



KWASANI MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION OF TRAINING FOR (40) MUNICIPAL WARD COMMITTEE MEMBERS ON MUNICIPAL PROCESSES KSM/07/Q/2014/2015

KwaSani Municipality is inviting suitably qualified service providers to submit proposals of training municipal Ward Committees.

Ensure that Municipal Ward Committees are trained on the following:

PROCESSES

Module 01: **WARD COMMITTEE INDUCTION MANUAL**

Module 02: **COMMUNITY-BASED PLANNING PROGRAMME**

Module 03: **PUBLIC PARTICIPATION IN LOCAL GOVERNANCE**

Module 04: **CORE MUNICIPAL PROCESSES & SERVICE DELIVERY**

Module 06: **COMMUNICATION, FACILITATION & DEALING WITH CONFLICT**

Scope

The training will be provided on the following unit standards:

MODULE	US	NQF	Credit	Description
1	242892	2	6	Display an understanding of the Constitution, structure of Ward Committees and roles and responsibilities of committee members
	242896	2	10	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes
2	Draft US	2	10	Display an understanding of community-based planning (CBP) at ward level and its role to facilitate citizen participation in local governance
3	113955	3	4	Apply the Batho Pele principles to own work role and context
	123436	3	7	Facilitate community participation in democratic processes and structures

	242893	2	6	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning.
4	242895	2	10	Support the facilitation of development project service delivery in a Ward Committee context
	242890	3	8	Display an understanding of core municipal processes and Ward Committee participation in these processes
6	242891	2	10	Apply communication, interpersonal & conflict management principles in Ward Committee functions and processes

SPECIFICATION MINIMUM REQUIREMENTS

The minimum requirement for bidders to be considered for evaluation assessment must submit up to date documentation of the following:

- Updated and fully accreditation certificate, preferable with Local Government SETA (LGSETA) to provide ALL aforementioned unit standards.
- Valid Tax Clearance
- Company Registration
- Certified copy of BBBEE certificate

EXPECTED OUTCOMES

- 1.1 Ensure that the competency assessment is done by all people attending the training and competency certificates are issued
- 1.2 Report progress on the work done to the Executive Manager: Municipal Manager and also make necessary recommendations

This exercise has to be done and completed within a maximum period of three (3) working days upon appointment.

Technical Enquiries can be directed to Sikhumbuzo Sethuse Tel: 033 702 3000, and Email: communication@kwasani.co.za

Enquiries can be directed to SCM Unit on Tel: 033 702 1060, Email: sco@kwasani.co.za Fax: 086 583 2315

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance certificate
- Certified BBBEE Certificate.
- The successful provider will be the one scoring the highest points.
- **MBD forms are available on our website.**
- The Municipality does not bind itself from accepting lowest bid or any other bid and reserve the right to accept whole or part of the bid.
- Preference will be given to local Suppliers.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer

Bidders will be evaluated in terms of the Supply Chain Management policy of the KwaSani Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of Bid or not to consider any Bidder not suitably endorsed is fully reserved by the KwaSani Municipality.

Proposals marked "Training for (40) Municipal Ward Committee members on Municipal Processes" must be placed in the tender box, Kwa Sani Municipality Building, Reception area, 32 Arbuckle street, Himeville, 3256, not later than 12H00 on 11 August 2014 at which hour and date proposals will be open in public.

Telegraphic , telephonic , telefax ,facsimile ,email and late tenders will not be accepted. NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.

NB: No quotations will be considered from persons in the service of the stateⁱⁱ

Failure to comply with these conditions may invalidate your offer

ⁱ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

ⁱⁱ * MSCM Regulations: "in the service of the state" means to be –

- (g) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (h) a member of the board of directors of any municipal entity;
- (i) an official of any municipality or municipal entity;
- (j) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (k) a member of the accounting authority of any national or provincial public entity; or
- (l) an employee of Parliament or a provincial legislature.

Yours faithfully

Ms. M. James
Municipal Manager

