



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 14 MAY 2019**

**UMZI/2018-19/FIREARM (CITIZEN)**

SERVICE PROVIDER TO DO TRAINING OF 12 LAW ENFORCEMENT OFFICERS.

Bidders are hereby invited to submit proposals/Quotations to do Training of 12 Law Enforcement on firearm as per terms of reference.

**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 813 Main Street, Mt Frere** not later than **12h00 noon on 23 May 2019**. 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 Ntlamba & Mr Mbukushe (SCM Manager) 039 255 8536/11/8555

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**

**GPT NOTA (MUNICIPAL MANAGER)**

## TERMS OF REFERENCE

**TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON FIREARM (HANDGUN AND SHOTGUN) BUSINESS COMBO COURSE 2, BUSINESS PURPOSE LEGAL PLUS 2 UNIT STANDARD.**

***PROGRAMME: PROMOTES THE NATIONAL QUALIFICATION FRAMEWORK IDEAL OF LIFE LONG LEARNING AND CONTRIBUTES TO THE PERSONAL DEVELOPMENT OF THE OFFICIALS***

### **1. Background**

- 1.1 Umzimbubu Local Municipality is fully committed to the structured and systematic training and development of all its employees 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 its future human resources needs.
- 1.3 This training intervention is compulsory as per Firearm Control Act 60/2000 latest amendment when applying for competency certificate.

### **2. Target Group**

2.1 Twelve (12) municipal employees from Citizen and Community Services department (Community Safety division) have been identified for the firearm training on amendments recently promulgated. This training helps the officials to keep up the standard of trust in the handling of firearms and be in a ready situation to apply for competency certificate renewal.

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

To equip officials identified in order to be fully effective in the use and handling of firearms and compliance with the latest amendments of the Firearm Control Act.

**3.2 The content should cover but not limited to the following aspects of the course:-**

**3.2.1**

<b>SAQA QUAL ID: 50480</b>	<b>Unit Standard Title: Further Education and Training Certificate: Firearm Training</b>	<b>NQF Level 4</b>	<b>Credits Regular –Unit Stds Based</b>
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3.2.2 Explain, apply and support legislative requirements in the training and handling of firearms.

3.2.3 Handle and use firearms in a range of contexts.

3.2.4 Demonstrate understanding of various types of firearms in terms of their components functions and uses.

**4. Expected Outcomes**

The learners must be assessed against the following:

4.1 Operating principles of shooting ranges in terms of regulatory requirements.

4.1 Understanding of accepted procedures.

4.2 Handling of firearms in accordance with prescribed safety procedures.

4.3 Use science and technology effectively and critically, showing responsibility towards the environment and the health of others when using firearms.

4.4 Contribution to the full personal development of the officials by ensuring that officials understand the community dynamics of which they form part and that they have an acute awareness of the need to act responsibly when using firearms so as to ensure the personal safety, dignity and rights of other citizens.

## 5. Duration

- 5.1 This exercise has to be done and completed within a one (1) day.

## 6. Methodology

- 6.1 The in service shooting practice should be engaging and interactive.
- 6.2 Feedback and tips for improvement should be given to each of the participants.
- 6.3 The total number of twelve (12) municipal employees will be trained on demonstrating and understanding of the firearm use and handling.
- 6.4 All participants shall also be given training material (practice ammunition: 50 for handgun and 10 for shotgun for each individual official) to be arranged and provided by the service provider.
- 6.5 Assess learner's ability to perform theoretical and practical
- 6.6 Firearm in service training for the period of one (1) day.
- 6.7 In service training to be conducted at a well-established, suitable firearm training centre.

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

7.1.3.2 A copy of accreditation certificate, preferable a letter from the

SETA specifying the areas of accreditation must be attached to the proposal.

#### **7.1.4 Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure, and should be inclusive of VAT.

#### **7.1.5 Expertise Required:**

It is the responsibility of the appointed service provider to make proper arrangement in advance.

#### **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 7.1.3 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 of Ownership
- b) Declaration of Interests
- c) Tax Certificate

- 7.1.6 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 7.1.7 The ULM reserve the rights, not to accept any proposals in part or in whole.
- 7.1.8 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.
- 7.1.9 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.
- 7.1.10 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

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

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

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



## 7.2 Where to Submit:

7.2.1 All submissions must be clearly marked:

**“TRAINING OF MUNICIPAL EMPLOYEES ON FIREARMS (HANDGUN AND SHOTGUN)”.**

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.

## 8. Information And Queries

### 8.1 Technical Queries

To the attention of Mr BJ Ntlamba – Community Safety Section,

Phone: +27 39 254 6000

Fax : +2739 255 0167

Email: [Ntlamba.Bongile@umzimvubu.gov.za](mailto:Ntlamba.Bongile@umzimvubu.gov.za).

and

Mr T Mbukushe – Supply Chain Management office

Phone: +2739 255 8555

Fax : +2739 255 0167

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

### 8.2 Other Queries

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

813 Main Street  
Private Bag X 9020

**KwaBhaca**

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Fax : +2739 255 0167



**Mr. BJ NTLAMBA**  
**ASSISTANT MANAGER (COMMUNITY SAFETY)**