



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 29 June 2020

UMZ/2020-21 / COVID 19 CHEMICAL HANDLING (CS)

SERVICE PROVIDER TO CONDUCT TRAINING OF ULM EMPLOYEES ON CHEMICAL HANDLING DURING COVID-19

Bidders are hereby invited to submit proposals/Quotations service provider to conduct training of ulm employees on chemical handling during covid-19 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. **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 7TH July 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 & 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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
LOCAL MUNICIPALITY

UMZIMVUBU LOCAL MUNICIPALITY

2020 - 2021

**TRAINING ON CHEMICALS HANDLING DURING
COVID -19**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPALITY EMPLOYEES ON USE/HANDLING OF CHEMICALS DURING COVID 19 (CORONA VIRUS)

1. BACKGROUND

The municipality has a responsibility to ensure health and safety of the workers while handling chemical substances in the workplace. Chemicals have become a part of our life, sustaining many of our activities, preventing and controlling many diseases, increasing productivity. However, one cannot ignore that many of these chemicals may, especially if not properly used, endanger the health of the employees and poison our environment.

The whole lifecycle of chemicals should be considered when assessing its dangers and benefits. It is not that only the workers handling chemicals are at risk. Workers can be exposed at homes /through misuse or accidents. Chemicals have power, and that is why they have become an important part of life. Cleaning and sanitation procedures for frequently touched surfaces can help protect customers and employees from COVID 19.

2. TARGET GROUP

There are Eight (8) employees to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

The ongoing global pandemic involving the novel corona virus that causes COVID -19 is creating an urgent need for disinfectant usage. Frequent cleaning of contaminated surfaces is essential to limit the further spread of the virus. The increased scale of disinfectant usage creates new challenges we need to address to avoid creating additional safety risks.

This training will also ensure extensive knowledge of municipal employees on how to use substances/ chemicals,

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

3.1.1 Supplies for Disinfection

3.1.2. Chemical Safety

- Chemical hazard identification
- Chemical storage and handling
- Chemical emergency response

3.1.3 Cleaning Guidelines for the prevention of COVID 19 Infections

- How does the Corona virus be transmitted?
- Special Cleaning for areas previously occupied by persons infected with COVID 19
- How should cleaning workers protect themselves from viral infection?
- General Cleaning in all types of premises
- Fumigation and disinfection process

3.1.4 Identification

Content Topic:

- Legislation governing safety of municipal employees.

4. DURATION

This training has to be done and completed within a maximum number of two (02) 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 The participants shall be given training materials by the service provider.
- 5.4 To provide an Assessment Plan and assessment process during and after the training
- 5.5 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.6 Certificates of attendance for participants be submitted to the HRD Officer within one (1) month after completion of training.
- 5.7. 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:

- 6.1 Be able to use and handle chemicals.
- 6.2 To assess the risk of workplace exposure to COVID-19
- 6.3 Know the importance of using Personal Protective equipment.
- 6.4 Define steps in workers protection and control.

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 with accreditation by the relevant Sector Education and Training Authority (**SETA**) are recommended

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 equitably.
- 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 COVID 19 ISSUES”

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 as 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 Ms N. Ndongeni -Human Resources Office and Mr T Mbukushe
–Supply Chain Management Office

Phone : +2739 255 8564/8556
Fax : +2739 255 0167
Email : [Ndongeni.Nosisa @ Umzimvubu.gov.za.](mailto:Ndongeni.Nosisa@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.

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Private Bag X 9020
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5090

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MRS. T.T.MADOTYENI-NGCONGCA
MANAGER: CORPORATE SERVICES