

Dannhauser Municipality KZN 254

8 Church Street
Private Bag X1011
DANNHAUSER
3080



Telephone: 034 621 2666
Facsimile : 034 621 2342

Date of Advert: 22/09/2021

Quotation Number: RFQ/993

Description: SERVICE PROVIDER TO PROVIDE PERFORMANCE MANAGEMENT SYSTEM TRAINING TO SENIOR, MIDDLE AND PERSONNEL RESPONSIBLE FOR POE FILES

Kindly furnish us with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letter head of your business no later than, **04 OCTOBER 2021 at 12H00.**

Quotation are to be submitted in a sealed envelope; clearly marked "**Quotation number & Description**" must be deposited in the tender box situated at the reception area of Dannhauser Municipality offices, **8 church street**, Dannhauser 3080

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must include their certified BBBEE certificate copy (MBD 6.1).
- Bidders must include both original Tax Compliance Certificate (SARS Pin).
- 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) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation. (MBD forms are available from SCM office & from the website www.dannhauser.gov.za under Budget then scm forms)
- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- The successful provider will be the one scoring the highest points.
- Preference will first be made to local service providers.
- Bidders are required to submit their most recent municipal accounts for their business location or their personal residence account i.e. rates/refuse or Proof of residence for those who reside in rural areas.
- Bidders must fill in the RFQ register stating the date and time of when they submitted their RFQs, available at the tender box.
- Bidders must be registered on The Dannhauser Municipality Suppliers database, forms are available from the website www.dannhauser.gov.za & from reception.
- Dannhauser Municipality does not bind itself to accept the lowest, or any quote.
- The Municipality reserves the right to withdraw any invitation to quotations/proposal and/or to re-advertise or to reject any quotations/proposal or to accept a part of it.
- The municipality reserve the right to appoint a portion or split the service to a service provider.

- The Municipality does not bind itself to accepting the lowest quotations/proposal or award a contract to the bidder scoring the highest number of points.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

SCHEDULE

DESCRIPTION: QUOTATIONS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS AS PER BELOW SCHEDULE

DANNHAUSER LOCAL MUNICIPALITY 2021/2022 IPMS TRAINING FOR SENIOR MANAGERS, MIDDLE MANAGERS AND PERSONNEL RESPONSIBLE FOR POE FILES IN THE DEPARTMENTS

Terms of Reference

PURPOSE

- ✓ To provide training on performance in service delivery and budget implementation for the financial year;
- ✓ To promote accountability to the local community for the decisions made throughout the year by the municipality;
- ✓ To emphasise consequence management.

SCOPE OF WORK

The goals of the training MUST achieve the following:

To train 23 employees on different days, who will vary through their levels.

- ✓ Performance information collection
- ✓ Scoring of performance
- ✓ Evidence on the POE files
- ✓ KPI creation (SMART principle)
- ✓ Documenting reason for variance and remedial action (corrective measure)
- ✓ Quarterly and yearly performance actual documentation on the scorecards
- ✓ Attaching relevant evidence on the POE file

Required Experience

- ✓ Working under local government sphere in relation to performance.
- ✓ Methodology of how work will be conducted.
- ✓ Three (3) reference letters on training provided to capacitate employees.

Period of Work

1. 5 working days week from date of inception.

Day 1 & Day 2

Training for Senior managers and middle managers (13).

- ❖ Performance information
- ❖ Scoring of performance
- ❖ Evidence on the POE file
- ❖ KPI creation (SMART principle)
- ❖ Documenting reason for variance and remedial action (corrective measure)

Day 3 & 4

Training for 17 people (Responsible for compiling files and collection of performance information and 5 middle managers)

- ❖ Quarterly performance actual documentation on the scorecards
- ❖ Attaching relevant evidence on the POE file

DELIVERY ADDRESS:

08 Church Street, Dannhauser, for more info please contact: **Mr Philani Ndlovu** on **034 621 2666 ext 0704** with lunch interval of **13H00** to **13H30**.

ⁱ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b)rd of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.