



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 08 March 2018

UMZ/2017-18/ SMME TRAINING -003 BTO

Bidders are hereby invited to submit proposals/Quotations for the following trainings. Training for SMME

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 19 March 2017 @ **12h00** noon, 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. T.Fundira / 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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

TERMS OF REFERENCE

FOR

TRAINING FOR UMZIMVUBU SMALL,
MEDIUM MICRO ENTERPRISES (SMMEs)

TERMS OF REFERENCE

TRAINING OF UMZIMVUBU SMALL, MEDIUM MICRO ENTERPRISES (SMMEs) ON FINANCE PROCESSES WITHIN THE MFMA, UMZIMVUBU FINANCE POLICY AND ANY TREASURY CIRCULARS AFFECTING EXPENDITURE.

1. Background

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training of its business counterparts in the form of SMMEs that trade in and around Umzimvubu on an ongoing basis to enable them to perform their responsibilities effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills and knowledge so as to be better trading partners with insight into how the Municipality finances operate and the legislation governing them.

2. Target Group

- 2.1 The training is targeted to the UMZIMVUBU SMMEs and other trading partners including but not limited to other Government entities

3. Outcomes of the training

3.1 Candidates attending this training must be able to:

3.1.1 Understanding the procurement or Supply Chain Management (SCM) processes and the payment or Expenditure processes in line with MFMA, Umzimvubu Local Municipality finance policy as well as circulars issued by National Treasury.

3.1.2 Understand the processes of Tenders and Bids.

3.1.3 Understanding what their rights and those of the Municipality in terms of disclosure of information

3.1.4 Understanding of the Central Supplier Database process

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

SUPPLY CHAIN MANAGEMENT

- Different procurement thresholds, what process is followed at the different threshold i.e. R1 – R 50 000 000.00,
- Central Supplier Database and how it works,
- Rights to information on what should be disclosed and where i.e. Tenders awarded,
- Appeal processes should they be necessary,
- Whistle blowing processes where there is perceived Fraud or Corruption.

EXPENDITURE MANAGEMENT (Payment processes)

- When to present an invoice or under what circumstance,
- What details should be on a valid tax invoice and regular invoice,
- Period payment will be processed in and the rights of the service provider,
- How service providers should do basic bookkeeping or engage the services of a bookkeeper to maintain accurate and auditable book,
- To encourage service providers to present statements of accounts to the municipality for reconciliation purposes,
- Possible reasons for delay in payment i.e. SARS, End user Department not satisfied with goods delivered or services rendered,
- Legislation that governs the Municipality in the MFMA, Finance Policy and any Treasury regulations.

4. Duration

4.1 This training has to be done undertaken within a day.

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.