



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)

**Physical Address**  
170 BA Civic Centre  
Unit F, LEBOWAKGOMO, 0737  
**Tel :** (+27)15 633 4500  
**Fax :** (+27)15 633 6896

## REQUEST FOR QUOTATION (RFQ)

## TRAINING SERVICES REQUIRED FOR IDP, BUDGETING AND PUBLIC PARTICIPATION

## QUOTATION NUMBER: QT029/2014/15

Suitable service providers are hereby invited to submit written quotations for provision of training services in IDP, Budgeting and public participation

ITEM NO.	DESCRIPTION	QUANTITY
1.	<p><u>Training of ward committee members in IDP, Budgeting and public participation</u></p> <p><b><u>Requirements</u></b></p> <ul style="list-style-type: none"> <li>➤ NQF L3</li> <li>➤ Accredited training provider with relevant SETA and valid accreditation certificate or registered institution of higher learning.</li> </ul> <p><b><u>Course fees must include :</u></b></p> <ul style="list-style-type: none"> <li>➤ Training (in house training)</li> <li>➤ Learning materials</li> <li>➤ Assessment ,moderation and verification</li> <li>➤ Competency certificates</li> </ul>	87

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

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## TERMS OF REFERENCE

<b>PROGRAMME</b>	<b>WARD COMMITTEES FUNCTIONING</b>
<b>DURATION</b>	<b>05 days (87 ward committee members to be divided into three groups )</b>
<b>Overview</b>	The purpose of the programme is to enable Ward Committee Members to apply the relevant competences required for proactive participation and efficient functioning as a member of a Portfolio Committee within a Municipality.
	<b>MODULES</b>
<b>Content</b>	<b>1. Roles and Responsibilities of Ward Committee Members</b>
	<b>Unit Standard(s):</b> Display an understanding of core municipal processes and Ward Committee participation in these processes <i>L3 (ID 242890)</i>
	<p>1.1 Demonstrate knowledge of Integrated Development Planning and opportunities for Ward Committee and community participation.</p> <ul style="list-style-type: none"> <li>✚ The Integrated Development Planning process is outlined and explained with examples</li> <li>✚ Opportunities for ward committee involvement in Integrated Development Planning are identified and explained with examples</li> <li>✚ The role and functions of Integrated Development Programmes (IDP) forums are explained with regard to the relevance to ward committee participation</li> <li>✚ An Integrated Development Plan (Lepelle-Nkumpi's) is obtained and its essential elements identified and understood in relation to Ward Committee functioning</li> </ul>
	<p>1.2 Demonstrate knowledge of the municipal budgeting process and Ward Committee participation</p> <ul style="list-style-type: none"> <li>✚ The municipal budgeting process is outlined and explained in the context of Ward Committee budgeting processes.</li> <li>✚ The purpose of municipal budgeting hearings are described and explained in relation to Ward Committee processes.</li> <li>✚ Ward Committee participation in budget hearings is planned for and acted on in line with municipal procedures</li> <li>✚ <b>The Roles of Ward Committee Members in the Finance Portfolio Committee are explained with examples</b></li> </ul>
	<p>1.3 Demonstrate knowledge of Local Economic Development &amp; Planning and opportunities for Ward Committee participation.</p> <ul style="list-style-type: none"> <li>✚ Local Economic Development is explained</li> <li>✚ LED Strategies for Municipalities</li> <li>✚ <b>The Roles of Ward Committee Members in LED &amp; Planning Portfolio Committee are explained with examples</b></li> </ul>

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	<b>2. COMMUNITY PARTICIPATION</b>
	<b>Unit Standard(s):</b> Facilitate community participation in democratic processes and structures, L3 (ID 123436)
	<ul style="list-style-type: none"> <li>✚ Establish the extent of participation in democratic processes and structures</li> <li>✚ Promote awareness of democratic processes and structures.</li> <li>✚ Facilitate community participation in democratic processes and structures</li> <li>✚ Evaluate the process of awareness raising and facilitation</li> </ul>
	<b>3. MEETING PROCEDURES</b>
	<ul style="list-style-type: none"> <li>✚ <b>Unit Standard(s):</b> Plan and prepare meeting communications, L3 (ID 13934).</li> </ul>
	<ul style="list-style-type: none"> <li>✚ Demonstrate an understanding of the agenda of meetings</li> <li>✚ Explain the purpose and objective of minutes of meetings</li> <li>✚ Take minutes of meetings</li> </ul>

## Conditions

- Quotations in sealed envelope written notice number must be deposited in the Quotation Box to Supply Chain Management Offices Civic Centre(Next to Security ) Lebowakgomo between 07h30 and 16h30
- Quotations must be accompanied by the following(Failure to attach will lead to disqualifications):
  - **Valid and original Tax Clearance Certificate**
  - **Company registration certificate,**
  - **Certified copy of BBBEE status level certificate from an accredited agency, auditors or accountants,**
  - **Certified copy of accreditation certificate with SETA**
  - **Certified copy of I.D of members or Directors**
  - **Statement of Water and Lights rates/letter from traditional authority/lease agreement**
  - **MDB 1, MBD6.1, MBD4, and MBD8 forms obtainable from the Municipal website([www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)) and Supply Chain Offices.**
- Fixed prices must be valid for at least thirty (30) days.
- Price(s) quoted must be firm and inclusive of VAT
- Quotations must be on an official letterhead of the company
- A firm delivery period must be indicated on the quotation

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Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your quotation.

- No pricing option is allowed. Only one price for one brand/product must be supplied.
- Please indicate the brand which is quoted and that which will be delivered, if applicable
- **USAGE OF TIPPX/ERASING FLUID NOT ALLOWED**
- **Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase order.**

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

## Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Ms. Mantwa Ramothole** on **015 633 4531** During office hours ( Mobile Office)
- Technical specification enquiries should be directed to **Mr D Rampora / Ms.P Mello** at **015 633 4529/30**
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

**Issued on 01/04/2015**

**Closing date** for submission will be **17 April 2015 at 11H00**

**MR. N.L RAMOTHWALA**  
**ACTING MUNICIPAL MANAGER**

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