

ADVERTISEMENT

**REQUEST FOR QUOTATION INVITATION: MUNICIPAL FINANCE MANAGEMENT PROGRAM FOR 4
(FOUR) MUNICIPAL INTERNS AND 1 (ONE) SENIOR MANAGER**

Bids are hereby invited from prospective service providers to submit bid for municipal finance management program for 4 (four) municipal interns and 1 (one) senior manager.

RFQ reference number: 2024/03/001

Bid Documentation available at:

E-Tender Portal (Treasury Website)

Enquiries: Ms.T. Mokgethi
Supply Chain
Tel: 083 386 0183
Fax: 057 733 2417
Email: tmokgethi@masilonyana.co.za

Compulsory Briefing Session:
No Briefing Session Applicable

Closing Date: 26 March 2024, 12:00(mid-day)
On the municipal clock

Tender Box: Masilonyana Local Municipality
Theunissen Main Building
47 Le Roux Street
Theunissen
9410

Instruction with the depositing of
tenders:
Address tenders to:
Mr. M.J Matlole
Municipal Manager
Masilonyana Local Municipality
Theunissen
9410

SPECIAL CONDITIONS OF A TENDER:

- The tender will be evaluated using 80/20 preference points system.
- A two-stage bidding process will apply for this tender first stage, functionality and second stage preferential point system.
- Must be registered on Central Supplier Database Web (CSD Treasury).
- Tender documents are available at E-Tender (Treasury Website).
- Tenders must be enclosed in a sealed envelope clearly stating the tender number.
- All prices quoted must be VAT inclusive, except in the case of non-VAT vendors.
- No tender document will be accepted if not properly sealed and marked.
- The general conditions of contract will be applicable to this tender,
- Bids not signed by the bidder will be rejected.
- No rectification/correction fluid may be used on the document.
- Bids received after closing TIME and/ or DATE will NOT be considered.
- Masilonyana Local Municipality reserves the right not to make any appointment.
- Tenders must be delivered personally and be placed in the Masilonyana Local Municipality's tender box. No emailed or faxed tenders will be accepted.
- No bids will be considered from persons in the service of the state.
- There will be no compulsory briefing session.
- Please note that should you not receive any correspondence from the Municipality regarding your bid within three months after the closing date of this advertisement, you should regard your bid unsuccessful.

NON-SUBMISSION OF THE FOLLOWING DOCUMENTS WILL DISQUALIFY YOUR BID

- Original or certified copy of Company registration certificate (CK), not older than 3 months
- Tax compliance status pin.
- Certified copy of Identity documents of directors/owners/members/shareholders, not older than 3 months
- Company profile.
- Latest and valid municipal rates and taxes that is not more than 90 days outstanding (In cases of a lease agreement must attach lease agreement accompanied by latest and valid municipal rates and taxes that is not more than 90 days outstanding).
- In case of Joint Venture (a valid joint venture agreement and a joint BBEE certificate).
- Central Supplier Database (CSD) Registration Summary Report from Treasury.
- Proof of Accreditation Certificate of Assessors. (Minimum 3 Assessors Certificates)
- Proof of Company's Accreditation from LGSETA for MFMP Training
- Please Provide Company's Quotation in relations with attached unit standards (Specification)
- The training will be held around Masilonyana Local Municipality
- Any other relevant registration certificate pertaining to your industry.



Mr. M.J Matlole
Municipal Manager

15/03/2024
Date:

Address: 47 Le Roux Street, PO Box 8, Theunissen, 9410
Tel: (057) 733 0106, Fax: (057) 733 2217/2417, Email: info@masilonyana.co.za
Website: www.masilonyana.fs.gov.za

MFMP TRAINING

PROJECT SPECIFICATION

The project is to acquire a service provider who will assist the municipality with a training of Four (5) officials on Municipal Finance Management Programme. Below is the specification for the officials:

- Specification for one (1) senior manager:

Financial and Supply Chain Management Competency Areas	Required Minimum Competency Level in Unit Standards
Strategic leadership and management	116358; 116361
Operational financial management	119341; 119331; 116364
Governance, ethics and values in financial management	116343
Financial and performance reporting	116363; 119350; 119348; 116341
Risk and change management	116339
Project management	119343
Legislation, policy and implementation	119334; 116361
Supply Chain Management	116353
Audit and assurance	116351

- Specification for Four (4) municipal interns:

Competency Areas	Required Minimum Competency Level in Unit Standards
Operational financial management	116345; 119352; 119341; 119331; 116364
Governance, ethics and values in financial management	116343
Financial and performance reporting	116363; 119350; 119348; 116341
Risk and change management	116339
Project management	119343
Legislation, policy and implementation	119334
Supply Chain Management	116353
Audit and assurance	116351

- Therefore, the division requests the **above** training that will be within the budget and should include Course Material, Administration Fee, Facilitation, Assessment of POEs, Moderation of POEs and Certification.
- It should further be **in-house** for five (5) people in order to cut travelling and subsistence costs as well as accommodation due to the municipal financial constraints. Therefore the training will be held in Theunisseun.
- The course must be accredited.
- The duration of the course should be six (6) months.
- The service provider should be registered with LGSETA.
- The service provider should also have accreditation for MFMP Training.
- Accredited facilitators, Moderators and Assessors

Three (3) years' experience with reference