



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 16 July 2019

UMZ/2019-20/CS/001

SERVICE PROVIDER TO CONDUCT COMPETENCY ASSESSMENT FOR CANDIDATES OF THE MANAGER: CORPORATE SERVICES AND MANAGER: CITIZEN AND COMMUNITY SERVICES POSITIONS FOR UMZIMVUBU LOCAL MUNICIPALITY.

Bidders are hereby invited to submit proposals/Quotations for competency assessment of the manager: Corporate Services and Manager: Citizen and Community Services position for Umzimvubu Local Municipality. Specifications are available at SCM office and on the Website for free.

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, 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 Accreditation by COGTA, 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 813 Main Street, Mt Frere** not later than **12h00 noon on 26 July 2019**, 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 Mr A Jozela 039 255 8562 HR Office / Mr Mbukushe (SCM Manager) 039 255 8555

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

LOCAL MUNICIPALITY

MEMORANDUM

PERSON DEALING WITH THE MATTER: MR. A. JOZELA

TERMS OF REFERENCE

COMPETENCY ASSESSMENT FOR CANDIDATES OF THE MANAGER: CORPORATE SERVICES AND MANAGER: CITIZEN AND COMMUNITY SERVICES POSITIONS FOR UMZIMVUBU LOCAL MUNICIPALITY

1. BACKGROUND

Competency assessments for senior managers at Umzimvubu Local Municipality was introduced in order to improve and enhance the development of quality senior managers. To ensure that senior managers who are appointed at the municipality have the required competencies and are proficient at the appropriate strategic levels.

The assessment represents one part of the broader selection process and the final decision in terms of who to appoint still rests with the Executing Authority, taking into consideration reference checks, security checks and equity targets.

2. TARGET GROUP

There are six (06) candidates to be tested for both the position of Manager Corporate Services and Manager: Citizen and Community Services positions.

3. GOALS AND CONTENT OF THE COMPETENCY ASSESSMENT

Competency assessment shall ensure that Umzimvubu Local Municipality appoints the best suitable qualified senior management to provide sound leadership within the municipality

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3.2. The content should cover but not limited the following aspects

- Reporting / Analytical
- Project Management
- Planning
- Cognitive process profile
- 15FQ
- Giotto work style questioner

4. DURATION

This competency assessment is to be done and completed within a maximum number of two (02) working days.

5. METHODOLOGY

5.1. Conduct competency based assessments involving competency simulation and psychometric assessments in terms of Regulation 21, dated 17 January 2014, published in the Government Gazette 37247 for Senior Managers.

5.2. The service provider must ensure that the competency assessment is done to the participants and POEs are provided.

5.3. To provide an Assessment Plan and assessment process during the two (2) days

5.4. A detailed close-out report for the work done should be submitted one (3) days after completion of the competency assessment.

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 competency assessments, 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. Services provider must be accredited by the Department of Cooperate Governance and Traditional Affairs (CoGTA).

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

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 with the submission of results for assessed candidates within three (3) working days.

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 6.1.1 to 6.1.4 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

6.4. The consortium submitting the proposal must declare any conflict of interests that it may have.

6.5. The ULM reserve the rights, not to accept any proposals in part or in whole

6.6. 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.

6.7. 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.

6.8. Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.10. Successful bidder will be required to submit a detailed close-out report.

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:

“COMPETENCY ASSESSMENT FOR CANDIDATES OF THE MANAGER: CORPORATE SERVICES AND MANAGER: CITIZEN AND COMMUNITY SERVICES POSITIONS”

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

7.2. Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

7.3. **Due date for the submission of proposal is 25 July 2019 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

8. INFORMATION AND ENQUIRIES

8.1. TECHNICAL ENQUIRIES

To the attention of Mr. A Jozela -Human Resources Office and Mr. T Mbukushe –Supply Chain Management office.

Phone : +2739 255 8562/8556

Fax : +2739 255 0167

Email : Jozela.Anele@umzimvubu.gov.za.

8.2. 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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MR. G.P.T. NOTA
MUNICIPAL MANAGER