



# UMZIMVUBU

LOCAL MUNICIPALITY

RE-ADVERT- DATE: 15 March 2018

**UMZ/2017-18/ Training for SMME Training on Supply Chain Magement**

Bidders are hereby invited to submit proposals/Quotations for SMME Training on Supply Chain Management.

**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 26 March 2017 @ **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 Mr. L. Hendriks / 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**

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**GPT NOTA (MUNICIPAL MANAGER)**





# UMZIMVUBU

LOCAL MUNICIPALITY

## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPALITY SMME TRAINING

**PROGRAMME: TRAINING OF SMME'S ON LEGISLATION REQUIREMENTS, VAT, SCM PROCESSES.**

#### 1. Background

1.1 Umzimvubu Local Municipality, Budget and Treasury Unit is fully committed to the structured and systematic training and development of its SMME on an ongoing basis to enable them to perform their duties effectively and efficiently.

1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet it's the requirements of the market.

#### 2. Target Group

2.1 Forty two SMMEs have been identified and recommended for the said training Programme through the Local Economic Department as part of our SDBIP.

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

3.1 This training aims at taking participants to a mid-level in their knowledge of the legislation, Vat, SCM, Tax verification, Introduction of price index for them to begin to understand these principles for personal and organizational advantage. The course is therefore relevant in the work place and for empowering their business to have fair advantage in the industry. It is an instructor led course that is delivered using a hands-on practical approach.



3.2 **The content should cover but not limited the following aspects of the fundamental project management:-**

- Legislations applicable in the Municipal sector relevant for SMMEs
- VAT Act and purpose thereof
- Supply Chain Management processes
- Price Index as per the new circular ( Circular 9 )
- Elimination Factor on the Bid
- Bill Of Quantities, Responding on
- Tax verification process
- CSD Databases
- Local Content requirement
- Importance of updating information on CIDB

**4. Duration**

- 4.1 This exercise has to be done and completed within a maximum number of not more than 2 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 submitted their POEs.
- 5.4 The total number of Forty Two representatives from the SMMEs will be trained on Legislation requirements,
- 5.5 All participants shall also be given training materials by the service provider.

## 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.

- **Proposed Methodology**

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

- **Accreditation**

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

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

- **Proposed Cost Structure**



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

- **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 before six months.

- **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:-

- Proof Ownership
- MBD 4,8 &9
- Tax Certificate
- Certified ID copies
- Certified CK Document
- The consortium submitting the proposal must declare any conflict of interests that it may have.
- 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.
- Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.



**Where to Submit: 813 Main Street, Mount Frere, 5090, Supply Chain Office**

- All submissions must be clearly marked: **“TRAINING OF SMMEs ON LEGISLATION, VAT, SCM PROCESSES”** and be addressed for the attention of the Municipal Manager, Mr G.P.T. Nota.
- Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.

• **INFORMATION AND QUERIES**

• **TECHNICAL QUERIES**

To the attention of Mr. T. Mbukushe – Assistant Manager – Supply Chain Management

Phone : +2739 255 8500

Fax : +2739 255 0167

Email: [Mbukushe.Themba@umzimvubu.gov.za](mailto:Mbukushe.Themba@umzimvubu.gov.za).

• **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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5090

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