



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 29 June 2020**

**UMZ/2020-21 /COVID 19 PREVENTION(CS)**

**SERVICE PROVIDER TO CONDUCT TRAINING OF ULM EMPLOYEES ON PREVENTION AND MITIGATION OF THE SPREAD OF COVID 19**

Bidders are hereby invited to submit proposals/Quotations service provider to conduct training of ulm employees on prevention and mitigation of the spread of 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 7<sup>TH</sup> 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](mailto: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**

**PREVENTION AND MITIGATION OF THE SPREAD  
OF COVID 19**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPALITY EMPLOYEES ON COVID 19 (CORONA VIRUS) ISSUES

#### 1. BACKGROUND

The municipality has the duty and responsibility to ensure safety of the workers at the workplace while on the municipal premises/ on duty. COVID 19 is a virus which may cause respiratory infections ranging from common cold to more severe diseases such as middle respiratory syndrome. It is also a global pandemic that cause the implementation of national lockdown.

In the national disaster caused by COVID 19 pandemic a demand for a specialised training to the workers as the virus is new to the South Africans. It is required that training be provided to the workers to enlighten them and give knowledge on how to prevent the spreading of the virus and how to use the equipment.

#### 2. TARGET GROUP

There are Thirty (30) employees to be trained.

#### 3. GOALS AND CONTENT OF THE TRAINING:

To set out clear guidelines for preventing and mitigating of the spread of infection through the application of a COVID 19 hierarchy of control (Preventative controls, administration controls, and personnel protective equipment related to COVID 19 i.e. Sanitizers , disinfectants , information co-ordination and also to ensure compliance of legislation by the municipality at all times.

This training will also ensure extensive knowledge of municipal employees on COVID issues and in terms of using substances/ chemicals

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

##### 3.1.1 Screening of employees and clients entering the municipal premises

###### *Content Topics:*

- Information about the virus
- Signs and symptoms of COVID 19
- How COVID 19 is spread.
- How long the virus can survive
- Register and report on daily attendance

##### 3.1.2 Disinfection of affected homes and municipal offices and public space

###### *Content Topic:*

- Getting the workplace ready in case COVID 19 arrive in your community
- Preventing spread of infection

- Routine environmental cleaning
- Guidance on facemasks

### **3.1.3 Education and Awareness of employees and public on COVID 19**

#### ***Content Topics:***

To cover the following:

- What to do in if any an employee / member of the public becomes unwell and believe they have been exposed in the virus.
- What to do if an employee with suspected COVID 19 recently in your workplace.
- When individual in the workplace have had a contact with a confirmed case of COVID 19.
- Cleaning of Offices and public spaces where there are suspected / confirmed cases of COVID 19.
- Classifying Worker Exposure to SARS-CoV-2  
Very High Exposure Risk  
High Exposure Risk  
Medium Exposure Risk  
Lower Exposure Risk
- Control measures
- Workplace Communications
- Response to suspected cases
- Management and reduction of detected on-site cases
- Recovery of processes and business functions after detection
- Change in workplace practice and policies
- Change management

### **3.1.4 Ensure Municipal Compliance with COVID 19 practices:**

#### ***Content Topics:***

- Returning from travel to affected areas.
- Advice employees/ staff returning from travel anywhere else within the last 14 days.
- Organizing meeting / events.

### **3.1.4 Quarantine**

#### ***Content Topic:***

- Avoiding the spread of virus and risk to the health of employees.

### **3.1.5 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 Understand and know how to prevent the spread of COVID 19.
- 6.2 Be able to conduct awareness.
- 6.3 Know how to handle the Personal Protective equipment.
- 6.4 Be able to prepare reports on COVID matters.
- 6.5 How to deal with suspects and confirmed cases.

## **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 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 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.

813 Main Street  
Private Bag X 9020  
**MOUNT FRERE**  
5090

Phone : +2739 255 8563  
Fax : +2739 255 0167



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**MR G.P.T NOTA**  
**MUNICIPAL MANAGER**