



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 21 September 2017

UMZ/2017-18/SP&COM . (Media Training)/023

SERVICE PROVIDER TO CONDUCT TRAINING MEDIA TRAINING FOR COUNCILLOR

Bidders are hereby invited to submit proposals media training for councillors

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 **12h00 noon on 29 September 2017**, 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. Kalashe / 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

GPT NOTA (MUNICIPAL MANAGER)

TERMS OF REFERENCE

PROVISION OF MEDIA TRAINING WORKSHOP FOR UMZIMVUBU MUNICIPAL COUNCILLORS.

1. BACKGROUND

The primary purpose of the project is to appoint a service provider who will conduct training for twenty seven (27) ward councilors, nine (09) executive committee members, Chief Whip and Speaker. The communication unit will be hosting radio talk shows and a "Talk to Your Councilor Programme" has been earmarked for all ward councilors which entails direct radio broadcast interaction with community members.

2. TARGET GROUP

There are thirty six (38) councillors councilors that have to be trained.

3. DURATION

This training workshop has to be done and completed within a maximum number of two (2) working days.

4. PROPOSED METHODOLOGY

- 4.1 The course should be engaging and interactive;
- 4.2 The use of inter-active training exercises, case studies, role play and group work;
- 4.3 The use of constructive feedback and tips for improvement should be given to the participants.
- 4.4 The participants shall be given training materials by the service provider.
- 4.5 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 4.6 Certificates of attendance for participants be submitted to the Communications office within one (01) month after completion of training workshop.

- 4.7 Service provider should be able to demonstrate content that will be used to capacitate councillors on how to engage with the media.
- 4.8 The training may be conducted in or out of the municipal premises and arrangements related to logistics shall be done within the municipality
- 4.9 Training should be customized to focus on issues arising from a local government environment.
- 4.10 The training workshop shall be able to provide listening and bridging techniques and how to take charge of interviews and audiences.
- 4.11 The training workshop shall also assist councilors to be able to craft unique and newsworthy messages, control anxiety and handle difficult questions or controversial subjects.

5. LEARNING OUTCOMES

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

- Understand how to engage with the media including a theoretical and a practical approach on how to provide rapid responses to the media.
- Understand crisis communication and practical ways on how to handle negative comments from prospective community members.

6. PROPOSALS/SUBMISSION OF REQUIREMENTS

All proposals are to cover the following aspects:

6.1 A Detailed Company Profile

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

6.2 Expertise Required

6.2.1 The prospective / successful service provider must have adequate amount of knowledge in local government and must be able to demonstrate practical and theoretical sessions to the councilors.

6.2.2 It is the responsibility of the appointed service provider to make a constant follow up on the submission of the attendance certificates of the learners at least one month after completion of training workshop.

6.3 Accreditation

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

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

6.4 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

6.5 Compulsory Terms and Conditions

6.5.1 A proposal **will not** be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 6.1, 6.2 and 6.3 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

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

- 6.5.4 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.
- 6.5.5 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.
- 6.5.6 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.5.7 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.5.8 Successful bidder will be required to submit a detailed close-out report.
- 6.5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7. WHERE TO SUBMIT

All submissions must be clearly marked

“PROVISION OF MEDIA TRAINING WORKSHOP FOR UMZIMVUBU MUNICIPAL COUNCILLORS” and be addressed for the attention of the **Municipal Manager, Mr G.P.T Nota.**

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

Due date for the submission of proposals is At 12H00. **NO LATE SUBMISSIONS WILL BE CONSIDERED.**

8. INFORMATION AND ENQUIRES

8.1 TECHNICAL ENQUIRIES

To the attention of the Communications Officer – Mr Khanya Kalashe & the Assistant Manager: Supply Chain Management: Mr T. Mbukushe

Phone: 039 255 8531/8556

Fax: 039 255 0167

8.2 OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Municipal Manager:

Mr G.P.T NOTA

813 Main Street


Private Bag X 9020

Mount Frere

5090

Phone: 039 255 8531 / 8556

Fax: 039 255 0167



MRS N.N. ZEMBE

MANAGER: SP AND COMMUNICATIONS