



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 17 November 2016

SERVICE PROVIDER TO DO FACILITATION FOR COUNCIL STRATEGIC PLANNING SESSION FOR 64 COUNCILLORS

Bidders are hereby invited to submit quotation for to do facilitation for council strategic planning for 64 councillors, projects 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 30 November 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above.

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

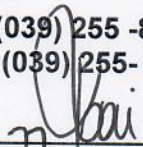
Enquiries:

All technical enquiries may be directed to Ms.P. Nkanke 039 255 8500 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


GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017

**FACILITATION: COUNCIL STRATEGIC PLANNING
SESSION**



TERMS OF REFERENCE

FACILITATION: COUNCIL STRATEGIC PLANNING SESSION

1. BACKGROUND

Umzimvubu Local Municipality is committed to ensure that after the inauguration of the new Council, there is an intense strategic planning process. This Strategic Planning process is a comprehensive exercise to establish service delivery levels and to identify the needs of its community, resulting in an inclusive analysis and consolidation of strategic goals to be implemented in the next five (5) years (2016 – 2021).

2. TARGET GROUP

The Council Strategic Planning Session is for sixty - four (64) Councillors of Umzimvubu Local Municipality and Senior Management.

3. GOALS AND CONTENT OF THE COUNCIL STRATEGIC PLANNING:

To draw an analysis of the state of the municipality reflecting on the current challenges and issues facing the municipality.

To establish service delivery levels and to identify the needs of Umzimvubu community across the municipality.

To look at the strategic choices that are there going forward to enhance the lives of Umzimvubu communities.

To map out a strategy for the next five (5) years, in order for the strategic goals to be realised.

To facilitate the review of the Municipality's Higher Purpose, Organogram and its policies.

4. SPECIFICATIONS AND METHODOLOGY

- 4.1 To meet with Corporate Services Department for the development, presentation and finalization of project plan.
- 4.2 Develop a Strategic Planning Session Programme
- 4.3 Facilitate a 5 - day Council Strategic Planning Session.
- 4.4 The Strategic Planning should be engaging and interactive.
- 4.5 The use of constructive feedback and tips for improvement should be given to the participants.

- 4.6 The Strategic Planning Session will be conducted in a venue determined by the municipality which may not necessarily be in the municipal premises and arrangements related logistics shall be done within the municipality
- 4.7 Consolidate a Five (5) Year Strategy document and Map, and submit to the municipality after the Strategic Planning Session.

5. DURATION

This is a project that shall be co-ordinated and planned for before its implemented and its duration shall be for a maximum of five (5) days for **Council Strategic Planning Session**.

6. OUTCOMES

After this Council Strategic Planning Session the expected outcomes are:

- 6.1 Analysis and characterisation of the current performance situation pertaining the municipality
- 6.2 The examination of the institutional capacity that will enable the municipality to navigate its way to the future.
- 6.3 The assessment of the performance of the municipality over the mid-term of the current financial year.
- 6.4 A detailed situational analysis to use the insight gained as a platform for charting a new strategic path for the municipality.
- 6.5 The determination of the new strategic path for the Council and Municipality for the next five (5) years leading to the next local government elections
- 6.6 A comprehensive Five (5) Year Strategy document and Map
- 6.7 A detailed report with all the outcomes of the strategic planning session.

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 or workshops especially Strategic Planning Sessions and facilitation with

at least three (3) years and proven tracking record of such, where the main office is based as well as any other offices and a list of recently completed projects.

A detailed list of contactable references should be attached to the proposal/quotation.

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 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:

Service provider shall provide only experts within the field of Facilitation and conducting extensive workshops in order to supply sound professional services

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 to 7.4. 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 Service Provider will be required to submit a detailed close-out report after completion.

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:

“FACILITATION: COUNCIL STRATEGIC PLANNING SESSION”

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 23 November 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss P. Nkake – Sound Governance office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Nkake.pulane@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

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Fax : +2739 255 0167



MRS N KUBONE
MANAGER: CORPORATE SEVICRES