



UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 11 NOVEMBER 2013

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **FOR TRAINING ON LOCAL GOVERNMENT (04 COUNCILLORS), BASIC PUBLIC FINANCE (04 COUNCILLORS) AND POLICY FORMULATION & IMPLEMENTATION (04 COUNCILLORS)**

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

PRICE : 80

BBB-EE: 20

Closing Date for submissions is 19/11/2013 @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. 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 MUNICIPALITY OFFICIALS ON CASH HANDLING COURSE

PROGRAMME : TRAINING OF MUNICIPAL OFFICIALS ON CASH HANDLING

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councilors 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 2013/14 financial year. The training needs identified by the employees/Councilors are all entered in the approved 2013/14 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

2. Target Group

2.1 Five (05) Municipal Officials are required to attend the said training.

3. Goals and Content of the Training

3.1 Cash handling training is required for all ULM Cashiers and Cash Handlers on daily basis.

3.2 It is critical that cash be handled, secured, and processed properly at all times.

3.3 As has been demonstrated repeatedly over the years, any instance of mishandling cash can be very damaging to the reputation and credibility of the Municipality.

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

- 3.2.1 What is Cash?
- 3.2.2 Responsibility
- 3.2.3 Starting Your Day
- 3.2.4 Cashier Identification
- 3.2.5 Receipts
- 3.2.6 Handling Cash
- 3.2.7 Counterfeit Notes
- 3.2.8 Checks, Traveller's Checks, and Money Orders
- 3.2.9 Credit and Debit Cards

4. Duration

- 4.1 The exercise has to be done and completed within a maximum number of not more than five days.

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 The total number five (05) municipal employees will be trained on Cash Handling Course
- 5.6 All participants shall also be given training materials 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 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

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

6.1.3.2 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.

6.1.5 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 before six months.

6.1.6 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

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

6.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole
6.1.9 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.

6.1.10 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.

6.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

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

6.1.14 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 OFFICIALS ON CASH HANDLING"

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.

6.2.3 Due date for the submission of proposal is the 14 of November 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 8563/8556

Fax : +2739 255 0167

Email: dinga.sizwe@umzimvubu.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

Phone : +2739 255 8563

Fax : +2739 255 0167

TERMS OF REFERENCE

IN-HOUSE TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON ENVIRONMENTAL PRACTICE

PROGRAMME : TRAINING OF MUNICIPAL OFFICIALS ON ENVIRONMENTAL PRACTICE

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councilors 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 2013/14 financial year. The training needs identified by the employees/Councilors are all entered in the approved 2013/14 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

2. Target Group

2.1 Thirty nine (39) Employees are required to attend the said training.

3. Goals and Content of the Training

3.1 To provide personnel with specialized knowledge regarding environmental practices.

3.2 To provide practical examples and understanding of the best environmental practices in the workplace

3.3 Understanding the importance of protecting the environment.

3.4 Understanding the impact of pollution

3.5 To provide the understanding of the natural environmental practice

3.6 to understand and be able to measure to improve eco-efficiency / environmental technologies

3.7 Protection and management of soil

3.8 Improving waste management

3.9 Monitoring water

- 3.2 The content should cover but not limited the following course contents:
- 3.2.1 To provide an overall legal framework that impacts on environmental practice
 - 3.2.2 Understanding our natural environment
 - 3.2.3 Recognise and identify the basic functions of the ecological environment
 - 3.2.4 Best environmental practice in my workplace
 - 3.2.5 Take action to address impacts on the environment
 - 3.2.6 Apply environmental management tools to assess impacts on the environment
 - 3.2.7 Communication at work.

4. Duration

- 4.1 The training should be conducted over a period of five days.

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 The total number thirty nine (39) municipal employees will be trained on Environmental Practice

- 5.6 All participants shall also be given training materials 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 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

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

6.1.3.2 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.

6.1.5 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 before six months.

6.1.6 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

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

6.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole
6.1.9 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.

6.1.10 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.
6.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

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

6.1.14 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 OFFICIALS ON ENVIRONMENTAL PRACTICE”

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.

6.2.3 Due date for the submission of proposal is the 14 of November 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

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TERMS OF REFERENCE

EXTERNAL TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON PUBLIC PARTICIPATION

PROGRAMME : TRAINING OF MUNICIPAL OFFICIALS ON PUBLIC PARTICIPATION COURSE

1. Background

1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councilors 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 2013/14 financial year. The training needs identified by the employees/Councilors are all entered in the approved 2013/14 Workplace Skills Plan which was also submitted to and also approved by LGSETA.

2. Target Group

2.1 Four (04) Municipal Employees who requested the said training programme through filling the skills audit form.

3. Goals and Content of the Training

3.1 This course is aimed at instilling the values and the principle that stipulates that authentic and comprehensive public participation in development and service delivery is a non-negotiable condition for good governance and sustainable development.

3.2 The objective of the course is to equip participants with knowledge and skills for appropriate public participation in development and service delivery to ensure that social capital of communities is invested to its full potential and there is a proper communication thereof.

3.2 The content should cover but not limited the following aspects of the following:

- 3.2.1 To become familiar with the legal and regulatory frameworks of public participation, more so in local government and good government contexts and more in IDP (to later integrate with appropriate participatory democracy models and strategy for community development)
- 3.2.2 To be able to identify and assess an "appropriate mix" of relevant public participation strategies through which to implement the building blocks of development
- 3.2.3 To be able to provide assistance to local government and their municipalities including other State departments

4.

Duration

- 4.1 The exercise has to be done and completed within a maximum number of not more than five days.

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 The total number four (04) municipal employees will be trained on Public Participation Course
- 5.6 All participants shall also be given training materials 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.

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

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

6.1.5 Expertise Required:

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7. INFORMATION AND QUERIES

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

Nota.

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

"TRAINING OF MUNICIPAL EMPLOYEES ON PUBLIC PARTICIPATION COURSE"

6.2.1 All submissions must be clearly marked:

6.2 Where to Submit:

6.1.14 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

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

6.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

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6.1.11 Successful bidders will need to be prepared to commence work within 14

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6.1.7 The consortium submitting the proposal must declare any conflict of interests

c) Tax Certificate

b) Declaration of Interests

a) Proof Ownership