



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 31 October 2017

UMZ/2017-18/ Driving for Youth

SERVICE PROVIDER CONDUCT YOUTH DRIVING PROGRAMME

Bidders are hereby invited to submit proposals/Quotations for youth driving programme

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 on 13 November 2017**, 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 Mr.S. Mbuyiseli/ Mr Mbukushe (SCM Manager) 039 255 8556

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

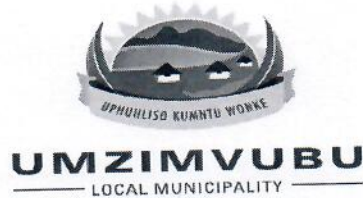
Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)



TERMS OF REFERENCE

PROVISION OF YOUTH DRIVERS AND LEARNERS LICENSE TRAINING PROGRAMME

1. BACKGROUND

The primary purpose of the project is to appoint a service provider who will provide driving lessons to 20 young people. The programme seeks to provide valuable assistance to disadvantaged groups in obtaining their driver's license. This will allow youth to benefit from employment opportunities and independence. The successful bidder is required to demonstrate an accredited appraisal reference and qualifications for the mentioned request.

2. TARGET GROUP

The driver is Training Programme targets unemployed youth (18 to 35 years).

3. DURATION

Six weeks for both Learners License and Driver's License

4. PROPOSED METHODOLOGY

The successful bidder is expected to develop a comprehensive schedule on how to meet the required 100% target. This is to ensure that the project manager is well updated about the project.

5. PROJECT OUTCOMES

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

- Understand road signs.
- Learners to pass and obtain both learners and driver's license within 6 weeks.

6. PROJECT SPECIFICATION

The successful bidder is required to provide theoretical and practical driving skills. The total number of learners to be trained and skilled is 20 individuals. The service provider is required to conduct training in the following **administrative** ways:

Learners License:

- The successful bidder is required to run the learners programme for a minimum duration of 6 weeks
- Day to day basis.
- The service provider is liable to cover all costs regarding any bookings and valid study guide material.
- Learners attain learners license
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Driver's License

- The successful bidder is required to conduct driving practice lessons on code 10.
- The service provider is liable for any damages that could occur on his/her vehicle.
- The successful bidder is required to ensure that learners are well prepared for tests and are well on time for their practical exams.
- The service provider is liable to cover all costs regarding bookings.
- The successful service provider is required to run this programme in preparation of the practical tests for a minimum duration of 4 weeks.

7. PROPOSALS/SUBMISSION OF REQUIREMENTS

All proposals are to cover the following aspects:

7.1. A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven track record of conducting learners and driving license training lessons, where the main office is based as well as any other offices and a list of recently completed projects

7.2 Expertise Required

7.2.1 It is the responsibility of the appointed service provider to make a
Constant weekly reports to Municipality.

8. Accreditation

8.1 A copy of Instructor's certificate

8.2 A copy of accreditation certificate from Department of Transport

9. Compulsory Terms and Conditions

9.1. A proposal **will not** be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 8, 8.1 and 8.2 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:-

It may have

- a) Proof of Ownership
- b) Declaration of Interests
- c) Tax Certificate

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

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

9.4. 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.

9.5. 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.

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

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

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

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

9.10. The municipality will not be liable for any damages that may occur on site.

10. WHERE TO SUBMIT

All submissions must be clearly marked

“PROVISION OF YOUTH DRIVERS AND LEARNERS LICENSE TRAINING PROGRAMME ” and be addressed for the attention of the **Municipal Manager, Mr. G.P.T Nota.**

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

Due date for the submission of proposals is At 12H00. **NO LATE SUBMISSIONS WILL BE CONSIDERED.**

11. INFORMATION AND ENQUIRES

11.1. TECHNICAL ENQUIRIES

To the attention of the Special Programmes Officer – Mr. Siyolo Mbuyeleni & the Assistant Manager: Supply Chain Management: Mr. T. Mbukushe

Phone: 039 255 8531/8556

Fax: 039 255 0167

11.2. OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Municipal Manager:

Mr. G.P.T NOTA

813 Main Street

Private Bag X 9020

Mount Frere

5090

Phone: 039 255 8531 / 8556

Fax: 039 255 0167

Approved/Not approved

MRS. N.N. ZEMBE
MANAGER: SP AND COMMUNICATIONS