



## TERMS OF REFERENCE

### TRAINING OF MAKANA LOCAL MUNICIPALITY BID COMMITTEE MEMBERS.

#### 1. Background

- 1.1 Makana Local Municipality is fully committed to the structured and systematic training and development of all its Employees and Councilors on an ongoing basis to enable them to perform their responsibilities effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills and knowledge so as to be able to make sound decisions as they will have full knowledge of Supply Chain Management regulations regarding Bid Committees.

#### 2. Target Group

- 2.1 The training is targeted for Bid Committee Members.

#### 3. Outcomes of the training

- 3.1 Candidates attending this training must be able to gain:
  - 3.1.1 Thorough understanding of SCM processes and procedures to be followed by Bid Committee Members.
  - 3.1.2 Understanding of principles of SCM regulations.
  - 3.1.3 Understanding ethics management in Bid committees.

3.2 The content should cover but not limited the following:-

- Introduction to Integrated Supply Chain Management
- Committee System for Competitive Bids
- Ethics Management in Bid Committees
- Guidelines for Municipal Bid Adjudication Committees
- Practical Evaluation of Bids

#### 4. Duration

- 4.1 This training should be done within a maximum period of **1-2 days**.

#### 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.
- 5.4 The total number of **twenty (20)** employees who are Bid Committee members.
- 5.5 All participants shall also be given training materials by the service provider.

*Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly socio-economic and healthy environment, which promotes social and economic growth for all.*

...a great place to be

## 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

A company profile including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings should be attached.

#### 6.1.2 Proposed Methodology

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

#### 6.1.3 Accreditation

6.1.3.1 The training provider must be a member of a relevant professional body i.e. SAICA, LGSETA etc.

6.1.3.2 A copy of membership certificate must be attached to the proposal.

#### 6.1.4 Proposed Cost Structure

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

#### 6.1.5 Expertise Required

Details of related experience must be included as well as details of similar projects undertaken.

#### 6.1.6 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes Makana Municipality with the duly completed documents mentioned below. 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 / CK documents
- b) Declaration of Interests (MBD 4, 8 & 9)
- c) Tax Certificate
- d) B-BBEE certificate
- e) Certified copies of Directors' IDs

6.1.7 The service provider submitting the proposal must declare any conflict of interests that it may have.

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- 6.1.8 The municipality reserve the rights, not to accept any proposals in part or in whole
- 6.1.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.10 The guidelines contained in the Makana Local Municipality Supply Chain Management policy will apply.

## **6.2 Where to Submit:**

6.2.1 All submissions must be clearly marked:

### **“TRAINING OF MAKANA MUNICIPALITY BID COMMITTEE MEMBERS**

and be addressed for the attention of **the Acting Municipal Manager, Mrs. RJ Meiring.**

6.2.2 Submissions must be dropped into the “Quotations box”, 1<sup>st</sup> Floor Finance Floor Finance Department in 86 High Street, Grahamstown or posted to P.O.Box 176, Grahamstown, 6140

**6.2.3 Due date for the submission of proposal is 11 July 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## **7. INFORMATION AND QUERIES**

### **7.1 TECHNICAL QUERIES**

To the attention of Ms. N. Siwahla CFO and Ms. C. Mani– Supply Chain Management office.

Phone : +2746 603 6007 / 6015

Email: [nsiwahla@makana.gov.za](mailto:nsiwahla@makana.gov.za) , [cmani@makana.gov.za](mailto:cmani@makana.gov.za)

### **7.2 OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of the Acting Municipal Manager, Mrs. RJ Meiring

86 High Street

P.O Box 176

**Grahamstown**

6140

Phone : +2746 603 6138