



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
20 June 2022	Mrs N. Baleni-Gxumisa 079 890 4517	PSJLM - 2021/22 Ref 32	28 – 06 - 2022 @11:00 AM

ADVERT FOR APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT IN-HOUSE TRAINING FOR 13 PEACE OFFICERS FOR 5 DAYS

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for Appointment of a service provider to conduct In- house training for 13 Peace Officers for 5 days**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O.Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **28 June 2022 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in and Attach New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD 9 and must be submitted with the Quotation (obtained on Municipal website)**
- i) Attach Rates clearance statement of the company or its directors which is not later than 90 days obtained from your respective Municipality or lease agreement signed by both parties (lessor and lessee). If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not later than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website



- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached and should have original stamp of commissioner and signed originally by deponent. (Failing to attach will not lead to disqualification but will lose points of BBBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

Pre-requisite

Attach surety signed for Financial Assistance of SMME's from Accredited Registered Financial Institutions (Letter must be signed and stamped) OR Attach a letter from the Bank on a letterhead signed and stamped by the bank with rating from A – G (**failure to attach will lead to disqualification**).

TERMS OF REFERENCE: TRAINING OF PORT ST JOHN'S LOCAL MUNICIPAL EMPLOYEES ON PEACE OFFICER

PROGRAMME: PEACE OFFICER

1. BACKGROUND

The aim of the training intervention is to capacitate employees who are Peace officers. Port St John's local Municipality is responsible to enforce by-laws and legislation and peace officers play an important role in maintaining that to the society. The purpose of the training help employees to understand regulations contained in the criminal procedure legislation

2. TARGET GROUP

The Municipality have identified eleven (13) Employees

3. GOALS AND CONTENT OF THE TRAINING

The programme is devoted to provide information and specialized training to meet the needs of the ever-changing problems that confront law enforcement officers in their daily activities

3.1 The content should cover but not limited to the following aspects: -

3.1.1. The law and its Sources Definition

- Sources of law ● Objectives of law
- Legal Capacity
- Main branches of the law



- Constitutional principles

3.12. South African Criminal Justice system

- National Crime Prevention strategy
- Legislative and executive authority
- The main role of players in the criminal justice system
- National prosecuting authority (NPA) ● South African Police service
- The requirements of criminal accountability ● Legality
- Human Conduct
- Unlawfulness
- Fault

3.1.4. Initiation, prosecution and access to legal assistance

- Initiation of law enforcement activities
- The statement
- The charge sheet
- Evidence
- Court attendance of witness
- Access to legal assistance

3.1 .5. Practical aspects of enforcement by peace officers who are not police officers

- Practical elements of law enforcement
- Receipt and handling of complaints
- Warning
- Notices and fines
- Confiscations and disposal of confiscated goods
- File Management

3.1 .6. Role players in the magistrate courts and the presentation of evidence ● Official of the magistrate court

- The magistrate
- Public prosecutor
- The clerk of the court
- Other court officials
- The hearing
- The court proceedings
- The law enforcement officer a as witness

3.17. Appointment, functions and powers of peace officers/ inspectors

- Condition for appointment as a peace officer
- Appointment certificate
- The powers and functions of the inspector

- Jurisdiction
- Legislation that may be applied by the inspector
- Legislative actions that a peace officer / inspector can pursue.
- Breaking open premises for purpose of arrest
- The use of force during arrest
- Search of premises and seizure of articles

3.1.8. Administrative enforcement

- The need for administrative enforcement
- The objectives of administrative enforcement
- The legal requirements for administrative justice
- Notice of compliance to licences
- Rights of the licensee
- Civil remedies

3.1.9. Reading of legislation and basic interpretation

- Rules that govern behaviour
- The rule of interpretation
- The reading of legislation
- Analysis of a situation

3.1.10. Ethics and professionalism in law enforcement

- Definition
- Ethics and morality
- Ethics and constitution
- Batho pele
- Principles of professionalism

3.1.11. Anti-Corruption

- The scope of corruption in South Africa
- The prevention of corrupt services activities act ● Conditions that may assist corruption
- Forms of corrupt activities
- Indicators of fraud and corruption
- The effects of fraud and corruption

4. DURATION

This training has to be done and completed within a maximum number of five (5) working days.



5. METHODOLOGY

- 5.1. The course should be engaging and interactive.
- 5.2. The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3. This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned with 377224.
- 5.4. The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5. The participants shall be given training materials by the service provider.
- 5.6. To provide an Assessment Plan and assessment process during and after the training
- 5.7. A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8. Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.

6. LEARNING OUTCOMES

After this training, the expected learning outcomes are that the participants will be able to:

1. Explain the meaning of terms and phrases used in legislation
2. Explain the duties and responsibilities of peace officers
3. Explain the procedure for search and seizure
4. Demonstrate an understanding of the relevant aspects of criminal Law
5. Explain the rules pertaining to giving evidence

7. PROPOSAL/ SUBMISSION REQUIREMENTS

7.1. List of Contents

All proposals must cover the following aspects of importance:

7.1.1. A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects, similar to the one required in this document.

7.1.2. Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

7.1.3. Accreditation



7.1.3.1. Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

7.1.3.2. A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

7.1.4. Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

7.2. Expertise Required:

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least four months after completion of training.

7.3. Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 above. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below: -

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

7.4. The consortium submitting the proposal must declare any conflict of interests that it may have.

7.5. The PSJLM reserve the rights, not to accept any proposals in part or in whole

7.6. The PSJLM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

7.7. The PSJLM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

7.8. Successful bidders will need to be prepared to commence work within 6 working days of being informed of the awarding of the tender.

7.9. Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

7.10. Successful bidder will be required to submit a detailed close-out report.

7.11. The guidelines contained in the Port St John's Local Municipality Supply Chain Management policy will apply.



NB training to be conducted inhouse, catering and venue costs shall be incurred by the Municipality

Functionality Assessment

Bidders need to score minimum of 20 points in order to be evaluated for price

Evaluation Criteria	Maximum Points (40)
Qualification <ul style="list-style-type: none">• The Company must attach CV's of staff members with relevant qualifications on training.• Company must be accredited with SETA (Attach proof)	10 05
Methodology The service provider must clearly indicate how the Training will be conducted.	05
Experience Attach Two recommendation letters with Appointment letters of value R50 000.00 and above on trainings / workshops conducted, starting contract period and contact details to verify the information) NB: Appointment letters and recommendation letters must be on the letterhead of the Institution must have contact details for referencing.	20 (5 Points each)

Enquiries regarding this advert must be directed to Mr Koyana HRD Officer 082 577 8981 during office hours

Yours in developmental local government



Mr H.T Hlazo
Municipal Manager

Date 14/06/2022

