



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 14 FEBRUARY 2018

UMZ/2017-18/Training -001 C&S

Bidders are hereby invited to submit proposals/Quotations for the following trainings.

Training	Closing date
Councillors attending computer literacy	23 February 2018
Leadership and Ethics training for 9 EXCO members	23 February 2018
Advanced driving for three employees	23 February 2018
Animal Health Programme for 6 people	24 February 2018
Computer Literacy training for 27 ward councillors	28 February 2018
Ethics and Fraud Prevention for 64 municipal council	28 February 2018
Training on Plumbing for 6 employees	28 February 2018

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, certified 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. **No couriered, 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 7813 Main Street, Mt Frere** not later than **12h00 noon**, where they will be opened in public. 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. A. Monakali/ Mr Mbukushe (SCM Manager) 039 255 8556

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



UMZIMVUBU
LOCAL MUNICIPALITY

UMZIMVUBU LOCAL MUNICIPALITY

2017-2018 FY

ETHICS & FRAUD PREVENTION TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS ON ETHICS & FRAUD PREVENTION

PROGRAMME: ETHICS & FRAUD PREVENTION

1. BACKGROUND

Fraud is an unethical practice that remains one of the biggest challenges facing the South African public sector. It is a potential threat to sustainable service delivery in many ways. Because it undermines the fight against corruption as it creates a situation where money that is meant for infrastructure and development ends up in the pockets of individuals. Therefore, fraud should be considered as an activity that should be prevented as part of promoting accountable public administration and maintaining a high standard of professional ethics.

The aim of this training intervention is to equip ULM Councillors with a set of skills which will extend and strengthen internal control procedures, such as conflict of interest regimes around sustained high fraud risk areas and categories of employees.

2. TARGET GROUP

There are sixty four (64) Municipal Councillors to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To ensure that Umzimvubu Councillor's approach in managing fraud and corruption is comprehensive and is subject to regular review in ensuring ongoing effectiveness.

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

3.1.1 ETHICS CONCEPTS

Content Topics

- What are ethics?
- What are business ethics?
- What are values?
- Ethics and law
- Personal and Organisational ethics
- Professional ethics and virtues

3.1.2 IMPORTANCE OF ETHICS

Content Topics

- Why we need ethics
- Ethics and good governance

3.1.3 CODES OF ETHICS

Content Topics

- Professional codes of ethics
- Ethics as a corporate culture

3.1.5 FRAUD AND CORRUPTION

Content Topics

- Actions constituting fraud and corruption

3.1.6 STRATEGIES FOR THE PREVENTION OF CORRUPTION AND FRAUD

Content Topics

- Methodology to set up anti-fraud and anti-corruption strategies
- Involvement of internal and external actors
- Communication of such strategies within the organisation and outside
- Transparency registers and gift acceptance policy
- Organisational components

3.1.7 FRAUD AND CORRUPTION PREVENTION METHODS

Content Topics

- Practical methods to reduce the likelihood of fraud and corruption
- Internal control
- Fraud Awareness
- Corporate Fraud Policy
- Communication

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 – 243263
- 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. Explaining corruption and its manifestations.
2. Discussing governance structures that support anti-corruption initiatives.
3. Analysing the anti-corruption strategy and procedures.
4. Analysing current events/issues that relate to corruption.
5. Involve employees in the joint fight against fraud and other acts of dishonesty
6. Analysing data to enable fraud-risk identification reviews

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 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

7.1.4 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 COUNCILLORS ON ETHICS & FRAUD PREVENTION TRAINING”

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 **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.

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

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MRS. N. KUBONE

MANAGER: CORPORATE SEVIRCES