



## UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 07 AUGUST 2013

### Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation  
**FOR TRAINING OF 15 EMPLOYEES ON SUPERVISORY MANAGEMENT FOR TRAFFIC LAW ENFORCEMENT.**

Closing Date for submissions is 16/08/2013 @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.***

  
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Mr. GPT Nota

Municipal Manager

## **TERMS OF REFERENCE**

### **IN-HOUSE TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON SUPERVISORY MANAGEMENT FOR TRAFFIC LAW ENFORCEMENT**

*PROGRAMME: SUPERVISORY MANAGEMENT FOR TRAFFIC LAW ENFORCEMENT*

#### **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 Development section has conducted the skills audit for all employees in preparation for the 2013/14 financial year. The trainings identified by the employees/Councillors are all entered in the approved 2013/14 Workplace Skills Plan and which was also submitted to and approved by LGSETA.

#### **2. Target Group**

- 2.1 Employees who have requested the said training programme through filling the skills audit form.

#### **3. Goal and Content of the Training**

- 3.1 Each participant should learn:-
  - 3.1.1 Management concept specific to a supervisor in a traffic law enforcement environment
  - 3.1.2 events management
  - 3.1.3 planning safe public events
  - 3.1.4 fraud and occurrence book administration
  - 3.1.5 fraud corruption
  - 3.1.6 AARTO

3.1.7 reports

3.1.8 statements

3.1.9 monthly and weekly activity returns

**3.2 The content should cover the following aspects:-**

**3.2.1 Module 1: Being a supervisor in a traffic law enforcement environment**

**3.2.2 Module 2: Operational management, supervision:**

3.2.2.1 All Management Components

3.2.2.2 Bringing it all together: theory and practice meet

3.2.2.3 The supervisor as motivator

3.2.2.4 The supervisor as communicator

**3.2.3 Module 3: Supervising human resources**

3.2.3.1 Supervision and performance

3.2.3.2 Supervision, promotion and discipline

3.2.3.4 Dealing with diversity

3.2.3.5 Dealing with corruption

3.2.3.6 The supervisor as counsellor

**4. Duration**

4.1 The course must comprise of one contact session of one week with self-study required between them.

**4.1.2 During the contact session**, the participants must receive a manual and a Portfolio of Evidence each.

**4.1.3** Sections of the PoE must be completed during this session.

**4.1.4** The learners must be given PoEs to conclude with the completion of summative assessment. before the second session.



**4.1.5** A maximum of two weeks should be given to the learners for the submission of PoEs.

## **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 National Qualification Framework (NQF) aligned with Unit Standard 14667. The number of credits must be specified in the application/proposal.
- 5.4 The service provider must ensure that the competency assessment is done to all participants submitted their POEs.
- 5.5 The total number of fifteen (15) employees shall be trained on Supervisory management for traffic law enforcement
- 5.6 All participants shall also be given training material 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**

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

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:**

The service provider

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

### **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 equitable.
- 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 EMPLOYEES ON SUPERVISORY MANAGEMENT FOR LAW ENFORCEMENT”**

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 or be faxed **039 255 8563.**
- 6.2.3 **Due date for the submission of proposal is 25<sup>th</sup> July 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 8562/8556

Fax : +2739 255 0167

Email: [dinga.sizwe@umzimvubu.gov.za](mailto: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**

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