



**ADVERT DATE: 06 December 2018**

<b>Quotation Description</b>	<b>Closing Date</b>
Training of 16 employees on first aid course	19 December 2018 at 12:00
Training of 11 employees on report writing	19 December 2018 at 12:00
Training of 12 employees on advanced computer skills	19 December 2018 at 12:00

Umzimvubu Local Municipality hereby invited the Service Providers to supply and delivery of Cartridges

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate. 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. MBD forms 4, 8 and 9 are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere Supply Chain Office. All Quotations must be clearly marked the name of the training'. The municipality will not make any award to a person or persons working for the state.

All technical enquiries may be directed to Ms.A. Monakali 0392558563 and SCM Mr T Mbukushe 0392558555.

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr GPT Nota.

  
GPT NOTA  
MUNICIPAL MANAGER



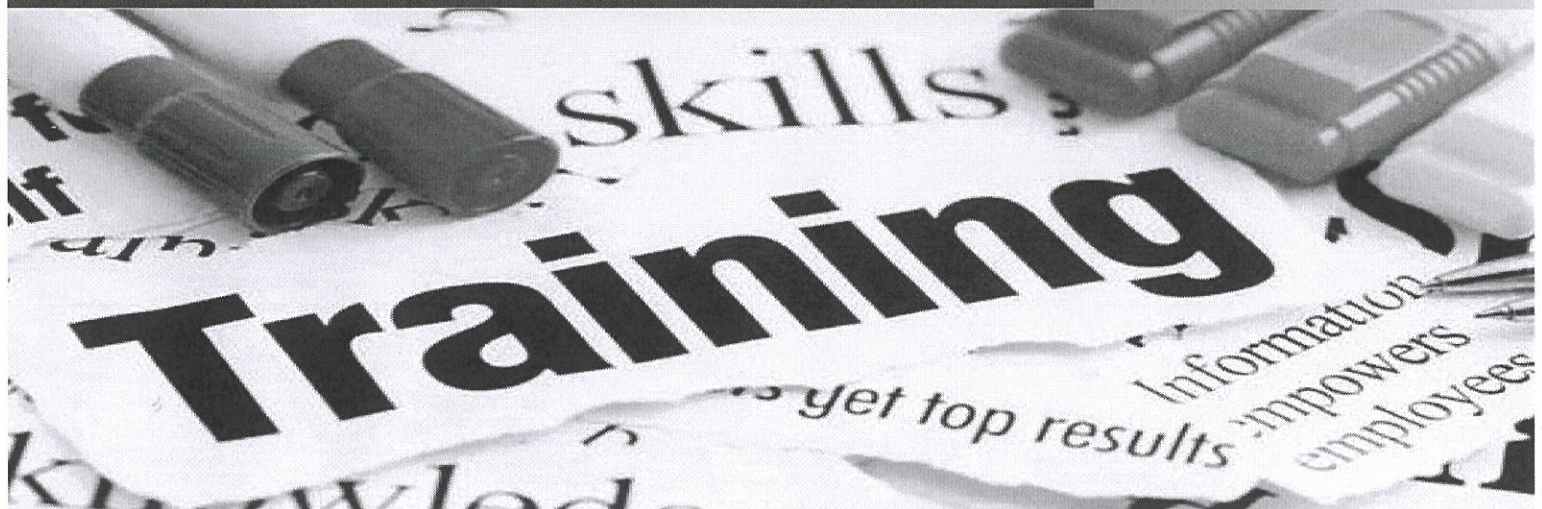
**UMZIMVUBU**  
LOCAL MUNICIPALITY

**UMZIMVUBU LOCAL MUNICIPALITY**

**REPORT WRITING TRAINING**

**2018 - 2018 FY**

2018 - 2019 FY



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON REPORT WRITING

#### ***PROGRAMME: REPORT WRITING TRAINING***

#### **1. BACKGROUND**

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue. The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

In an organisation contexts good report-writing skills have become essential for all employees including managers. Although report formats are partially determined by in-house styles analytical reports have a conventional format.

This training intervention is part of the Workplace Skills Plan for the 2017 / 2018 financial year and the aim is to equip umzimvubu employees with the knowledge and skills to write professional and scientific reports that conform to conventional formats, and communicate the main message effectively and efficiently.

#### **2. TARGET GROUP**

There are Eleven (11) Municipal employees who have requested the said training and are from the following department:

***Corporate Services (x4)***

***Special Programmes & Communication (x2)***

***Citizens & community services (x5)***

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

Each employee will be able to structure and organise clearly written, effective reports.

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

###### **3.1.1 REPORT TYPES**

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

- Overview of report types and their purposes
- Using a functional approach to report writing

###### **3.1.2 PLANNING THE REPORT**

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

- Studying the terms of reference
- Determining audience and purpose
- Gathering information

- Organising the facts
- Analysing and interpreting data
- Writing the report
- Formatting the report and inserting visuals
- Editing and revising the report

### **3.1.3 WRITING AN EFFECTIVE REPORT**

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

- Content
- Main sections and subsections
- Language and style (paragraphs, linking phrases, tense)

### **3.1.4 FORMATTING AND INSERTING VISUALS**

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

- Using space efficiently
- Using visually pleasing and readable typography
- Formatting tables and captions
- Choosing appropriate pictures, graphs and charts

### **3.1.5 EDITING AND REVISING YOUR REPORT**

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

- Checklists and rubrics for revision

## **4. DURATION**

This training has to be done and completed within a maximum number of three (03) 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 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 110023

5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.

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 Competency certificates for participants be submitted to the HRD Officer within four (4) months 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 be able to:

1. Demonstrate an understanding of different report types, and in particular analytical reports that require research.
2. Be able to interpret and respond to briefs/terms of reference.
3. Be aware of the different phases in the report-writing process, and be able to apply them recursively.
4. Know now which main elements are regularly included in reports, and how they are typically ordered.
5. Know which style, tense and level of formality to use, and how these are influenced by the (various) audience(s) that might read the report.
6. Write a full-length analytical (scientific or professional) report in response to an authentic brief from the participant's line-manager or supervisor.

## **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 track 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 method 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 EMPLOYEES ON REPORT WRITING COURSE”**

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 ~~14~~ December 2018 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](mailto: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.

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**MRS N KUBONE**  
**MANAGER: CORPORATE SEVIRCES**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2018-2019**

**ADVANCED COMPUTER TRAINING**





## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON ADVANCED COMPUTER SKILLS

#### 1. Background

Advanced computer empower with Microsoft Office advanced skills that will enable employees to harness the power of computing for their own benefit in an organisation.

The aim of this training intervention is to equip Umzimvubu employees with advanced office management, data processing, analysis & presentation skills and become productive individuals in their working fields.

#### 2. Target Group

The Municipality have identified (12) Employees

#### 3. Goal and Content of the Training

The goal of this module is to provide employees with advanced essential knowledge and skills in the use of the computer and computing devices to support various study and work functions. The course places a stronger emphasis on the practical component.

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

##### 3.2.1 ADVANCED MICROSOFT WORD

###### *Content Topics*

- Work with advanced styles and AutoFormat features, linking styles.
- Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
- Work with very large documents that require a table of contents, footnotes, endnotes, and cross-references.
- Manage and track document changes, using highlights and comments.
- Insert multimedia elements in a Web Page.
- Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming.

##### 3.2.2 ADVANCED MICROSOFT EXCEL

###### *Content Topics*

- Create, modify, and format charts.
- Use graphic objects to enhance worksheets and charts.

- Filter data and manage a filtered list.
- Perform multiple-level sorting, use sorting options, and design considerations.
- Use mathematical, logical, statistical, and financial functions.
- Group and dissociate data and perform interactive analysis.
- Create and modify some Macro commands.

### **3.2.3 ADVANCED MICROSOFT ACCESS:**

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

- Create parameter and action queries.
- Join tables, work with join properties, and create cross-tab queries.
- Organize field placement and use functions to control data entry.
- Use advanced form techniques.
- Create basic Macros to automate forms and data entry.
- Use Macros to provide user interaction and automate tasks.
- Customize the appearance and functionality of reports.
- Use hyperlinks and perform data integration.

### **3.2.4 ADVANCED MICROSOFT POWERPOINT**

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

- Create a template and work with a Design template.
- Work with graphics, animation and multimedia, inserting movies and sound.
- Work with the Office Suite to create slides from an outline and send slides to Microsoft Word.
- Customize PowerPoint toolbars and automate the slide production.
- Use AutoCorrect and the Style Checker.
- Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, and using the Meeting Minder.
- Explore online meetings and broadcast presentations.

## **4. Duration**

This training has to be done and completed within a maximum number of three (03) working days.

## **5. 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- 114979

- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 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 Competency certificates for participants be submitted to the HRD Officer within four (4) months 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. PROPOSAL/ SUBMISSION REQUIREMENTS**

### **6.1 List of Contents**

All proposals must cover the following aspects of importance:

#### **6.1.1 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.

#### **6.1.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

#### **6.1.3 Accreditation**

6.1.3.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

6.1.3.2 A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

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

#### **6.1.4 Proposed Cost Structure**

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

## **6.2 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.

## **6.3 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
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6.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## **7. WHERE TO SUBMIT:**

7.1 All submissions must be clearly marked:

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and be addressed for the attention of the **Municipal Manager, Mr G.P.T. Nota.**

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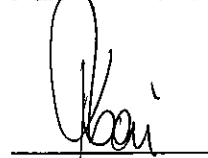
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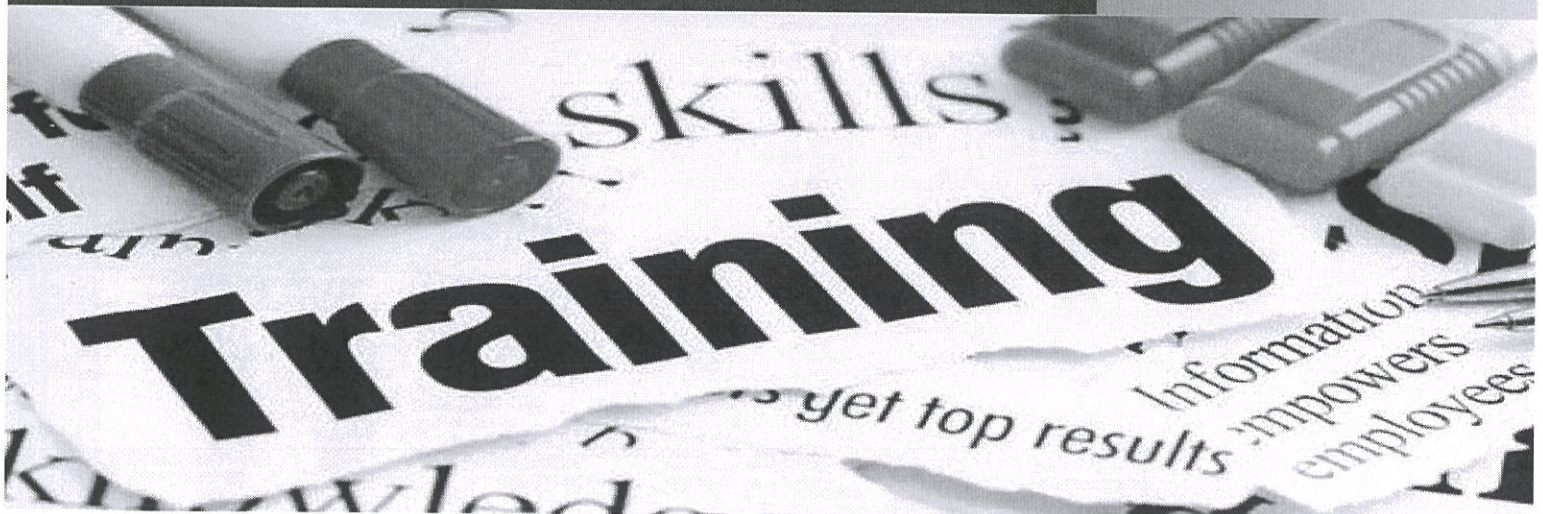
**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**FIRST AID TRAINING**

~~2017 - 2018~~ **FY**

2018 - 2019 *FY*



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON FIRST AID TRAINING

#### *PROGRAMME: FIRST AID COURSE*

#### 1. BACKGROUND

First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut.

This training intervention aim is for selected employees and Health & Safety committee councillors to immediately treat or care someone suffering from an injury or illness until more advanced care is accessed or they recover and also aims to preserve life, prevent illness or injury from becoming worse.

#### 2. TARGET GROUP

There are twenty (16) employees to be trained.

*16 x OHS Committee Members*

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

To acquire them with knowledge and skills on how to assist persons who become injured in the event of an accident or emergency in the working environment until help arrives.

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

##### 3.1.1 INITIAL CARE

###### *Content Topics*

- First Aid at Work Regulations and Rules
- Accident Reporting
- Activating Emergency Medical Services
- Fears of First Aid
- Barriers - gloves and face barriers
- Initial Assessment and airway management
- Unconscious Breathing and Recovery Position

##### 3.1.2 CARDIAC PROBLEMS

###### *Content Topics*

- The Heart
- Sudden Cardiac Arrest, Heart Attacks and CPR

- One Rescuer CPR
- Compressions only CPR
- CPR Handover to a Second Rescuer
- Introduction to AED's

### **3.1.3 PRIMARY CARE FIRST AID PROBLEMS**

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

- Adult Choking, Conscious and Unconscious
- Serious Bleeding Management and Wounds
- Shock Management and types of Shock
- Spinal Injury Management

### **3.1.4 SPECIFIC INJURY MANAGEMENT**

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

- Injury Assessment
- Breaks, Fractures and Splinting
- Strains and Sprains
- Types of Wounds and Practice Bandaging different Injuries
- Embedded Objects
- Burns and Scalds
- Head Injuries
- Poisoning
- Temperature Injuries - Heat Stroke, Heat Exhaustion and Hypothermia
- Eye Injuries
- Bites and Stings
- Crush Injuries
- Chest Injuries
- Electrical Injuries

### **3.1.5 ILLNESS MANAGEMENT**

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

- Illness Assessment
- The Respiratory System and Hypoxia
- Diabetes
- Anaphylactic Shock
- Heart Attack
- Angina
- Stroke
- Asthma and Respiratory Problems
- Hyperventilating

## **4. DURATION**

This training has to be done and completed within a maximum number of three (03) working days.

## **5. METHODOLOGY**

- 5.1 The course should be engaging and interactive.
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- 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. Understand first aid legislation.
2. Carry out an initial assessment of a casualty.
3. Carry out CPR and Rescue breaths.
4. Recognise and deal with a choking casualty.
5. Recognise and deal with a person in shock.
6. Manage bleeding, burns and scalds.
7. Dealing with an unconscious person.
8. Recognise the need to prevent cross infection.
9. Recognise the need to keep themselves safe

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