



MOGALAKWENA MUNICIPALITY

RE-ADVERTISEMENT

ADVERT DATE: 09 JANUARY 2015
CLOSING DATE: 23 JANUARY 2015
CLOSING TIME: 12H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 239/2014

CORPORATE SUPPORT SERVICES: HUMAN RESOURCE

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

TRAINING INTERVENTIONS SPECIFICATIONS FOR EMPLOYEES AND COUNCILORS 2014-2015

Item	Unit Standard Id Number	Learning Programme	Objective	NQF Level	Qualification/ Skills Programme	Number of Trainees
1	58395	Project Management	To empower management with skills for planning, establishment and management of complex projects	5	Skills Programme	7
2	15224	Management Course	To empower middle management team to encourage team members in full participation of tasks	4	Skills Programme	2
3	50372	Financial Management	To empower managers to provide financial support to strategic leadership	4	Skills Programme	2

			and management of municipal budget			
4	58309	Advanced Project Management	To empower officials with proper skills to manage projects and to take responsibility of team building	5	Skills Programme	3
5	15096	Conflict Management	To empower councilors and management to be able to display an understanding of stress and apply strategies to achieve optimal stress levels in personal and work situations	5	Skills Programme	20
6	123455	Records Management	To empower staff members to develop and utilize municipal administrative procedures and principles to manage records within a municipal information system	4	Skills Programme	6
7	13482	Event Management	To skill staff members to be able to co-ordinate events professionally and to meet the expectations of the clients	5	Skills Programme	1
8	120391	Executive Leadership Management	To empower executive members to demonstrate an understanding of the enhancement of institutional accountability in managing relations with stakeholders and communities	4	Skills Programme	5
9	230448	Policy Development	To empower staff members to be able to identify gaps in policies, develop, explain the current applicable legislation to organisations.	5	Skills Programme	2
10	123460	Office	To empower staff	4	Skills	5

		Administration	members to be able to develop and apply administrative principles in the implementation of municipal office administration		Programme	
11	110023	Report Writing	To empower staff members to be able to compile reports related to a selected business function and insuring that the purpose, format and the content are in accordance with the requirements and purpose of the report	4	Skills Programme	2
12	114974	Customer Care	To empower staff members to be able to explain, interact and communicate with internal and external customers and have skills to respond to customer needs.	2	Skills Programme	10
13	116527	Housekeeping	To empower cleaners to be able to identify and evaluate potential health hazards, use correct cleaning materials, equipments, disinfectants and to follow hygiene procedures.	2	Skills Programme	7
14	119064	Basic Plumbing	To empower Plumber Assistants to be able to carry out basic plumbing tasks, to assemble and conduct maintenance on above and below ground drainage and water supply systems	1	Skills Programme	6
15	252042	Advanced Protocol	To empower staff member to understand and demonstrate the relationship between values, ethics and organizational culture	5	Skills Programme	1

			and the impact on the achievement of goals and objectives.			
16	64390	Fire Investigation	To empower fire fighting personnel to be able to respond to and supervise fire incidents and to rescue and hazmat incidents.	5	Skills Programme	2
17	62289	Accident Investigation	To empower traffic officers with the relevant skill to apply ethical, legal and regulatory framework within which they operate and to operate equipments that they use	4	Skills Programme	2
18	120487	Fire Arm Training (refresher)	To empower traffic officers and security personnel with the relevant skills to understand relevant legislation requirements, to handle, operate, maintain and to use firearms accordingly	4	Skills Programme	12
19	120487	Fire Arm Training (full course)	To empower bodyguards with the relevant skills to understand relevant legislation requirements, to handle, operate, maintain and to use firearms accordingly	4	Skills Programme	1
20	242766	ORHVS (Overhead Regulations High Voltage Systems)	To empower electricians and handymen with the relevant legislative requirements in handling, maintaining and supplying electricity to the clients	5		8
21	119832	Basic Electricity Training	To empower electrician assistants with the skill to be able to install, test, maintain and commission basic electrical circuits	2	Skills Programme	12

22	21024	Sports Turf Maintenance	To empower supervisors with the skill to maintain gardening and horticulture professionally	4	Skills Programme	3
23	264182	Brush Cutter Operations	To empower brush cutter operators with the necessary skill to implement safety precautions, practices and conduct maintenance on the brush cutter	2	Skills Programme	5
24	117058	Chain saw Operations	To empower chainsaw operator with the necessary skill to operate, maintain and demonstrate knowledge of chainsaw parts and basic mechanics	2	Skills Programme	1
26	117924	Microsoft Word Level 1 & 2	To empower staff members with effective skill to work with multiple documents, format text, paragraphs, pages ,and to create templates	2	Skills Programme	9
27	71853	Micro soft Excel Level 1& 2	To empower staff members with effective communication skills, word processing, presentation and spreadsheet skills in the field of Information Technology and Computer Sciences	4	Skills Programme	10
28	117867	Intro To Micro Computer	To empower staff members with the skill to identify different storage devices on a computer, locate files, explain concepts of files and to protect computer files		Skills Programme	5

N.B Please submit each training needs (unit standard) separately i.e each should have own attachments

The following conditions shall apply:

- Sealed quotations in sealed envelope written the notice number and/or description of service must be deposited in the Tender box to the Supply Chain Management Unit at 07 Retief street Mokopane (Cnr. of Fourie and Retief Street - STORES BUILDING) between 07h30-16h30 (excluding between 13h00-14h00)
- The preferred training providers should meet the following requirements and be in a possession of the relevant documentations:
 1. Valid accreditation certificate
 2. Provide SAQA aligned training programmes
 3. Accredited facilitators, mentors and assessors
 4. should issue certificate of competence to trainees
- Quotations must also be accompanied by:
 1. valid Tax clearance certificate;
 2. CK/Company registration certificate,
 3. B-BBEE status level certificate from an accredited agency, auditors or accountants,
 4. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website www.mogalakwena.gov.za and procurement office (stores)
- Quotation which are submitted in the **wrong tender box, faxed, e-mailed and submitted after the closing time** will not be considered.
- Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered.
- Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
- SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
- All awards are subject to the user division confirming the sample.
- Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Fixed prices must be valid for thirty (30) days.
- VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.

- Suppliers must be in a position to deliver within 14 days upon receipt of official order.

Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations 2011. *(More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited or to be verified)*

For specification enquiries, please contact Mr. Noah Mankga in the Corporate Support Services Department at 015 491 9756 and for administrative enquiries please contact Ms. Moyahabo Rasekgala in the Procurement office at 015 491 9662

Selepe PP
Acting Municipal Manager
54 Retief street
Mokopane
0600