

AMAJUBA DISTRICT MUNICIPALITY

ADVERTISEMENT

P2023/05

INVITATION TO REGISTER ON THE DATABASE FOR PANEL OF TRAINING PROVIDERS FOR PROVISION OF TRAINING, SKILLS DEVELOPMENT PROGRAMMES FOR A PERIOD OF THREE (3) YEARS

Amajuba District Municipality hereby invites service provider with National Certificate in Occupational Directed Education Training and Development (ODETDP) and LGSETA accredited training service providers to submit proposals to be registered on the panel of Training Providers for a period of three (3) years. Bidders must be registered on the Central Supplier Database.

Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Electronic payments must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 202230320233. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 19 May 2023** on khethiwem@amajuba.gov.za . Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 19 May 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed “**P2023/05 Database for panel of training providers** ” must be deposited in the Municipality’s tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section1 Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered.

All technical enquiries should be directed to Dudu Ngobese on 034 329 7200 or by email: dudump@amajuba.gov.za and for enquiries regarding the Supply Chain Management procedures, kindly contact **Sabelo Zulu** on 0343297200 or by email: sabeloz@amajuba.gov.za

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Closing date: Monday, 29 May 2023 @12h00 noon

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MR P.M MANQELE
ACTING MUNICIPAL MANAGER





TERMS OF REFERENCE FOR APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF TRAINING, SKILLS DEVELOPMENT PROGRAMMES FOR A PERIOD OF THREE (3) YEARS.

1. PURPOSE

Amajuba District Municipality wishes to appoint National Certificate in Occupational Directed Education Training and Development (ODETDP) and LGSETA accredited training service providers to the panel for a period of three (3) years.

The training service providers will be expected to provide training services as per the scope of work indicated below.

2. SCOPE OF WORK

| NO | TRAINING INTERVENTION | TYPE OF INTERVENTION |
|-----------|--|-----------------------------|
| 1 | B Admin NQF Level 7 | Learnership |
| 2 | MFMP NQF Level 6 | Learnership |
| 3 | Disaster Management NQF Level 4 | Learnership |
| 4 | Water Process Control NQF Level 3 | Learnership |
| 5 | Water & Wastewater Treatment NQF Level 4 | Learnership |
| 6 | Project Management NQF Level 5 | Learnership |
| 7 | Plumbing Apprenticeship | Skills Programme |
| 8 | Plumbing Trade RPL | Skills Programme |
| 9 | SHE Rep NQF Level 2 | Skills programme |
| 10 | Management & Leadership NQF Level 6 | Skills Programme |
| 11 | Local Governance & Management NQF Level 6 | |
| 12 | ITC Business & Systems Analysis and CompTiA Cloud Admin. NQF Level 6 | Learnership |
| 13 | Network Infrastructure Professional Career Pathway NQF Level 6 | Learnership |
| 14 | Municipal Governance NQF Level 5 | Skills Programme |
| 15 | Plumbing-Trade Test NQF Level 4 | Learnership |

| | | |
|----|---|------------------|
| 16 | Computer Literacy (End-User) | Skills Programme |
| 17 | Call Centre Operation NQF Level 5 | Learnership |
| 18 | Examiner of driver's license | Skills Programme |
| 19 | Driving license examiners Grade F | Skills Programme |
| 20 | Firearms instructor & range officer | Skills Programme |
| 21 | SHE Representatives | Skills Programme |
| 22 | Ward Committee Governance | Skills Programme |
| 23 | Leadership Development | Skills Programme |
| 24 | Local Economic Development | Learnership |
| 25 | OEDTDP NQF Level 5 &6 | Learnership |
| 26 | Bachelor of Human Resource & Development (BHRD) | Learnership |
| 27 | Systems: HDIPNS2 & HDIPNS1 | Skills Programme |
| 28 | Bricklaying | Skills Programme |
| 29 | Strategic Planning | Skills Programme |
| 30 | Municipal Financial Management | Skills Programme |

2. BID REQUIREMENTS

- 2.1 The service provider must provide proof of accreditation with LGSETA with bid document, accreditation with LGSETA will be verified or any relevant SETAs.
- 2.2 National Certificate in Occupational Directed Education Training and Development (OEDTDP) is a requirement.
- 2.3 The Training Provider(s) will be required to prepare and provide a training programme required as per the specifications as and when required.
- 2.4 Training Provider(s) are required to indicate the type(s) of training that they offer. A course outline must be attached for each training, skills programme together with the Unit Standard or the NQF level, credits, duration and the target group for the specific learning intervention.
- 2.5 SAQA accreditation to offer MFMP Training at NQF Level 6 and the course must be in line with minimum competency level regulation, Gazette 29967 of 15 June 2007 for middle managers as set out by National Treasury.
- 2.6 SETA accreditation of Facilitator, Assessor, Moderator who should have at least an NQF level 7 or Higher Qualification from a recognized and registered Institution of Higher Learning (e.g. University or Technikon)

3. PANEL EVALUATION AND LISTING CRITERIA

The panel listing will be based on functionality scores as indicated in the table below:

| Functionality Criteria | Sub-Criteria | Max Points |
|------------------------|---|---------------|
| 1. Experience | Based on Experience submitted with the proposal: | Max 30 |
| | • Service provider qualified on 10 years of experience. | 30 Points |
| | • Service provider qualified on 5 years of experience. | 20 Points |
| | • Service provider qualified on 3 years of experience | 10 Points |

| (No points will be awarded without a CV, certified copies of qualification) | | |
|--|---|---------------|
| 2. Experience | Project leadership | Max 10 |
| | • Undertaken successfully 5 or more projects of a similar nature. | 10 points |
| | • Undertaken successfully 3 to 4 projects of a similar nature. | 7 points |
| | • Undertaken successfully 1 to 2 projects of a similar nature | 4 points |
| | Total Points | 40 |

NB: Any bids that will score less than 28 points will not be listed on the approved panel.

4. SPECIAL CONDITIONS

The listing on the approved panel of service providers does not guarantee the appointment.

5. RETURNABLE DOCUMENTS

Service providers are required to submit the following:

- Proof of company registration
- Certified ID copies of all members/directors of company or sole proprietor
- All MBD (MBD1, MBD4, MBD8, MBD9 and GCC) documents included must be completed and signed)
- Central supplier Database (CSD) registration number.
- Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months.

TOR APPROVED BY

**MR PM MANQELE
ACTING MUNICIPAL MANAGER**