

THEMBISILE HANI LOCAL MUNICIPALITY



APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR SKILLS DEVELOPMENT / TRAINING OF MUNICIPAL EMPLOYEES AND COUNCILORS FOR A PERIOD OF 36 MONTHS

SCOPE OF WORK

Thembekele Hani Local Municipality hereby invites quotations from suitably qualified service provider for the appointment of Skills development providers for the training of Thembekele Hani Local Municipality employees.

The scope of work will entail: training of municipal employees for Thembekele Hani Local Municipality as follows:

1. BACKGROUND

- 1.1. Provision of skills development, capacitation of employees and councilors for a period of 36 months.

2. CURRENT STATE

- 2.1. The Municipality currently seeks quotations for training of capacitation of employees and councillors as and when required.

3. TERMS OF REFERENCE

3.1. Payment for work completed

- 3.1.1. Payments will be made within 30 calendar days after submission of Tax invoice.
- 3.1.2. Claims for payment shall be submitted on a monthly basis and shall consist of the following:
 - i. Description of work undertaken.
 - ii. Period worked supported by signed time registers.
 - iii. Suppliers invoice for training provided.
 - iv. Acceptance certificate signed by the representative of the council.
- 3.1.3. Tenderers must clearly state the rates to be charged in the spaces provided and must complete the price schedule.
- 3.1.4. The council reserves the right to add to or omit any plant to or from this contract.

3.2. Response time and work progress

- 3.2.1. The service provider shall at all times adhere to time lines as agreed within the stipulated time spans allocated.

3.3. Labour Rates

- 3.3.1. Labour rates asked for in the price schedule shall make provision for all other related costs.

3.4. Commencement of Work and Official Order

- 3.4.1. No work shall be commenced without the approval of project manager or the representative of the project manager. Accounts submitted for extra work performed will not be entertained unless accompanied by a copy of such written instruction.

3.5. Labour Rates and Qualifications

- 3.5.1. Tenderers shall tender for an hourly labour rate for Key Personnel man-hours required to perform the work and the charge per man-hour shall be taken to cover all ancillary unskilled labour, use of workshop facilities, tools and all overhead and indirect expenses, subsistence and profit.
- 3.5.2. The council shall have the right to ask for the submission of the qualifications of Key Personnel employed by the contractor in order to establish if the Key Personnel is duly qualified.
- 3.5.3. The contractor shall not make use of any learner artisan or learner technician labour unless under the supervision of a duly qualified Key Personnel.

3.6. Reporting

- 3.6.1. It is required of the contractor to report to the representative of the project manager on site before commencing with any work to ensure proper liaison and supervision of all work carried out

3.7. Functioning

- 3.7.1. The service provider shall not charge or alter any course content or part thereof, without the prior written consent.

3.8. Trained staff

- 3.8.1. Training work shall at all times be done by fully trained staff, and under no circumstance may untrained workers do work without proper supervision of trained staff.
- 3.8.2. The service provider shall use competent trained staff directly employed and supervised by him and shall take all responsible care of all trainings The council reserves the right to inspect the tender's premises for plant, equipment and general good management before tenders are awarded.

NOTE:

All Key Personnel certificate of qualification and apprenticeship contracts shall be submitted with the tender for evaluation by this council. A statement of experience gained and on what type of equipment shall be submitted with the tender for each Key Personnel employed. By not complying with this clause, the tender may not be taken in consideration and may lead to disqualification.

4. SERVICE LEVEL AGREEMENT

- 4.1. A service level agreement will be entered into with the successful bidder before any work/task may be executed.

5. NON-COMPLIANCE AND PENALTIES

- 5.1. Failure to comply with any of the aforementioned clauses may invalidate the tender or cause cancellation of the contract.

- 5.1.1. THLM Reserve the Right to the following;

- 5.1.1. To implement penalties for poor quality of work,
- 5.1.2. To implement penalties for late delivery of work,
- 5.1.3. To terminate the contract if the response time by the contractor is more than that described on the incident management protocol of the municipality,
- 5.1.4. add additional items to the BoQ or to remove as required,
- 5.1.5. All rates are fixed & firm and all quantities are re-measurable.

SCOPE OF WORK AND SPECIFICATIONS

1. PROJECT OBJECTIVE

The purpose of the project is to appoint a service provider or service providers to offer training, capacitation of staff and councilors as and when required by the municipality.

2. AREAS

The project will cover the Thembisile Hani Local Municipality's employees and councilors.

3. SCOPE OF WORK

The service provider will be expected to demonstrate understanding of the work through a systematic assessment methodology, detailed task breakdown and sound safety management practices. The minimum scope of work is guided by, but not limited to, the following:

- 1 Health and Safety training
- 2 Hazard Identification and Risk Assessment
- 3 Incident Investigation
- 4 Advanced OHS Act
- 5 Municipal Finance Management Program
- 6 Microsoft Excel
- 7 Transport Management
- 8 Civil Engineering Level 4
- 9 Risk Management Skills
- 10 Municipal Governance
- 11 Examiner of Motor Vehicle
- 12 Customer Relations Management
- 13 Environmental Practice Level 4
- 14 Preparation for Trade Test and Red Seal Certificate
- 15 Training in PRV Valves
- 16 Computer Training
- 17 Disaster Management
- 18 Conveyancing Training
- 19 Training for Cleaners
- 20 Supervisory Course
- 21 Project Management Course
- 22 Machine Operators Training
- 23 VIP / Tactical Training Course
- 24 HRD Committee Training
- 25 Supply Chain Management....
- 26 Cert: Electrical network Control
- 27 MFMP
- 28 Legal Interpretation
- 29 Project Management
- 30 Generic management And disaster
- 31 Risk Management
- 32 Technician Internal Audit
- 33 ODETP
- 34 National Certificate Management
- 35 Occupational Health safety
- 36 Certificate Road Transport
- 37 Supervision
- 38 Preparation for Trade Test Certificate
- 39 Cert Information Technology

- 40 Cert IDP
- 41 Reservoirs Maintenance training
- 42 Truck Operators training
- 43 Reservoirs Maintenance training
- 44 PRV Valves and Arc Welding training
- 45 Diesel and Petrol Mechanical training
- 46 Advanced Driving
- 47 Change Leadership
- 48 Strategic Directions and Leadership
- 49 Results and Quality focus
- 50 Change Management
- 51 Analysis and Innovation
- 52 Knowledge and Information Management
- 53 Communication
- 54 Planning and Organising
- 55 Performance Management
- 56 Financial Management
- 57 Photocopying Technician training
- 58 Records Management
- 59 Preparation for Trade Test (plumbing and electrical training)
- 60 RPL Training
- 61 Diesel and Petrol Mechanical training
- 62 Advanced Driving
- 63 Truck Operators training
- 64 Reservoirs Maintenance training
- 65 PRV Valves and Arc Welding training
- 66 Contract management SCM
- 67 Municipal Budgeting, forecasting and reporting training

- 68 New Venture Creations
- 69 Report Writing and minutes taking
- 70 Cert Hygiene & Cleaning
- 71 Water and Wastewater Treatment and Process Controller
- 72 Electrical Engineering
- 73 Civil Engineering
- 74 GRAP and Asset Management

COUNCILLORS

- 1. Leadership Development
- 2. Project Management
- 3. Municipal Finance Management Program
- 4. Local Economic Development
- 5. NC Municipal Governance
- 6. Advanced Cert Business Man & Admin
- 7. Advanced Project management Programme

ii. MANAGERS:

- 1. Change Leadership
- 2. Strategic Directions and Leadership
- 3. Results and Quality focus
- 4. Change Management
- 5. Analysis and Innovation
- 6. Knowledge and Information Management
- 7. Communication
- 8. Planning and Organising

3.1.1 Due to the vast nature of training courses / interventions, the municipality will from time to time request written quotations for other training interventions /courses that are not listed in the Bill of Quantities or the scope of works as listed above as and when required due to its operational requirements.



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