



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 24 November 2016

SERVICE PROVIDER TO CONDUCT TRAINING ON HORTICULTURE FOR 20 EMPLOYEES

Bidders are hereby invited to submit proposal on horticulture training for 20 employees, 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 06 December 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.A. Monakali 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

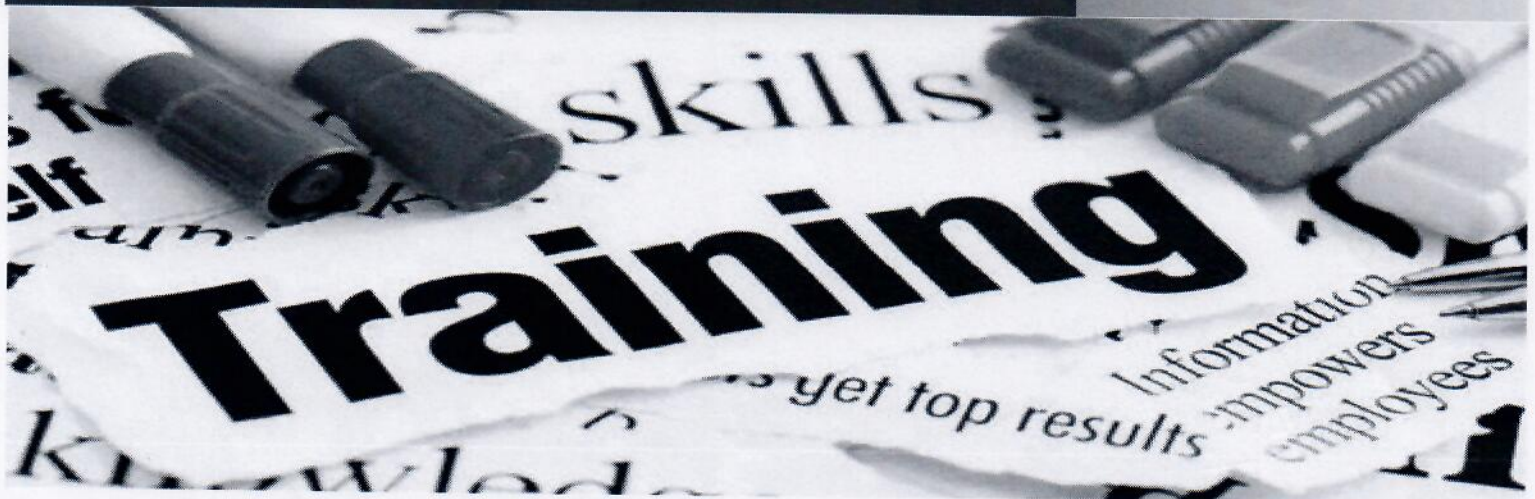


UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017 FY

HORTICULTURE TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON HORTICULTURE

PROGRAMME: HORTICULTURE COURSE

1. BACKGROUND

Horticulture is the science of the propagation, cultivation and maintenance of plants and the use of plant material for the improvement of the environment. With population growth, new scientific and technological challenges present themselves daily in a career that can lead to rich rewards and excellent job opportunities

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year and the aim is to enable the employees progress within all spheres of the horticultural industry and give them the opportunity to hone their skills and receive recognition for their competencies.

2. TARGET GROUP

There are Twenty (20) Municipal Employees who have requested the said training and are from the following department:

Citizen & community services (20)

3. GOALS AND CONTENT OF THE TRAINING:

To develop production and maintenance of environmentally friendly and aesthetically pleasing gardens, playing fields and commercial garden retail centres in the organisations.

3.1 The content should cover but not limited the following aspects:-

3.1.1 LANDSCAPE MAINTENANCE

Content Topics

- Constructing hard landscape features
- Investigative project
- Machinery operations
- Plant and soil science
- Pruning trees and shrubs

3.1.2 PARKS, GARDENS AND GREEN SPACES

Content Topics

- Monitoring and maintaining health and safety
- Maintain and develop personal performance
- Establish and maintain effective working relationship with others
- Levelling and preparing sites for landscaping
- Preparing ground for seeding and planting

- Establishing plants and or seeds in soil
- Identify the health and maintain the condition of general amenity turf
- Use and maintain non-powered and hand held powered tools and equipment
- Clearing horticultural and landscaping sites
- Plant nomenclature, terminology and identification
- Identify and report the presence of pests, diseases and disorders

3.1.3 SPORTS TURF GREEN-KEEPER

Content Topics

- Preparing ground for seeding and planting
- Establishing plants and or seeds in soil
- Maintain the health of sports turf
- Maintain the condition of sports turf surfaces
- Renovate and repair sports surfaces
- Maintain and renovate artificial sports surfaces
- Use and maintain non-powered and hand held powered tools and equipment
- Use and maintain pedestrian controlled powered equipment
- Use and maintain ride-on powered equipment
- Prepare and operate a tractor and attachments

3.1.4 NURSERY STOCK

Content Topics

- Plant nomenclature, terminology and identification
- Identify and report the presence of pests, diseases and disorders
- Monitor and report on the growth and development of crops and plants
- Maintain moisture levels for crops or plants
- Provide nutrients to crops or plants
- Remove unwanted plant growth to maintain development
- Collect and prepare propagation material
- Establish propagation material
- Propagate plants from seed

4. DURATION

This training has to be done and completed within a maximum number of five (05) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned
- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5 The participants shall be given training materials by the service provider.
- 5.6 To provide an Assessment Plan and assessment process during and after the training

- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.9. The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

After this training the expected learning outcomes are that the participants will able to:

1. Identify the major soil types and their uses in plant propagation and landscaping.
2. Utilise manual irrigation systems to provide the correct application of water to plants.
3. Produce ornamental plants from stem cuttings.
4. Apply pest control practices in plant production and landscaping.
5. Utilise the principles and practices of providing plant care and nutrition for ornamental plants and landscapes.
6. Recognition of common ornamental plants and their uses.

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

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

7.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references.

7.1.4 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:

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 four months after completion of training.

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 7.1.1 to 7.1.4 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

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

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:

“TRAINING OF MUNICIPAL EMPLOYEES ON CUSTOMER CARE COURSE”

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

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss A Monakali -Human Resources Development office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Monakali.Amanda@umzimbvubu.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

Phone : +2739 255 8563

Fax : +2739 255 0167



MRS N KUBONE
MANAGER: CORPORATE SEVIRCES