



UMZIMVUBU
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. Lwana

Date: 05 MARCH 2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO CONDUCT PLUMBING LEARNESHIP FOR TEN (10) LEARNERS.**

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

PRICE : 80

BBB-EE : 20

Closing Date for submissions is 13/03/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tell: 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.

Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU COMMUNITY YOUTH ON PLUMBING LEARNERSHIP

1. Background

Umzimvubu Local Municipality is fully committed to the upliftment of the standard and quality of life of the community in its area of jurisdiction, and to further fulfill the Requirements of both the Employment Equity and Skills Development Acts.

In order to fulfill these commitments, it is the objective of the ULM to embark on a sponsorship programme which will afford historically disadvantaged individuals who are domiciled within Umzimvubu Local Municipality area of jurisdiction, an opportunity to attend the Plumbing Learnership Programme that will take a period of one year or twelve (12) months.

2. Purpose

This Learnership presents one way in which education and training will become more responsive to the needs of Umzimvubu Local Municipality and the Learner's needs.

2.1 This learnership programme seeks to address the following issues:-

- 2.1.1 the decline in levels of employment in South Africa
- 2.1.2 unequal access to education and training, and employment opportunities
- 2.1.3 the effects of race, gender and geographical location on advancement and
- 2.1.4 the skills shortage amongst the labour force.

3. Target Group

- 3.1 Candidates who have the potential but because of their financial status cannot afford to pay for their tertiary education will be given the opportunity subject to the submission of applications as per the advert.
- 3.2 To offer qualifying and unemployed youth at the age of 18 to 25 years in different races.

4. Goal and Content of the Training

- 4.1 Each participant should learn to:-
 - 4.1.1 Identify and Solve problems with practical Mathematical applications
 - 4.1.2 Communicate in verbal or written form with peers and members of management levels and others.
 - 4.1.3 Apply understanding of the functioning of plumbing systems to install, test and maintain them in a built environment.

4.1.4 Apply fault finding techniques to diagnose and repair installed plumbing

5. The content should cover but not limited to the following aspects of the listed Electives, Cores and Fundamentals:

5.1 **UNIT STANDARDS:**

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	NQF Level 04	6
Core	244502	Install and maintain soil, waste and vent pipe systems	NQF Level 04	12
Core	244492	Install, maintain and repair sanitary ware appliances	NQF Level 04	8
Core	244498	Install, maintain and test below ground drainage systems	NQF Level 04	14
Core	244507	Install, maintain and test cold water supply systems	NQF Level 04	14
Core	244496	Install, maintain and test hot water supply systems	NQF Level 04	12
Core	244495	Install, maintain and test Rainwater Systems	NQF Level 04	5
Core	13224	Monitor the application of safety, health and environmental protection procedures	NQF Level 04	4
Core	244497	Perform building works	NQF Level 04	5
Core	244493	Procure resources for construction works	NQF Level 04	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
Fundamental	119457	Interpret and use information from texts	NQF Level 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	NQF Level 03	5

Fundamental	119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
Fundamental	119471	Use language and communication in occupational learning programmes	NQF Level 04	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
Fundamental	119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
Elective	9973	Apply basic business concepts	NQF Level 03	8
Elective	114946	Identify causes of stress and techniques to manage it in the workplace	NQF Level 03	2
Elective	244491	Fabricate and install sheet metal components	NQF Level 04	8
Elective	244499	Install and maintain solar water heating systems	NQF Level 04	10
Elective	244500	Install specialised hospital sanitary ware systems	NQF Level 04	8
Elective	114589	Manage time productively	NQF Level 04	4
Elective	7997	Managing self-development	NQF Level 04	12
Elective	244494	Perform specialised fault-finding and repairs to	NQF Level 04	12

		plumbing systems		
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	4
Elective	15237	Build teams to meet set goals and objectives	Level 5	3
Elective	7876	Conduct on-the-Job-Training	Level 5	8
Elective	115753	Conduct outcomes-based assessment	Level 5	15
Elective	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	Level 5	4
Elective	11994	Monitor, reflect and improve on own performance	Level 5	3
TOTAL		CREDITS	NQF L5	120

6. Duration

- 6.1 This exercise has to be done and completed within a maximum number of twelve (12) months.

7. Methodology

- 7.1 The course should be engaging and interactive.
- 7.2 Feedback and tips for improvement should be given to each of the participant.
- 7.3 This training programme should be National Qualification Framework (NQF) aligned and Unit standard with number of credits must be specified in the application as indicated in clauses 4.1 above.
- 7.4 The service provider must ensure that the competency assessment is done to all learners and POEs be submitted as per the Construction Education and Training Authority requirements.
- 7.5 Ensure that all learners are registered in the data base of the CETA at least before three months upon commencement of the learnership programme.

- 7.6 All Learners should also be provided with training all material (practical tools, stationary, etc) and Full Protective Clothing.
- 7.7 the training provider will be required to submit monthly progress report to the HRD section under Corporate Services Department and will also liaise with the said section for any change in the implementation plan.
- 7.8 A detailed close-out report for all the work done after completion of the learnership programme should be submitted at least one week after completion of the learnership programme.

8. PROPOSAL SUBMISSION REQUIREMENTS

8.1 List of Contents

All proposals must cover the following aspects of importance:

8.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings specifically Learnership, where the main office is based as well as any other offices and a list of recently completed projects.

8.1.2. Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

Submission of the implementation plan for the whole project upon appointment.

8.1.3 Accreditation

Each training provider must be accredited by the relevant Sector Education and Training Authority (SETA).

A copy of accreditation certificate, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

8.1.4 Proposed Cost Structure (Business Plan)

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether its inclusive of VAT or not.

8.1.5 Expertise Required:

The applying service providers can 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.

8.1.6 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below and 6.1.3 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

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

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

8.1.9 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.

8.1.10 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.

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

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

8.1.13 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

8.2 Where to Submit:

8.2.1 All submissions must be clearly marked:

“PLUMBING LEARNERSHIP FOR TEN (10) UNEMPLOYED ULM YOUTH”

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

8.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere or be faxed **039 255 0167.**

8.2.3 **Due date for the submission of proposal is 31 October 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

9. INFORMATION AND QUERIES

9.1. TECHNICAL QUERIES

To the attention of Mr. S Dinga - Human Resources Development office

Email: dinga.sizwe@umzimvubu.gov.za OR (+27) 39 255 8563
and

Ms. A Ntongana –Supply Chain Management office

Phone: +2739 255 8556

9.2. OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

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Private Bag X 9020

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