



UMZIMVUBU
LOCAL MUNICIPALITY

ADVERTISING DATE: 21 October 2019

UMZ/2019-20 TRAINING (SPU)

SERVICE PROVIDER TO DO TRAINING OF WARD COMMITTEES.

Bidders are hereby invited to submit proposals/Quotations to do training of ward committees on ward committee Governance 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 policy 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 30 October 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 Z.Ndevu & Mr Mbukushe (SCM Manager) 039 255 8545/31/39/8555

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU LOCAL MUNICIPALITY

WARD COMMITTEE TRAINING

TERMS OF REFERENCE

TRAINING OF UMZIMVUBU WARD COMMITTEES ON WARD COMMITTEE GOVERNANCE

1. TARGET GROUP

Twenty five (25) Ward Committees.

2. DURATION

Training workshop has to be conducted in a classroom for a maximum period of 15 days.

3. OBJECTIVE AND CONTENT OF THE TRAINING

The purpose of this training is to enable the Ward Committees to understand their roles in municipal processes, community participation, service delivery implementation, reporting and monitoring.

Also the training will enable qualifying learners to apply the relevant competences required for proactive participation as a Ward Committee member to achieve municipal objectives.

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

- Module 01: Ward Committee Induction Manual
- Module 02: Community Based Planning Programme
- Module 04: Core Municipal Processes and Service Delivery

3.2 The training will be provided on the on the following unit standards:

Unit Standard ID	SAQA Title of Unit Standard	NQF Level	Credits
242896	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	Level 2	10
242892	Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members	Level 2	6
242893	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	Level 2	6
242895	Support the facilitation of development project service delivery in a Ward Committee context	Level 2	8
242890	Display an understanding of core municipal processes and Ward Committee participation in these processes	Level 3	10
Total Credits			40

4. PROJECT REQUIREMENTS

4.1 A detailed project plan for the implementation of the training. The project plan should provide a clear overview of timelines/duration, milestones. It is preferred that classroom training on the selected module be completed within 15 days.

4.2 Training Providers must submit current (valid) accreditation certificate by a relevant ETQA or SETA for all the unit standards listed in the table above.

4.3 Training providers must provide CV's of their facilitators with their relevant tertiary qualifications and proof of registration with the relevant accredited bodies. The

Facilitator must have minimum of Post Graduate Degree, in Development Studies, Public Management or equivalent.

4.4 The Training Provider must ensure that external moderation is conducted for certification or endorsement purposes.

4.5 Training Provider must provide a letter of endorsement for each learner or provide an exit moderation report from a SETA to prove competency of the learners.

5. METHODOLOGY

4.1. The session should be engaging and interactive.

4.2. Feedback and tips for improvement should be given to each of the participants.

4.3 The service provider must ensure that the competency assessment is done to all participants.

4.4 All participants should be given training material.

4.5 A detailed close-out report for the work done should be submitted at least one week after completion of the work.

4.6 Certificates of competence be issued out for all participants within 30 days after the training has been completed

4.7 Training should be customised to focus on issues mostly arising from Local Government environment

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1 List of Contents

All proposals must cover the following aspects of importance.

5.1.1 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.

5.1.2 Proposed Cost Structure (Business Plan)

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether it's inclusive of VAT or not.

5.1.2 Expertise Required:

- 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.
- Service provider must demonstrate / have adequate amount of knowledge in local government and be able to demonstrate practical and theoretical experience.
- Service Provider must be fully accredited preferably with LGSETA and provide the accreditation certificate.

5.1.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. 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

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

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

5.1.6 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.

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

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

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

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

5.2 Where to Submit:

5.2.1 All submissions must be clearly marked:

“TRAINING OF UMZIMVUBU WARD COMMITTEES ON WARD COMMITTEE ROLE IN CORE MUNICIPAL PROCESSES, SERVICE DELIVERY AND THEIR INVOLVEMENT”

5.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.

6. INFORMATION AND QUERIES

6.1 Technical queries

To the attention of Ms. Z. Ndevu- Manager Public Participation
and Mr T Mbukushe –Supply Chain Manager

Phone : +2739 255 8577/8556

Fax : +2739 255 0167

Email: Ndevu.Zukiswa@umzimvubu.gov.za.

5.1 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
KwaBhaca
5090
Phone : +2739 255 8500
Fax : +2739 255 0167


MRS. D. ZEMBE
MANAGER SP AND COMMUNICATIONS