

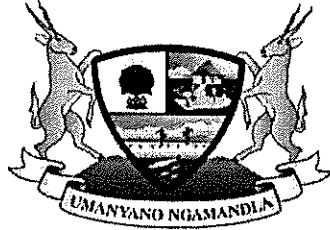
# Mbizana Local Municipality

Physical Address

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Manager

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Date : 16 July 2018

## Terms of Reference For Social Relief Material in Mbizana Local Municipality

Service Providers are hereby invited to submit a proposal for supplying Social Relief material within 31 Wards of Mbizana Local Municipality.

### 1. Introduction.

The Mbizana Local Municipality seeks to procure the emergency relief material that would be supplied to affected households/organizations/individuals during or after any incidence as per the approved Social Relief Policy. Whenever there is a disaster or a humanitarian catastrophe the Disaster Management Centre goes to the ground to provide relief, support and assistance.

### 2. Purpose

The purpose of developing a Disaster Social Relief Terms of Reference will provide the Mbizana Local Municipality with a decision making support system that will assist in executing all basic social services within the municipal area.

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### 3. Background

Disaster Management is usually first at the scene of most disaster incidents, and has noted that emergency relief is required as a means of immediate response to the affected. It usually takes time for other social services to reach the affected beneficiaries; hence the Mbizana Local Municipality opted on procuring these materials ever since the inception of the Social Services Coordination unit.

### 4. Aims and Objectives.

The main aim of this project is providing emergency social relief material to affected beneficiaries in the most short time as possible after the incident as a means of immediate relief.

### 5. Project Goal

The main goal of the project is to serve as a tool to improve service delivery basically on social matters during time of disaster that usually affects our areas within Mbizana Local Municipality.

### 6. Scope of work.

These terms of reference seeks to facilitate the appointment of a service provider that will supply the emergency social relief material that would be supplied to affected people during or after the incident of a disaster. The scope of work entails supply and delivery of Social relief of distress material per the need for the duration of 12 months. Services must be rendered within 24 hours after given by the municipality.

Social relief that includes Food parcel, Blankets, Sponge Mattress, and Agricultural seedlings.

### 7. Project Manager

The project manager for this project is the Social Services Coordinator for the municipality.

## 8. Duration of the project

The duration of the project will be 12 months.

## 9. Reporting

Incident shall be reported by community members or Ward Cllr to the Community Services Department, recorded on the complaints / incidents register, Service provider will be notified in writing and on completion the service provider will be required to submit delivery note and invoice per the work done .

## 10. Pricing

Pricing will vary on the basis of each reported incidents; however the service provider is required to include the following :

Supply and deliver Emergency Relief Material to Mbizana Local Municipality
<b>Description</b>
<b>Bed foam mattress</b> <ul style="list-style-type: none"><li>• 150 mm thick</li><li>• 91cm X 188 cm</li><li>• Three quarter size</li></ul>
<b>Bed blankets</b> <ul style="list-style-type: none"><li>• 2 ply mink blanket</li><li>• Sized for extra warmth</li><li>• Size: Double bed size, 200 x 230</li><li>• Material:90%Virgin Acrylic &amp; 10%Cotton</li></ul>



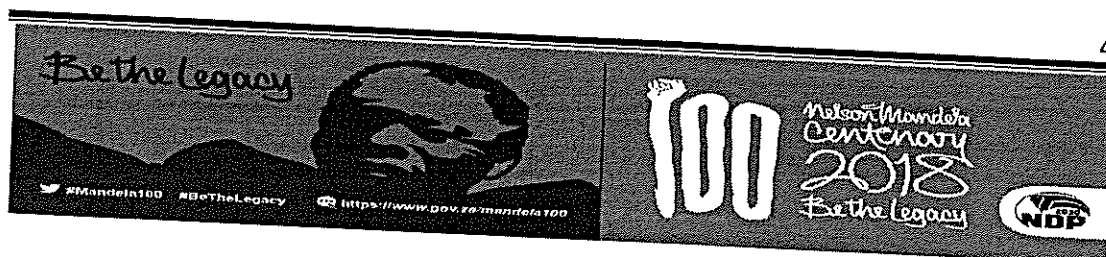
## GROCERIES

- 10 Kg Samp
- 10 kg Rice
- 5 kg beans
- 4 bar soaps
- 10 kg meat(Chicken)
- 10 kg mealie meal
- 10 kg potatoes
- 1 bag cabbage
- Salt
- Knorrox cubes
- Knorrox soup
- 10 kg sugar white/brown
- Milk
- 5 Litre cooking oil
- Tea bags
- Butter nut
- Onion
- Tomato.

## AGRICULTURAL SEEDLINGS

- All type of seedlings that will be requested during the time of occurred incidents.

Other relief material e.g. School uniforms, Sanitary pads, etc.



**NB:** The service provider may procure anything that is requested by the municipality which will be solely used as relief material for the community.

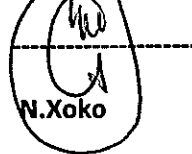
**Requested by:**



**N. Nopinga**

**(Social Ser. Coordinator)**

**Recommended by:**



**N. Xoko**

**(Manager Soc. & Environ.)**

**Approved by/ Not Approved**



**M.M. Khuzwayo**

**(SM: Community Services)**

