

# Dannhauser Municipality KZN 254



8 Church Street

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DANNHAUSER  
3080

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**Date of Advert: 14/04/2023**

**Quotation Number: RFQ 1056**

**Description: APPOINTMENT OF SOCIAL FACILITATION & STAKEHOLDER MANAGEMENT CONSULTANT FOR THE DANNHAUSER MINING FORUM.**

Kindly furnish us with a written quotation for the above mentioned consultant as detailed in the enclosed schedule.

The quotation must be submitted on the letter head of your business no later than, **25 April 2023 at 12H00.**

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

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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 all MBD forms must be completed and submitted. MBD 4, MBD 6.1, MBD 8 & MBD 9 should be scrutinized, completed, and submitted together with your quotation. (MBD forms are available from SCM office & from the website [www.dannhauser.gov.za](http://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](http://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 /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 state<sup>i</sup>

**Failure to comply with these conditions may invalidate your offer.**

## **TERMS OF REFERENCE**

### **1. Background**

Dannhauser Local Municipality is working hand in hand with the mines, communities and The Department of Mineral Resources and Energy (DMRE) on the implementation of the projects identified by all the relevant Stakeholders of which the projects will be short, medium and long term. One of the key stakeholders are the communities, therefore, part of the project brief from the Municipality is that the Service Provider has to ensure that the community stakeholders buy-in and support throughout the project life cycle, addressing socio-economic, political and traditional matters. The municipality seeks to ensure that Social Facilitators are working closely to these communities. The Service Provider is expected to fulfil the objectives of the programme in relation to social facilitation matters and capacitate all stakeholders through information and other mechanisms for them to arrive at the best developmental solutions which are appropriate and responsive to their needs.

The Service Provider is required to undertake, coordinate and manage the identified projects based on addressing the socio-economic needs of the Municipality, oversee the implementation of the development facilitation plan, advise and support the municipality as well as all the Stakeholders and report on the overall performance of the existing projects through relevant structures as detailed below.

## **2. Main Responsibilities**

It is envisaged that Service Provider is appointed to manage, coordinate and implement, administer the social facilitation aspect of the mining programme in support of the Municipality's efforts to improve on governance and accountability of the mines in Dannhauser.

The following shall be the main responsibilities of the Service Provider under this scope:

- To develop the linkage between Municipality's Local Economic Development (LED) programmes identified informed by both District and Local Integrated Development Plan (IDP) as well as the programmes on the Mining's Social and Labour Plans (SLP).
- To develop a Strategic Development Framework entailing short, medium and long term goals.
- Assist and guide the Municipality through the Mining Forum in identifying and implementing the selected projects.
- To develop a Social Facilitation Implementing Plan.
- To utilise existing governance structures for easy Implementation of the programme at all levels and conduct information sessions.
- To provide inputs to the Risk Management Plan.
- To develop a Communication Plan.
- To develop and apply conflict resolution mechanisms as and when required.
- To consolidate social facilitation report and compile progress reports on all projects and monitor progress for the municipality.
- To attend and facilitate meetings and workshops on the programme, get buy-in and ownership into the project
- Attending Project Steering Committee meetings and other relevant stakeholder meetings
- Reporting on a monthly basis to the Municipality.

## **3. Deliverables/Outputs**

- Implementation plan with clear deliverables and time frames.
- Develop a Risk Management Plan.
- Socio-economic and development impact report with data.
- Consolidate Monthly Progress report.
- Community stakeholder identification close-out report.

- Lessons learnt documented.
- Develop decanting strategy as and when required with affected stakeholders.
- Random or adhoc site visits.
- Ensure sustenance of local economic development spin offs around the project.
- Facilitate community and stakeholder engagement and workshops.

#### **4. Time Frame**

This should be the project based for a period of 12(twelve months) with an option to be extended.

#### **5. Required Resources**

**The following resources will be required per Social Facilitation Team**

Resource Name	Designation & Qualification	Years of Experience
1 x Project Manager	Master's Degree (Humanities and Development Studies)	10-20 years
1x (Project Administrator/University Student/Unemployed Graduate)	Degree (Data Science or related)	0-1 years

#### **6. Pricing /Bill of Quantities**

Applicant to submit Rate Charges Card.

#### **7. Travelling**

The rate card includes travelling and accommodation costs.

#### **8. Project Sites and Site Data**

The Service Provider is required to provide development and social facilitation services in all the local mines.

The Municipality will provide all the mine contact details to the Service Provider.

## 9. Communication with The Municipality

Once all appointment and contracting has been finalized, the Service Provider will be handed over to the Municipal Manager and or Local Economic Development Manager. All introductions to the stakeholders, site location visits and schedules and the performance of the Service Provider shall be facilitated through The Municipal Managers Office.

## 10. Specific Goals Table

### 20 – POINTS (FOR SPECIFIC GOALS):

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
2,5 points for 100% black person or people owned enterprise;	2.5	Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;	2.5	Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;	2.5	Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.	2.5	CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;	2.5	B-BBEE Sworn Affidavit and Municipal rates from ELM, together with proof of residence
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;	5	Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution	2.5	B-BBEE Certificate or equivalent
TOTAL POINTS	<b>20 POINTS</b>	

The Service Provider shall report to The Local Economic Development Manager and or Municipal Manager who will recommend all invoices and claims for submission for approval and payments.

**DELIVERY ADDRESS:**

08 church Street, Dannhauser Municipality, for more info please contact **Miss Sbongile Hlatshwayo, Acting CFO** on **034 621 2666** between 07H30 and 16H00 with lunch interval of 13H00 to 13H30.

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<sup>i</sup> \* 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.

Approved by the CFO.....