



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
17 April 2023	Mrs.N Baleni-Gxumisa 079 890 4517	PSJLM-2022/23 Ref 37	26 – 04 - 2023 @11:00 AM

Service Provider for Training of Councillors, Section 79 & 80 Committees

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Service Provider for Training of Councillors, Section 79 & 80 Committees**

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 **26 April 2023 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 Regulations, where 20 points will be for a specific goal 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 New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Attach Rates clearance statement of a company or its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. 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 older than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

100% Black people and Women = 20

Women = 10 (Attach certified copy of ID and this will also be verified on CSD)



100% Black people = 10 (Attach certified copy of ID and this will also be verified on CSD)

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE TRAINING OR CAPACITATION OF SECTION 79 AND 80 COMMITTEE - COUNCILLORS OF PORT ST JOHNS MUNICIPALITY ON PRACTICAL HANDS-ON OVERSIGHT.

BACKGROUND

Port St Johns Municipal Council has inaugurated its councillors into council and are in their first year of the five (5) term. The Council has in place both the section 79 and 80 Committees in place. The councillors have been inducted by SALGA and became operational in line with their respective Mandates.

The Port St Johns MPAC is in office and has been given a mandate by Council to conduct Oversight in terms of the Council directives. There are documents that embrace the legislated MPAC Mandate in terms of the Amended Municipal Structures Act (Sec 79B).

The council has felt it necessary that these committees be capacitated to fulfil their legislated mandate. The municipality has redressed in its 2021/2022 Audit Outcomes. As such, the municipality in its endeavour to address this challenge and improve the situation. The municipality has deemed it fit and necessary that councillors who play an oversight role in the affairs of the municipality should be capacitated so that they are able to identify, deal with and address the good governance challenges before they become a problem for the municipality.

Different reasons which may have resulted in the audit outcomes as referred to above may include but not limited to:

The non-adherence to the Council Calendar resulting in some of these Committees not sitting for their Oversight meetings as scheduled.

The lack of needed capacity by Committee members in certain areas that are outlined in the Terms of Reference.

Committees not fully independent in discharging their duties or roles due to limitation relating to technical capacity or lack of adequate capacity on matters that are technical.

Inadequate practical capacity on MPAC members to look at matters prescribed including Review or Investigation of Irregular Expenditure, Review of Annual Financial Statements, Other prescribed financial information and Reports, Audit Reports and other Institutional matters that are aligned to the Oversight in terms of the SDBIP.

Other practical hindrances include lack in the technical knowledge around matters of Policy, Municipal Business Processes, Supply Chain Management Processes, Legislation and Regulations on Supply Chain Management including the Municipal Policy to be able to deal with Irregular Expenditure

SUMMARY OF THE BRIEF

Proposals are requested from suitably qualified professional service providers with extensive practical hands-on experience and expertise of working with Sec. 79 and 80 Committees including proven track record of Municipal Support on both Political Oversight and Good Governance. The intervention of the potential service providers is to ensure that these Committees beyond the training, can independently play their Oversight role and play a meaningful contribution to Institutional Oversight and Governance Strategic Objectives.



PURPOSE

The purpose of this project is therefore to appoint a Professional Service Provider who will be responsible for the project management and render training services leading to the successful implementation and completion of the project as outlined above. Once finalised, the attendees should be able to ensure that they have attained the necessary capacity, competencies, skills and knowledge to be able to fulfil their responsibilities effectively and efficiently.

PROPOSED SCOPE TO BE COVERED BY THE TRAINING

Key Municipal Business Processes and Performance Monitoring

Practical Implementation of the Sec. 79 and 80 Committees' Political Oversight Mandate through the Terms of Reference and working with other Oversight Stakeholders.

SCM for Councillors including SCM Policy, Regulations and Expenditure Management, Annual Financial Statements, Annual Report & Oversight Report (Role of MPAC),

Legislative Compliance Mandate: MFMA/Municipal Systems/Structures Act,

Oversight role on the Audit and Implementation of issues identified by the AG,

MPAC Oversight, including Investigation and Reporting of Irregular Expenditure,

How to Prepare Questions based on Reports for purposes of Oversight and Reporting to Council,

Consequence Management,

Accountability and Service Delivery Monitoring Mechanisms

DURATION OF TRAINING

The training is intended to run for five (5) days to ensure effectiveness and impact to the target group.

TARGET NUMBER OF ATTENDANTS

The estimated number of Councillors to attend this training is 39 councillors, including 7 Officials [*municipal manager, 4 x senior managers present, acting strategic manager, acting manager in the office of Chief Whip, Manager Public Participation* designated for administrative support to these Committees and council.

PROJECT TIMEFRAMES AND REPORTING

The service provider will be responsible for the compilation of the "Project Programme" detailing activities and time frames of the project. This should be provided to Port St Johns Municipality within a week of appointment and presented to the Project Manager.

Any deviations from the accepted programme should be pre-negotiated with the client.

The appointed Service Provider team will report directly to Project Manager and submit the Training Report;

The Report must be submitted within 3 days after the Training has been completed.



The service provider to issue the attendees with the necessary certificates at the end of the project in line with clause 7.4 above.

REQUIREMENTS

The service providers should come up with a sound Practical and strictly hands-on and workable methodology or approach to Political Oversight in their Proposals.

Company Profile detailing history, field of expertise, staff resources,

A proven track record of conducting trainings and hands-on support to Municipal Oversight Committees.

Proven track record in Local Government, Oversight, Governance including experience of the Project Leader and Project Team members;

The Service Provider must be accredited by the SETA e.g LGSETA, Services SETA;

Demonstrate Value-Adding in terms of Improving Municipal Governance through Oversight

PROJECT DELIVERABLES

Detailed Project Plan displaying the Methodology.

Training Plan and Presentations.

Programme of the Training.

Close-out Report with clear and implementable recommendations and timeframes;

The necessary certificates for attendees.

BID EVALUATION CRITERIA

The 80/20 evaluation criteria will be used where Price will be allocated 80 points and the Special Goal equals to 20.

FUNCTIONALITY ASSESSMENT

Bidders need to score a minimum of 55 points out of 75 total points in order to be evaluated for price

CRITERION	CRITERION DESCRIPTION	TOTAL POINTS
Relevant Bidder's Experience	Prospective Providers to attach Appointment letters with Reference letters for similar projects successfully completed.	30
	3 Reference Letters = 30 Points	
	2 Reference Letters = 20 Points	
	1 Reference Letter = 10 Points	

Project Team Capacity	Project Manager To have a minimum of 8 years' Local Government Experience with a minimum of 5 Years Municipal Governance, minimum of 3 Years Councillor Training and 5 Years Oversight Support experience and a minimum of 2 Years AG or Audit Experience. Must have Local Government Competencies (CPMD), including any Public Sector Legislative Oversight and Accountability experience. To have a Degree or Equivalent in Public Administration, Local Government or field of Commerce.	15
	Project Team – Staff 1 Senior Consultant with Degree and a minimum of 5 years' experience in Internal Auditing and Risk Management, 5 Years Local Government experience	20
	1 Junior Consultant with a Degree/Diploma and a minimum of 5 Years Municipal Finance Experience	10
Bidders must provide the resources as stipulated above, failing to comply will render them nonresponsive in this area. Bidders are to attach detailed CVs with certified copies of qualifications of above stipulated resources		
TOTAL POINTS		75

Enquiries regarding the terms of reference be directed to Mrs Makunga on 082 564 2116 email nmakunga@psjmunipality.gov.za

Recommended by



Mr Matubatura
Senior Manager – Corporate Services

ISSUED BY



MR M. FIHLANI
MUNICIPAL MANAGER

17/04/2023
DATE

