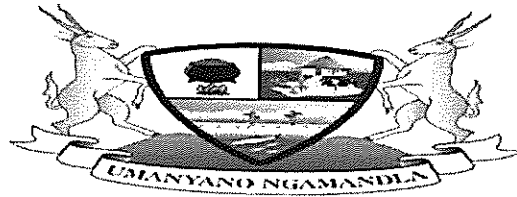


Mbizana Local Municipality

Physical Address
51 Main Street
Postal Address
P.O.12
Bizana
4800



Office of the Municipal Manager
Tel: 039 2510 230/770
Fax: 039 2510 040
Email:mbizana@mbizana.org.za

Date: 16th July 2019

TERMS OF REFERENCE FOR MBIZANA ALIEN PLANT ERADICATION TRAININGS (First Aid Training, Chainsaw Training, Grass cutting Training, Invasive Alien Plant Identification and Occupational Health and Safety Non-accredited Trainings)

1. Background

Mbizana Local Municipality is currently implementing the Alien Plant Eradication Project which has employed 80 beneficiaries to fulfill a handful amount of objectives, inter alia to create jobs and capacitate beneficiaries in various skills that will assist in sustaining them well beyond the lifespan of the project.

Invasive alien plants are considered as major threat to biodiversity and human livelihood and require various intensive methods, i.e. mechanical or chemical methods for proper control. Both these methods are the most used by the municipality in implementing the aforesaid project through using chain saws, grass cutting machines and herbicides.

2. Project Objectives

- To capacitate beneficiaries more especially on various methods of alien plant control
- To provide credible information that is applicable in the working environment
- To demonstrate knowledge of functions of equipment to be used and operations thereof
- To develop professional attitude, risk management, periodic service of chain saws, grass cutting machines and herbicides
- To instill safety precautions of the use of tools and chemicals
- To follow basic chemical safety rules

3. Required Services and Scope of Work

Competent service providers are hereby invited to submit quotations for non-accredited training for 80 beneficiaries. The service provider is expected to carry-out the following scope of work to deliver the final product:

- Non-accredited First Aid Training for 80 workers
- Non-accredited Chainsaw Training for 10 workers



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- Non-accredited Grass cutting Training for 10 workers
 - Non-accredited Invasive Alien Plant Identification training for 80 workers
 - Non-accredited Occupational Health and Safety Training for 80 workers
- 4. Project Methodology**

The service provider must provide a detailed outline of the methodology to be used detailing how each of the deliverables is to be achieved and possible pre-requisites for the training.

5. Project Deliverables

- Training will be conducted in a venue that will be communicated to the successful bidder by the municipality
- Practical's to be conducted in house and onsite and will be advised by the municipality to the successful bidder
- Certificate of attendance will need to be issues to all attendants for all trainings

6. Expertise Required from Service Provider

- The service provider must demonstrate understanding of the terms of reference
- The quotations must be accompanied by a proposal on how the project will be undertaken
- The service provider must be accredited with FP&M SETA; Skill: Operation of machinery) and LG SETA (Environmental Management, Alien Plant Identification)
- The service provider must have at least three years experience in conducting similar trainings
- The service provider must demonstrate experience in project management

7. Timeframes

The project duration will be 3 weeks starting from the day of contract acceptance by the successful bidder.

8. Payment milestone

Payment will be done on completion of all trainings

9. Proposal Requirements

Bidders will be required to submit separate technical and financial proposals. Technical proposal to include:

- Proposal demonstrating an understanding of the brief context and impact of the intervention
- Proposed methodology including approach, organization and method for achieving outcomes and deliverables
- Team composition, outlining profiles and curriculum vitae of key personnel to implement the proposal

A separate proposal outlining the cost for the proposed proposal should include:

- Budget breakdown
- Cash flow forecast

The budget breakdown will include:

- The estimated number of days per expert and free rate per output
- Incidental and disbursement costs

10. AWARDING OF POINTS

The following values will apply in the evaluation of all proposals submitted on or before the closing date.

CRITERION	WEIGHT	POINTS
1. Accreditation: FP&M SETA (Skill: Operation of machinery) and LG SETA (Environmental Management, Alien Plant Identification) (15 points per SETA)	30	
2. Proven Track Record of conducting similar projects/programmes, at least 3 projects.	30	
3. Accuracy and relevance of methodology i.e. How the project will be carried out showing milestones and timeframes	40	
Total	100	

NB: The bidders will need to get 80 points in order to proceed to the next level.

11. Validity Period

The proposal will remain valid for a period of 30 days after the official date of bid.

Requested by:



N. Xoko

(Manager: Soc & Environ.)

Recommended/Not Recommended by:



M.M. Khuzwayo

(Senior Manager: Comm. Services)

Approved/Not Approved by:



L. Mahlaka

(Municipal Manager)