



**UMZIMVUBU**  
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 02 SEPTEMBER 2014

**Request for Quotation**

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **FOR TRAINING FOR BUDGET AND TREASURY MANAGERS AS PER THE TERMS OF REFERENCE.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:**

**PRICE : 80**

**BBB-EE : 20**

Closing Date for submissions is 10/09/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tel: 039 255 8555.

***NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. LATE QUOTATIONS WILL NOT BE ACCEPTED.***

***QUOTATIONS AND DOCUMENTS SUBMITTED WILL NOT BE ACCESSIBLE TO THE SUPPLIER/ BIDDER AS THEY WILL BE IN CONTROL AND IN CUSTODY OF THE MUNICIPALITY.***

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Mr. GPT Nota

Municipal Manager  
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**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## **TERMS OF REFERENCE**

### **TRAINING OF UMZIMVUBU MUNICIPALITY BTO MANAGEMENT ON GRAP, BUDGETING AND ASSET MANAGEMENT.**

#### **1. Background**

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councillors on an ongoing basis to enable them to perform their duties effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet its future human resources needs.

#### **2. Target Group**

- 2.1 The training is targeted to the CFO, DCFO, AM's: Budget and reporting, SCM, Revenue and Expenditure.

#### **3. Outcomes of the training**

3.1 Candidates attending this training must be able to:

3.1.1 Understand the principles of GRAP.

3.1.2 Understanding the budgeting concepts in line with MFMA, Municipal Budget and Reporting Regulations (MBRR) as well as circulars issued by National Treasury.

3.1.3 Understanding of the Asset Management for municipalities

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

#### **GRAP**

- GRAP standards applicable to municipalities
- All latest amendments applicable to the 2014/15 financial year

### ***Municipal budgets***

- Establish and maintain a consistent budget framework in order to achieve council targets.
- Difference between capital and operational budgets
- Preparation of municipal annual and adjustment budget in line with Municipal budget and reporting regulations MBRR as well as circulars issued by NT.
- Alignment of budget to IDP and SDBIP.

### ***Asset management***

- Budgeting for assets
- Asset recognition
- Depreciation and impairment
- Asset disposals
- Provide advice on major capital projects being undertaken and advise on ongoing operational expenditure arising from capital projects and their cost implications.
- Suggesting internal controls and best practices for managing movable and immovable assets

## **4. Duration**

- 4.1 This training has to be done undertaken within a maximum number of not more than 5 days upon appointment.

## **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.
- 5.3 The service provider must ensure that the competency assessment is done to all participants.

5.4 The total number of Seven (06) of Managers from BTO will be trained on GRAP, Asset Management and Budgeting.

5.5 All participants shall also be given training materials by the service provider.

## 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

A company profile including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings should be attached.

#### 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 The training provider must be a member of a relevant professional body i.e SAICA.

6.1.3.2 A copy of membership certificate must be attached to the proposal.

#### 6.1.4 Proposed Cost Structure

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

#### 6.1.5 Expertise Required

Details of related experience must be included as well as details of similar projects undertaken.

#### 6.1.6 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:-

6.2.3 Due date for the submission of proposal is 12 September 2014 at 12:00.  
NO LATE SUBMISSIONS WILL BE CONSIDERED

## 7. INFORMATION AND QUERIES

### 7.1 TECHNICAL QUERIES

Fax : +2739 255 0167

Email: [zibi.ndoda@umzimvubu.gov.za](mailto:zibi.ndoda@umzimvubu.gov.za).

## 7.2 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

**MOUNT FRERE**

5090

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