



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 10 JULY 2019

UMZ/2019-20/ EPWP (CORPSERV)

SERVICE PROVIDER TO DO TRAINING ON LANDSCAPING.

Bidders are hereby invited to submit proposals/Quotations to do training on Landscaping for 20 EPWP Employees as per terms of reference.

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 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 813 Main Street, Mt Frere** not later than **12h00 noon on 18 July 2019**. 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 T. Mbukushe (SCM Manager) 039 255 8563/8555

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

2019 - 2020 FY

LANDSCAPING TRAINING FOR EPWP



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EPWP EMPLOYEES ON LANDSCAPING

PROGRAMME: LANDSCAPING COURSE

1. BACKGROUND

Landscaping modifies the visible features of an area of land, including living elements, such as gardening, the art and craft of growing plants with a goal of creating a beauty within the landscape, the natural elements such as landforms, terrain shape and elevation. Landscaping requires expertise in horticulture and artistic design.

This training intervention aim is to enable the employee's progress within all spheres of the horticultural industry and give them the opportunity to hone their skills and receive recognition for their competencies.

2. TARGET GROUP

The municipality have identified (20) EPWP Employees.

3. GOALS AND CONTENT OF THE TRAINING:

To develop production and maintenance of environmentally friendly and aesthetically pleasing gardens, playing fields and commercial garden retail centres in the organisations.

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

3.1.1 LANDSCAPE MAINTENANCE

Content Topics

- Constructing hard landscape features
- Investigative project
- Machinery operations
- Plant and soil science
- Pruning trees and shrubs

3.1.2 PARKS, GARDENS AND GREEN SPACES

Content Topics

- Monitoring and maintaining health and safety
- Maintain and develop personal performance
- Establish and maintain effective working relationship with others
- Levelling and preparing sites for landscaping
- Preparing ground for seeding and planting
- Establishing plants and or seeds in soil
- Identify the health and maintain the condition of general amenity turf

- Use and maintain non-powered and hand held powered tools and equipment
- Clearing horticultural and landscaping sites
- Plant nomenclature, terminology and identification
- Identify and report the presence of pests, diseases and disorders

3.1.3 SPORTS TURF GREEN-KEEPER

Content Topics

- Preparing ground for seeding and planting
- Establishing plants and or seeds in soil
- Maintain the health of sports turf
- Maintain the condition of sports turf surfaces
- Renovate and repair sports surfaces
- Maintain and renovate artificial sports surfaces
- Use and maintain non-powered and hand held powered tools and equipment
- Use and maintain pedestrian controlled powered equipment
- Use and maintain ride-on powered equipment
- Prepare and operate a tractor and attachments

3.1.4 NURSERY STOCK

Content Topics

- Plant nomenclature, terminology and identification
- Identify and report the presence of pests, diseases and disorders
- Monitor and report on the growth and development of crops and plants
- Maintain moisture levels for crops or plants
- Provide nutrients to crops or plants
- Remove unwanted plant growth to maintain development
- Collect and prepare propagation material
- Establish propagation material
- Propagate plants from seed

4. DURATION

This training has to be done and completed within a period of four (04) weeks.

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- 66649
- 5.4 The service provider must ensure that the competency assessment is done to the participants.
- 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 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 able to:

1. Identify the major soil types and their uses in plant propagation and landscaping.
2. Utilise manual irrigation systems to provide the correct application of water to plants.
3. Produce ornamental plants from stem cuttings.
4. Apply pest control practices in plant production and landscaping.
5. Utilise the principles and practices of providing plant care and nutrition for ornamental plants and landscapes.
6. Recognition of common ornamental plants and their uses.
7. Be able to maintain all types of turfs
8. Be able to understand methods & processes with regard to landscaping

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 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.

7.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references.

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 EPWP EMPLOYEES ON LANDSCAPING”

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 per the closing date of the advert at 12H00. 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 SEVICRES