the health of animals
- Management of vaccinated animals
- Post control practices of problem animals within the pound.
- Animal health and bio-security programs

3.1.5 Identification

Content Topic:

- How to facilitate identification of animals
- Legislation governing animal branding

3.1.6 Vaccination

Content Topic:

- Basic clinical examination of farm animals.
- Animal dosage rates and calibration of animal instruments.
- Animal vaccination, worming and treatment

3.1.7 Pound Management

Content Topic:

- Pre-planning on Pound Management.
- Animal anatomy and physiology
- Security of Pound
- Public Access
- State of readiness for municipal auction
- Livestock policy development for arid & semi-arid areas
- Development of rural, peri-urban livestock initiatives

4. DURATION

This training has to be done and completed within a maximum number of eight (08) working days.

5. METHODOLOGY

5.1 The course should be engaging and interactive.

5.2 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 116074

5.2 The use of constructive feedback and tips for improvement should be given to the participants.

5.3 The participants shall be given training materials by the service provider.

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

5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.

5.8 Certificates of attendance for participants be submitted to the HRD Officer within one (1) month after completion of training.

5.9. The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

After this training the expected learning outcomes are that the participants will:

- 6.1 Understand the principles of pound management
- 6.2 Understand factors contributing to the successful management of a municipal pound environment
- 6.3 Know the types of animal diseases and management thereof
- 6.4 Know monitoring and management of animal pound
- 6.5 Solve problems and make decisions in relation to animals in the pound

7. PROPOSAL/ SUBMISSION REQUIREMENTS

7.1 List of Contents

All proposals must cover the following aspects of importance:

7.1.1 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.

7.1.2 Proposed Methodology

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

7.1.3 Accreditation

7.1.3.1 Training provider with accreditation by the relevant Sector Education and Training Authority (SETA) are recommended

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

7.1.4 Proposed Cost Structure

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

7.2 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 four months after completion of training.

7.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 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

- 7.4 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 7.5 The ULM reserve the rights, not to accept any proposals in part or in whole
- 7.6 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.
- 7.7 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.
- 7.8 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 7.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 7.10 Successful bidder will be required to submit a detailed close-out report.
- 7.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

8. WHERE TO SUBMIT:

- 8.1 All submissions must be clearly marked:

"TRAINING OF MUNICIPAL EMPLOYEES ON ANIMAL HEALTH PROGRAMME"

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

- 8.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

8.3 **NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. **INFORMATION AND ENQUIRIES**

9.1 **TECHNICAL ENQUIRIES**

To the attention of Miss A Monakali -Human Resources Development office and
Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Monakali.Amanda@umzimvubu.gov.za.

9.2 **OTHER ENQUERIES**

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 8563

Fax : +2739 255 0167



MRS N KUBONE

MANAGER: CORPORATE SEVIRCES