



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 08 September 2020

UMZ/20-21/PEACE OFFICER TRAINING(CORP)

SERVICE PROVIDER TO CONDUCT PEACE OFFICER TRAINING

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct peace officer training as per ToRs.

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, 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 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 813 Main Street, Mt Frere** not later than **12h00 noon on 18 September 2020**. 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. N. Ndongeni Ndongeni.Nosisa@umzimvubu.gov.za & Mr Mbukushe (SCM Manager) 039 255 8500 Mbukushe.Themba@umzumvubu.gov.za

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

.....
GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2020- 2021 FY

PEACE OFFICERS TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON PEACE OFFICER

PROGRAMME: PEACE OFFICER

1. BACKGROUND

The aim of the training intervention is to capacitate employees who are Peace officers. Umzimvubu local Municipality is responsible to enforce by-laws and legislation and peace officers play an important role in maintaining that to the society. The purpose of the training help employees to understand regulations contained in the criminal procedure legislation

2. TARGET GROUP

The Municipality have identified eleven (11) Employees

3. GOALS AND CONTENT OF THE TRAINING

The programme is devoted to provide information and specialized training to meet the needs of the ever-changing problems that confront law enforcement officers in their daily activities

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

3.1.1. The law and its Sources

Definition

- Sources of law
- Objectives of law
- Legal Capacity
- Main branches of the law
- Constitutional principles

3.1.2. South African Criminal Justice system

- National Crime Prevention strategy
- Legislative and executive authority
- The main role of players in the criminal justice system
- National prosecuting authority (NPA)
- South African Police service
- Municipal police service

3.1.3. Criminal accountability

- The requirements of criminal accountability
- Legality

- Human Conduct
 - Unlawfulness
 - Fault
- 3.1.4. **Initiation, prosecution and access to legal assistance**
- Initiation of law enforcement activities
 - The statement
 - The charge sheet
 - Evidence
 - Court attendance of witness
 - Access to legal assistance
- 3.1.5. **Practical aspects of enforcement by peace officers who are not police officers**
- Practical elements of law enforcement
 - Receipt and handling of complaints
 - Warning
 - Notices and fines
 - Confiscations and disposal of confiscated goods
 - File Management
- 3.1.6. **Role players in the magistrate courts and the presentation of evidence**
- Official of the magistrate court
 - The magistrate
 - Public prosecutor
 - The clerk of the court
 - Other court officials
 - The hearing
 - The court proceedings
 - The law enforcement officer as a witness
- 3.1.7. **Appointment, functions and powers of peace officers/ inspectors**
- Condition for appointment as a peace officer
 - Appointment certificate
 - The powers and functions of the inspector
 - Jurisdiction
 - Legislation that may be applied by the inspector
 - Legislative actions that a peace officer / inspector can pursue.
 - Breaking open premises for purpose of arrest
 - The use of force during arrest
 - Search of premises and seizure of articles
- 3.1.8. **Administrative enforcement**
- The need for administrative enforcement
 - The objectives of administrative enforcement
 - The legal requirements for administrative justice
 - Notice of compliance to licences

- Rights of the licensee
 - Civil remedies
- 3.1.9. **Reading of legislation and basic interpretation**
- Rules that govern behaviour
 - The rule of interpretation
 - The reading of legislation
 - Analysis of a situation
- 3.1.10. **Ethics and professionalism in law enforcement**
- Definition
 - Ethics and morality
 - Ethics and constitution
 - Batho pele
 - Principles of professionalism
- 3.1.11. **Anti-Corruption**
- The scope of corruption in South Africa
 - The prevention of corrupt services activities act
 - Conditions that may assist corruption
 - Forms of corrupt activities
 - Indicators of fraud and corruption
 - The effects of fraud and corruption

4. DURATION

This training has to be done and completed within a maximum number of five (5) working days.

5. METHODOLOGY

- 5.1. The course should be engaging and interactive.
- 5.2. The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3. This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned with 377224.
- 5.4. The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5. 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. Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.

6. LEARNING OUTCOMES

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

1. Explain the meaning of terms and phrases used in legislation
2. Explain the duties and responsibilities of peace officers
3. Explain the procedure for search and seizure
4. Demonstrate an understanding of the relevant aspects of criminal Law
5. Explain the rules pertaining to giving evidence

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, similar to the one required in this document.

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

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 equitable.

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 PEACE OFFICER”

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. **Due date for the submission of proposal is September 2020 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1. TECHNICAL ENQUIRIES

To the attention of Ms N. Ndongeni of Human Resource office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8555

Fax : +2739 255 0167

Email : [Ndongeni.nosisa @umzimvubu.gov.za.](mailto:Ndongeni.nosisa@umzimvubu.gov.za)

9.2. OTHER ENQUIRES

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 TT. MADOTYENI -NGCONGCA
MANAGER: CORPORATE SEVIRCES