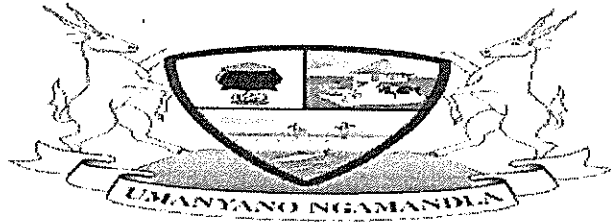


MBIZANA LOCAL MUNICIPALITY



TERMS OF REFERENCE FOR PROJECT MANAGEMENT TRAINING FOR CONTRACTORS

ISSUED BY:

Local Economic Development
Mbizana Local Municipality
51 Winnie Madikizela Mandela Street
Bizana
4800

Municipal Manager: Mr. L. Mahlaka
Contact person: Ms. N. Mafumbatha
Tel. No: 039 251 0230

NAME OF THE PROJECT: PROJECT MANAGEMENT TRAINING FOR CONTRACTORS

TERMS OF REFERENCE

1.INTRODUCTION OF THE PROJECT

Mbizana local municipality has an estimated population of 281 905 within an area covering 2 806 km². Within the Alfred Nzo District Municipality, Mbizana has a largest population compared to other three municipalities under Alfred Nzo District Municipality, but it is the second largest in number of households.

Mbizana is faced with a high number of contractors who are mainly participating within the civil and building space. The majority of contractors do not have expertise in the sector, as such most contractors do not move beyond entry level. The municipality has a contractor development policy which was formed during the municipal contractor development programme in the year 2014. The programme was created in order to address challenges experienced in developing self sustainable contractors, lack of expertise and contractors not moving beyond entry level.

Given that the mega project of N2 wild coast development is already underway and the municipality also has two mega projects in the form of the Mphuthumi Mafumbatha Stadium and the Civic centre, it becomes imperative that contractors are capacitated in skills that will enable them to be competitive and fully participate in all infrastructure development projects within the local space and beyond. The Municipality needs to support contractors with managerial and technical skills. Furthermore, it is the Municipality's intention to ensure economic sustainability and viability of the SMMEs by reinforcing the institutional and individual capacity of those who are involved in the aforementioned sector.

2.REQUEST

Mbizana local municipality therefore, seeks to procure services of a suitable and experienced service provider who will be able to provide accredited training on Project Management for 30 contractors of Mbizana Local Municipality.

3.OBJECTIVES

- To ensure capacity development of previously disadvantaged contractors
- Improve the performance of previously disadvantaged contractors in terms of managing project.
- Improve the business management and technical skills of these contractors.
- Insure that contractors meet bidding standards
- Improve the ability of local contractors to compete with bigger construction firms.

4.SCOPE OF WORK

- Training of thirty contractors in Project Management.
- The project time bound will be 5 days

5.KEY DELIVERABLES

- Training manual including stationery
- Certificate accredited of competence
- Completion report

6.ACCOUNTABILITY AND REPORTING STRUCTURE

The service provider will account to Mbizana Local Municipality. The municipality will monitor the training procedure. A service provider should submit a report supported by a daily signed attendance register on completion of the training

7.PAYMENT

Payment will be done upon submission of detailed report and certificates.

8.REQUIREMENTS

- A service provider must be registered in the central supplier database (CSD)
- A service provider must have a proven track record and references regarding the provision of the required training
- The service must have a minimum of 5 years in the training sector
- A service provider must develop a proposal with clear methodology and processes of providing training and quote for work to be done.
- Company profile to prove experience in the field should also be submitted.
- Service provider must attach references for training undertaken.
- Proof of accreditation with The Construction Education and Training Authority (CETA).

Evaluation criteria of the tenders

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 60% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100

• Previous Experience	30
• Capacity and Expertise	30
• Methodology	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

30

Points for Capacity and Expertise are spread as follows:

- Accreditation as a training facilitator in Project management
 - Attach certificates
- Traceable record of experience in conducting Project Management related training programmes
 - Traceable references must be included

30 Points for previous experience are spread as follows:

- Traceable record of experience in conducting a minimum of 4 Project Management related training programmes, 30 points may be awarded.
- Traceable record of experience in conducting a minimum of 3 Project Management related training programmes, 20 points may be awarded.
- Traceable record of experience in conducting a minimum of 1 - 2 Project Management related training programmes, 10 points may be awarded

40 Points for Methodology are spread as follows:

- Clear proposal containing the implementation plan covered under key deliverables in the Terms of References.

For any queries regarding this tender, please contact the LED manager Mr. B. Hlangabezo on telephone number 039 251 0230 ext 2097 or hlangabezob@mbizana.gov.za.

Approved by



Ms. N. Mafumbatha
Senior Development Planning