



**Supply Chain Management Unit  
MTHONJANENI MUNICIPALITY MELMOTH**

**REQUEST TO QUOTE Reference no: M0060**

**Supply, Deliver and Offloading a Quote for:**

**Training for Ward Committees**

Mthonjaneni Municipality hereby invites Bidders from Suitable and experienced service providers for Training of Ward Committee Members in the following Module (Module One)

1. Legislative Mandate: Section 152 of SA Constitution and Municipal Systems Act
2. Community Participation/Involvement (Chapter 4 of the Municipal Systems Act)
3. Development of a Culture of Community Participation
4. Development of Mechanisms for Community Participation
5. Communication with the local community
- 6. THE WARD COMMITTEES (Section 73 of the Municipal Structures Act)**
7. Status and Description of Ward Committees
8. Roles and Responsibilities of Ward Committees
9. Community Based Planning
10. Serving as mobilizing agents
11. Code of Conduct of Members
12. Ward Committee meetings, Frequency of meetings, Quorum and decisions
13. Public meetings/Ward meetings
14. Accountability
15. Termination of Membership
16. Dispute resolution and
17. Dissolution

**Background**

Mthonjaneni Municipality has 130 Ward Committees from 13 Wards.

These Ward Committees will be divided into three groups, the first group at Melmoth Town Hall, 40 Ward Committees from Ward 1 to Ward 4. The second group will be 40 Ward Committees from Ward 5 to Ward 8, Melmoth Town Hall and the third group 50 Ward Committees from ward 9 to ward 13 at Upper Nseleni at Hawayi Hall.

**Requirements:** Valid Tax Clearance, BBEEE Certificate, Proof of experience, accreditation with Local Government SETA.

**NB:** The service provider will be required to issue accredited certificates (NQF Level) after the Ward Committee Training. The training will take three (3) days per group

**Things needed for the Training of Ward Committees**

1.	Stationery( Pens and Notebooks)
2.	Attendance registers
3.	Overhead projector and screen
4.	Facilitation Modules

**Suppliers are to attend a compulsory site briefing on 02 May 2017 at 10h00 am at the new municipal council chambers, failure to attend will result in your quotation not being accepted.**

Enquiries must be directed as follow: Technical information for this quote should be directed to Lungisa – Tel 0799727225. Enquiries regarding this request to quote document must be directed to the Procurement Clerk – Tel 0354502082 ext. 203 during office hours. 08h00 – 12h30 and 13h00 – 15h15 Monday to Thursday and Fridays 08h00 – 13h00 and 13h00 to 13h30 only.

1. Council reserves the right not to accept the lowest or any tender. Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the Quote. Registration on the on the Mthonjaneni Municipality's Database is encouraged prior to the Submission or closing date of this Request to quote.
2. Validity period of request: 28 April 2017 (7h30) to 04 May 2017 (11h00)
3. Completed quotations, including all required documents, must be placed in an envelope, sealed and clearly printed " M0060 " on the envelope and handed in and registered at the Procurement Clerk, SCM Unit – Mthonjaneni Municipality on or before 11h00 on 04 May 2017
4. The following compulsory documentation to be attached to this Quotation:
  - a) Valid and Original Tax Clearance Certificate OR Tax Compliance Status Pin
  - b) Certified Copy of BBBEE Certificate issued by SANAS or a registered Auditor approved letter by IRBA or an Accounting Officer, as Contemplated, in the CCA and valid for a year
  - OR
  - Declaration as required by the Amended Codes of BBBEE
  - c) Summary or proof of registration on Central Suppliers Database (CSD).

Completed:

- d) MBD 4 - Declaration of Status
- e) MBD 6.1 – Preference Points Claim
- f) MBD 6.2 - Local Production
- g) MBD 8 - Past SCM Practises
- h) MBD 9 – Independent Bid Determination

**5. DO NOT PLACE ENVELOPE WITH COMPLETED QUOTATIONS IN THE TENDER BOX, QUOTATIONS IN THE TENDER BOX WILL NOT BE CONSIDERED.**

No Telephonic, facsimile, electronic and late quotations will be accepted. Mthonjaneni Municipality will not accept any responsibility for the delivering of a quote by a courier services or any other means that are described on or before the closing date and time of request to quote

A copy of this request, MBD 4, 6.1, 6.2, 8, 9 is also available on the municipality's web- site: [www.mthonjaneni.org.za](http://www.mthonjaneni.org.za) or from the SCM Unit.

Thank you

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PP Sibiya  
Municipal Manager