

Price: R 350.00

CAPRICORN DISTRICT MUNICIPALITY



**TERMS OF REFERENCE FOR ADMINISTRATION AND MANAGEMENT OF
DISASTER MANAGEMENT VOLUNTEERS
(12 Months Contract) RE-ADVERT**

BID NO: COMM-D15/2020/2021

CLOSING DATE: 26 MARCH 2021 @ 11H00

BIDDER NAME: _____

TOTAL BID AMOUNT: _____

RECEIPT NO: _____

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1.BACKGROUND INFORMATION

Bids are invited to render a service for administration and management of disaster management volunteers Capricorn District Municipality.

2.SCOPE OF WORK

Administer and manage **60 (sixty) DISASTER MANAGEMENT VOLUNTEERS**. The bidder shall provide **at least, BUT not limited to the** following core programs:

- 3.1. Recruitment of disaster volunteers
- 3.2 Registration of volunteers on the volunteer database by the bidder;
- 3.3 Accredited training of volunteers inclusive of all study materials;
- 3.4 Supply volunteers with personal protective equipment and tools of trade;
- 3.5 Payment of stipend to volunteers;
- 3.6 Provision of insurance to volunteers
- 3.7 Administration, monitoring and evaluation of volunteers

4.DELIVERABLES

The following is the required term of reference

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Recruitment of interested person's to volunteer in the Disaster Management Volunteers Unit;	1	60		
2.	Registration of recruited disaster management volunteers	1	60		
3.	Training of the registered disaster management volunteer and provision of stationery (i.e. have accreditations for training);	1	60		
4.	Procurement and provision of uniform, and equipment's to registered disaster management volunteers;	1	60		
5.	Payment of stipend to registered disaster management volunteers;	1 per activation period	60		

6	Provision of Insurance for all recruited, registered and engaged Disaster Management Volunteers	1 (ONCE OFF)	60		
7	Monitoring and evaluation of recruited, registered and engaged Disaster Management Volunteers	1 (ONCE OFF)	60		
8	Administration and Management of Disaster Management Volunteers Unit for both old and new volunteers.	1 (ONCE OFF)	60		
SUB TOTAL:					
15% VAT:					
TOTAL:					

SUMMARY OF PRICING

TOTAL VAT INCLUSIVE	
TOTAL BID AMOUNT VAT INCLUSIVE	

NB: The Bidder shall carry out the service in accordance with the Memorandum of Understanding entered between two parties as well as this Service Level Agreement.

5.PROJECT DURATION

The Administration and Management of Sixty (60) Disaster Management Volunteers duration is 12 months after signing of the SLA.

6.PROJECT PLAN

The bid must contain a project plan in accordance with certain described milestones. This project plan will be finalized upon appointment.

Items	Description	Time frame
6.1.	Recruitment of disaster volunteers	1 month from being issues with signed contract
6.2.	Registration of recruited disaster management volunteers	1 month from being issued with signed contract
6.3.	Training of the registered disaster management volunteer and provision of stationery (i.e. have accreditations for training);	2 months from the registration of volunteers
6.4.	Procurement and provision of uniform, and equipment's to registered disaster management volunteers;	2 months from the registration and training of volunteers
6.5.	Payment of stipend to registered disaster management volunteers;	Payment will be as per the activation period
6.6.	Provision of Insurance for all recruited, registered and engaged Disaster Management Volunteers	Ongoing provision of insurance for volunteers for the period of the contract.
6.7	Monitoring and evaluation of recruited, registered and engaged Disaster Management Volunteers	Ongoing monitoring and evaluation of program for the period of the contract
6.8	Administration and Management of Disaster Management	Ongoing administration and management of

	Volunteers Unit for both old and new volunteers.	program for period of the contract
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1. REPORTING MECHANISMS

- a. The bidder shall report and provide monthly progress reports to the authorized person in Capricorn District Municipality's(CDM). The monthly progress reports will have to be submitted by the 25th of every month for the duration of the project;
- b. An attendance register and minutes must be kept of all meetings and interactions with stakeholders and submitted to CDM as part of the submission of progress reports.

7. EVALUATION CRITERIA

The project will be evaluated in two phases, functionality and preferential point system of 80/20.

7.1. PHASE 1: FUNCTIONALITY

The minimum qualification score for functionality shall be 80.

Functionality evaluation	
Criteria	Points
Experience in Management and Administration of volunteers	80
Registration documents as NPO	20
Maximum points	100

Note: Proof of documentation supporting the above-referred evaluation criteria should be attached; failing which points will be lost.

Functionality	Points		
Targeted Goals	Tendered Goal	Points Claimed by Tender	Allocated Points
Experience in Management and Administration of volunteers	80		

1-2 years	40		
3-4 years	60		
5 years and above	80		
Registration as NPO, (attach registration documents)	20		

8. BID ENQUIRIES

All matters related to the specification of this contract shall be directed to Ms Lebogang L Mosotho 015 293-9700, mosotholl@cdm.org.za. All matters relating to Supply Chain Management should be directed to Ms Violet Masemola at 015 294 1210/ masemolav@cdm.org.za or Tiro Pilusa at 015 294 1039/pilusat@cdm.org.za.

9. CONDITIONS FOR THE BID

9.1 The employer and each Bidder submitting a Bid offer shall comply with these terms and conditions of Bid. In their dealings with each other, they shall discharge their duties and obligations timeously and with integrity, and behave equitably, honestly and transparently.

9.2 The bidder must attach following with the tender:

- a) The legal registration certificates of the business entity.
- b) An original valid tax clearance certificate issued by the South African Revenue Services.
- c) B-BBEE certificate or SWORN affidavit from Commissioner of Oath.
- d) Proof of registration with professional authorities. (Where Applicable)
- e) Proof that municipal rates and taxes are not in arrears/lease agreement/letter from traditional council.

9.3 The bidder must complete the attached forms (failure to do so will result to disqualification)

- a) MBD 1- Invitation to Bid

- b) MBD 3.1- pricing Schedule – Firm Prices (Purchases)
- c) MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)
- d) MBD 4 - Declaration of Interest
- e) MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017
- f) MBD 7.2 - Contract Form - Rendering of Services
- g) MBD 7.3-Contract Form-Sales of Goods /Works
- h) MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices
- i) MBD 9 Certificate of Independent Bid Determination

9.4 The municipality will check with National Treasury's database prior to awarding to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

To reject any bid from a bidder –

- a) If any municipal taxes and rates or municipal services charges owed by that bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months; or
- b) Who during the last five years has failed to perform satisfactory on a previous contract with the municipality or municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.

9.5 Bidders must take note that briefing session will not take place. Bidders may send electronic mails for any enquiries related to this bid.

9.6 The bid price must remain valid for a period of 90 days calculated from the closing days.

9.7 The offer shall be open for acceptance by the Municipality during the validity period of 90 days.

9.8 The bidder or any of its directors has not:

- a) Listed on the register of bid defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the state.
- b) Abused the employers supply chain management system

c) Failed to perform on any previous contract and has been given a written notice in this effect.

d) All information and details must be legible/ readable.

9.9 If the bidder fails to fulfil the contract when called upon to do so, the municipality may, without prejudice to its other rights, withdraw or cancel the contract that may have been entered into between the bidder and the Municipality.

9.10 Each communication between the Municipality and a Bidder shall be to or from the Municipality only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The Municipality shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the Municipality are stated.

9.11 Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs to demonstrate that aspects of the offer satisfy requirements.

9.12 The Municipality may accept or reject any variation, deviation, bid offer or alternative Bid offer, and may cancel the Bid process and reject all Bid offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a Bidder for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

9.13 No bids will be considered from persons in the service of the state (as defined in regulation 1 of the local government: municipal supply chain management regulations)

9.14 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.

9.15 Use of correctional fluid is prohibited

9.16 Any alteration made by the bidder must be initialled.

9.17 The bidder must ensure that all pages of the tender documents are initialled.

9.18 Successful bidder will be required to enter into formal contract with the municipality.

9.19 The Municipality address for the delivery of the bid offer package are:

Location of Bid box	Tender Box
Physical address	41 Biccard Street, Polokwane, 0699
Identification details	Administration and management of disaster management volunteers

9.20 The closing time for submission of bid offers is as stated in the bid notice and invitation to bid.

9.21 Late, Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.

9.22 CDM is not obliged to accept the lowest or any tender submission.

9.23 Bid will be opened immediately after the closing time at the Municipal offices, 41 Biccard Street, Polokwane.

10 ANNEXURES

Attached, find Annexure "A" & B (MBD 1, MBD 3.1, MBD 3.2, MBD 4, MBD 6.1, MBD 7.2, MBD 7.3, MBD 8 & MBD 9) to be completed in line with the official supply chain management policy of the district municipality.