



# UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 20 October 2016

## SERVICE PROVIDER TO CONDUCT TRAINING ON MUNICIPAL PUBLIC ACCOUNTS COMMITTEE FOR COUNCILLORS

Bidders are hereby invited to submit proposals on training municipal account committee for ULM councillors, Terms of Reference will be available on the website and scm office for free.

### MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** 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** not later than **12h00 noon on 31<sup>st</sup> October 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above. Certified documents should be valid for a period of 3 months,

No Service provider will be considered if a person(s) working for the service of the State

### Enquiries:

All technical enquiries may be directed to Ms.A.Monakali 039 255 8569 SCM Mr T Mbukushe 0392558555

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**  
**Tel: (039) 255 -8500**  
**Fax: (039) 255- 01673**

  
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**GPT NOTA**  
**MUNICIPAL MANAGER**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2016 - 2017**

**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE  
TRAINING**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS ON MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

#### 1. Background

The Municipal Public Accounts Committee is established in terms of section 79 of the Municipal Structures Act. The Committee performs an oversight function and will accordingly not take decisions on the part of any other Committee established by the Council.

This training intervention is for Municipal Public Accounts Committee to strengthen the oversight arrangements in the municipality and to ensure the efficient and effective use of municipal resources.

#### 2. Target Group

Eight (8) Councillors to be trained, who are MPAC members.

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

For Municipal Public Accounts Committee to promote accountability in the use of limited organisational resources for effective service delivery to the public, and to restore public confidence over Umzimvubu Municipality.

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

##### 3.2.1 EFFECTIVENESS OVERSIGHT

###### *Content Topic*

- Monitoring
- Financial Management
- Rights and liberties of citizens
- Stakeholder relationship
- Annual Performance Plan and Strategic Plan
- Transparency and good governance
- Government operations
- Public resources.

##### 3.2.2 EFFICIENCY ACCOUNTABILITY

### **Content Topic**

- Open and transparent governance.
- Democratic control
- Performance on service delivery
- Performance of government.
- Integrity of public governance

### 3.2.3 FAMILIARITY OF LEGISLATIVE FRAMEWORK IN LOCAL GOVERNANCE.

#### **Content Topic**

- Guideline for the Establishment of Municipal Public Accounts Committee *(by the Department of Cooperative Governance and the National Treasury, 2011)*
- Handbook for the Municipal Councillors : Councillors Induction programme *(SALGA & GTZ South Africa , March 2006)*
- Municipal Public Accounts Committee : Enhancing oversight in the municipality – practical guide *(SALGA, March 2012)* , Municipal Financial Management Act, *Circular 32, 2006*
- Municipal Financial Management Act *(Act 53 of 2003), MFMA*
- Municipal Systems Act *(Act 32 of 2000)* as amended, MSA
- Municipal Structures Act *(Act 32 of 2000)* as amended
- Municipal Structures Act *(Act 117 of 1998)* as amended
- The Constitution of the Republic of South Africa *(Act 108 of 1996)* as amended
- Training manual for MPACs *(Association of Public Accounts Committee)*

#### **4. Duration**

This exercise has to be done and completed within a maximum number of five (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/Councillors submitted their POEs.

- 5.6 All participants should also be given training material.
- 5.7 A detailed close-out report for the work done should be submitted at least one week after completion of the training.

## **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 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.

#### **6.1.4 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.

All the required professional team should be involved from the beginning.

#### **6.1.5 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

- 6.1.6 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 6.1.7 The ULM reserve the rights, not to accept any proposals in part or in whole
- 6.1.8 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.
- 6.1.9 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.
- 6.1.10 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.11 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.12 Successful bidder will be required to submit a detailed close-out report.
- 6.1.13 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

**6.2 Where to Submit:**

- 6.2.1 All submissions must be clearly marked:

**“TRAINING OF COUNCILLORS ON MUNICIPAL PUBLIC ACCOUNTS COMMITTEE”**

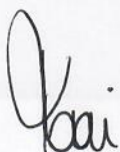
- 6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.
- 6.2.3 **Due date for the submission of proposal is 24 October 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

**7. INFORMATION AND QUERIES**

**7.1 TECHNICAL QUERIES**

To the attention of Miss A Monakali -Human Resources Development office  
and Mr T Mbukushe –Supply Chain Manager

Phone: +2739 255 8562/8556



Fax : +2739 255 0167

Email: [Monakali.Amanda@umzimbvubu.gov.za](mailto:Monakali.Amanda@umzimbvubu.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  
**KwaBhaca**  
5090  
Phone: +2739 255 8500  
Fax : +2739 255 0167

**MRS N KUBONE**  
**MANAGER CORPORATE SEVICRES**