

**RFP NO.: SALGA/38/2016**

**SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF TRAINING SERVICE PROVIDERS WHO WILL RENDER SPECIALIZED TRAINING SERVICES TO SALGA FOR A PERIOD OF 24 MONTHS.**

**CLOSING DATE: 26 JULY 2016 AT 11:00**

**TENDERS CAN BE DEPOSITED IN THE TENDER BOX AT THE RECEPTION AT:**

**SALGA NATIONAL OFFICE**

**FIRST FLOOR, BLOCK B**

**MENLYN CORPORATE PARK**

**C/O GARSFONTEIN AND COROBAY AVENUE**

**WATERKLOOF GLEN**

**TEL: 012-369 8000**

## **1. PURPOSE**

The purpose of this document is to call for proposals from **Service Providers** to form part of the SALGA's Panel of Training Service Providers, whose key mandate will be to provide specialized training services to the organisation.

## **2. BACKGROUND TO SALGA**

The South African Local Government Association (SALGA) is an autonomous association of municipalities with its mandate derived from the Constitution of the Republic of South Africa. This mandate defines SALGA as the voice and sole representative of local government. SALGA interfaces with both houses of parliament, the National Assembly and the National Council of Provinces (NCOP), the Executive (Cabinet) as well as provincial legislatures.

SALGA is an association not for gain recognised in terms of section 2(1) (a) of the Organised Local Government Act, 1997 (Act no.52 of 1997) to represent local government nationally and provincially. SALGA is further a public entity recognised in terms of the Public Finance Management Act 1999 (Act 1 of 1999).

## **3. INVITATION**

Training Service Providers are invited to send proposals to SALGA for consideration. In preparing a proposal, it is emphasized that a profile of the organisation together with the demonstrated expertise in the particular fields be submitted. The proposal must be limited to a maximum of 15-20 (fifteen to twenty pages) per training intervention excluding supporting documentation.

## **4. CONTRACT PERIOD**

The period of appointment to the panel is initially for a period of 24 months which may be renewed and extended by SALGA, for further periods, should the services prove to be of an acceptable standard, subject to a performance review.

## **5. SCOPE OF SERVICES**

5.1 SALGA staff complement is 488 employees however the numbers may vary due to capacitating the organization or natural attrition.

5.2 The service provider must be available to render services at SALGA National and Provincial offices mentioned below with the advised members:

Province	No. of Employees
SALGA National	213
SALGA North-West	28
SALGA Gauteng	23
SALGA Limpopo	31
SALGA Northern Cape	30
SALGA Mpumalanga	30
SALGA Free- State	33
SALGA Kwazulu - Natal	32
SALGA Western Cape	35
SALGA Eastern Cape	33

5.3 The Training Service Providers will be expected to render services to SALGA on a wide range of training interventions pertaining to, inter alia the following:-

1. National Certificate: Municipal Integrated Development Planning
2. National Certificate: Local Economic Development
3. National Certificate: Municipal Governance
4. Further Education and Training Certificate: OD ETDP (Level 4) ; National Certificate: OD ETDP (Level 5) ; National Diploma: OD ETDP (Level 5) ; National Certificate: OD ETDP (Level 6)
5. Further Education and Training Certificate: Project Management
6. National Certificate: Project Management
7. National Certificate: Advanced Project Management
8. Local Government Accounting Certificate
9. Local Government Advanced Accounting Certificate
10. National Certificate: Municipal Finance

11. National Certificate: Land Transport Planning
12. Further Education and Training Certificate: Environmental Practices
13. Further Education and Training Certificate: Generic Management: Disaster Risk Management
14. National Certificate: Community Water Health and Sanitation
15. Further Education and Training Certificate: Fire and Rescue Operations
16. National Certificate: Road Transport
17. 3rd ; 2nd; 1st Level First Aid
18. Acrobat Software Programme
19. Adv. Dip / Certificate in Cross Examination
20. Adv. Facilitation skills
21. Adv. Mainstreaming of transversal issues
22. Adv. MS Office system
23. Adult Education and Training
24. Anti- Corruption Support, oversight and Accountability
25. Assessor & Moderating Training Certificate
26. Asset Management
27. Audit & Risk Management
28. Basic Financial Management
29. Bookkeeping
30. Braille & Sign language
31. Branding and Brand Management
32. Budgeting / Costing
33. Business & Strategic planning
34. Business Ethics & Etiquette
35. Career Development

36. Caseware AFS
37. CCNA
38. Cemetery Management
39. Certificate in Legislative drafting
40. Certificate or Diploma in Records Management
41. Certificate: Communications & Media Relations
42. Certificate: Leadership Development
43. Certificate: Management Development Programme
44. Certificate: Renewable Energy
45. Certificate: Supervision of Construction Processes
46. Change management
47. CIMA Certificate in Business Accounting
48. Cisco Certification
49. Climate Change
50. Coaching & Mentoring
51. Communication skills
52. Compliance Management
53. Conducting meetings
54. Conflict Management
55. Contract Management
56. Certificate: Programme in Management Programme - (CPMD)
57. Current applicable legislative amendments on the implementation & monitoring of OHS Act
58. Customer Care
59. Development Finance
60. Diploma in Local Government

61. Diploma in Public Admin & Management
62. Disaster management
63. Dispute Management
64. Early Childhood Development Course
65. Economic Development Marketing
66. Economic policy formulation
67. Electronic Records Management
68. Emotional Intelligence
69. English language (basic)
70. Enterprise Development
71. Enterprise Information Management
72. Event Management
73. Executive Leadership Programme
74. Facilitation skills
75. Facilities Management
76. Finance for non- Finance Managers
77. Finance for Procurement
78. Financial Management
79. Financial Risk Management
80. Gender Mainstreaming
81. GIS for Town Planners
82. GRAP
83. Graphic Design
84. HIV / AIDS programme
85. Housing Finance/ Subsidy/ Property market

86. Human Resources Management
87. ICT Governance
88. ICT Security & Risk Management
89. Infrastructure Asset Management
90. Infrastructure Financing
91. Intermediate computer training
92. Intermediate Excel
93. Intermediate Level Photography
94. Interpersonal Relations
95. Introduction to HP ProLiant ML& DL Server Repairs and Maintenance (Course code: HE 6435)
96. IT & the Law
97. ITIL
98. Job Evaluation & Job Grading
99. Knowledge Management
100.L6 Occupationally Directed Education, Training & Development
101.Labour Law & Labour Relations
102.Leadership & Management
103.Legal Admin/ Paralegal
104.Legislation drafting and Interpretation
105.Local Government management
106.Management Development Programme
107.Management skills
108.Managing Accounts Payable
109.Marketing
110.MCSE - Desktop Infrastructure

111.MCSE - Server Infrastructure
112.MCSE 2012
113.Measuring Services(Asset Approaches)
114.Media & Communication skills
115.Mentoring & coaching
116.MFMA
117.Microsoft Projects
118.Microsoft Publisher ( Intermediate and Advanced)
119.Microsoft SharePoint Administrator course
120.Microsoft Systems 2016
121.Microsoft Visio (Basic)
122.Migration Management
123.Minute taking
124.Monitoring & Evaluation
125.MS Office (Advance & Basic)
126.MS Projects 2013
127.Municipal Barometer & Quality Management
128.Municipal By-Laws development
129.Municipal Executive Leadership Programme
130.Municipal Standard Chart of Accounts
131.National Archives and Records Management
132.National Certificate: Public Management for DHET (N4)
133.New trends in the EAP/Wellness field
134.Occupational Health and Safety (OHS)
135.Organisational Development (OD)



136. Office Management / Administration
137. Office Cleaning Principles
138. Organisational Analysis and Intergovernmental Relations
139. Payroll Management Workshop
140. Performance Management
141. Public Finance Management Act (PFMA)
142. PMI's Certified Associate in Project Management (CAPM, Fundamentals, Bootcamp)
143. Policy development, analysis & implementation
144. Premier HR Programmes
145. Presentation & Public skills
146. Price 2: Fast track, Foundation & Practitioner
147. Principles of Operations & SCM
148. Programme in Applied Organisational Development
149. Reading, Understanding and Interpreting Statutes
150. Reception Etiquette
151. Records management course (basic)
152. Recruitment & selection process
153. Report writing
154. Research Methodologies
155. Research methods for communication & marketing
156. Revenue Management
157. Risk Management
158. SAN Storage Design/ Management
159. Supply Chain Management (SCM)
160. SCOA & ERF for Budget Managers

161.Senior Managers Induction Programme (SMIP)
162.Server 2012
163.SharePoint design
164.Shorthand
165.Social Media Interactivity
166.Spatial Development Planning
167.Spatial planning & restructuring in Urban areas
168.Speech Writing
169.Speed typing skills
170.SQL Management
171.Stakeholder management
172.Statistical Development & Analysis
173.Strategic Human Resources
174.Strategic Performance Management
175.Strategic Planning & Thinking
176.Structured Query Language (SQL) training
177.Sustainable development goals
178.Telephone Etiquette
179.Time management
180.Total Quality Management
181.Training on Municipal Financial Reforms (MSCOA)
182.Urban Planning
183.Utility management & regulation
184.VIP Payroll
185.VMWare

186.VoIP & Telephone System
187.Waste Management
188.Water & Sanitation Programme
189.Water treatment & Purification
190.Writing Articles
191.Writing of Professional Case Studies
192.Writing skills

**Note:**

**All programmes should be experiential and facilitated in a manner which encourages openness and honesty. Also the course and training materials, exercises and practice scenarios should fit within the context of local government. Moreover, trainers/facilitators must have a track record of delivering similar course participants who are leaders and staff from public entities.**

**The scope of training provided should be between 1-3 days, with a maximum of 5 days for on-site training (At SALGA Premises), and should be NQF Aligned according to SAQA standards.**

## **6. REQUIREMENTS**

6.1 Knowledge and application of the following legislation will serve as an advantage:

- 6.1.1 Skills Development Act, 1998
- 6.1.2 National Qualifications Framework
- 6.1.3 National Skills Development Strategy
- 6.1.4 National Skills Development Framework
- 6.1.5 South African Qualifications Authority
- 6.1.6 Public Finance Management Act
- 6.1.7 Municipal Finance Management Programme
- 6.1.8 Human Resources Development Strategy for South Africa
- 6.1.9 National Development Plan (2030)

6.2 Extensive knowledge of National Public Entities and its operations.

6.3 Training will mostly take place at SALGA National office, but it is advisable that the service providers have a national footprint to undertake training interventions at Provincial Offices as well. Our Offices will be utilized as training venues, unless communicated otherwise.

6.4 Training service providers are advised that from time to time there might be changes to training programmes during the course of the year, based on organizational and sector requirements.

## 7. REPORTING REQUIREMENTS

The respective Panel of Training Service Providers will report to the Manager: Training and Development of SALGA. The service provider shall provide training feedback/report to Manager: Training & Development after every training conducted. The reports should be comprehensive and accurate with interpretation of trends, problem areas and possible interventions in future (where identified).

## SPECIAL CONDITIONS

8.1.1 SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.

8.1.2 All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.

8.1.3 SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.

8.1.4 SALGAs (general conditions of bid, contract and order) shall be applicable to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.

## 8. CONDITIONS OF TENDER

The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**

- 8.1 **Only Training and Development Service Providers established in accordance with the provisions of the Skills Development Act, 97 of 1998 (Act No.37 of 2008 as amended) will be considered for this tender.**
- 8.2 A contract will be signed with each member i.e. the Training Service Providers appointed to the panel.
- 8.3 Each panel member will be required to sign confidentiality and indemnity agreements with SALGA.
- 8.4 Panel members are not guaranteed any work under this tender proposal.
- 8.5 SALGA reserves the right to interview panel members that are shortlisted for specific assignments.
- 8.6 SALGA, may at its sole discretion award an assignment or any part thereof to more than one panel member.
- 8.7 SALGA may at its own discretion vary an instruction to include more work.
- 8.8 Panel members may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work

assigned to them without the prior written authorisation of SALGA.

- 8.9 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 8.10 The panel members must declare any interest it has in an assignment as well as declare any possible conflict of interest with SALGA in the pursuance of the proposed assignment.
- 8.11 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 8.12 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 8.13 Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 8.14 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 8.15 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 8.16 A valid original Tax Clearance Certificate issued by the South African Revenue Services is no longer a requirement as the tax compliance status of the bidder will be verified on the Central Supplier Database (CSD), so it is the responsibility of the bidder to ensure that their tax matters are in order and updated on CSD, bidders with a non-compliant status shall not be considered and may be disqualified.
- 8.17 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 8.18 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 8.19 Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 8.20 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 8.21 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 8.22 **An original proposal, 4 copies of the proposal and a CD must be submitted with the bid.**
- 8.23 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

8.24 Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

**8.25 Preference Points Claim form**

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

**8.26 Declaration of Interest**

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

**8.27 Declaration of past Supply Chain Management Practice**

Form SBD 8 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

**8.28 Certificate of Independent Bid Determination**

Form SBD 9 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

**8.29 Pricing Schedule**

Form SBD 3.3. Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule.

**8.30 Supplier Registration.**

**Bidders must register on CSD. Find attached herein: The National Treasury Instruction Note of 4A of 2016/2017 Central Supplier Database.**

**Successful bidders that will be qualified into the panel will be expected to further submit a Bank Indemnity Form stamped by the bank in order to be registered in our database.**

8.31 An original or certified copy of a valid BBBEE certificate must be submitted together with the bid offer.

8.32 SBD1 must be completed in full and signed

**9 EVALUATION METHODOLOGY**

**9.1 MANAGEMENT EXPERIENCE**

9.9.1 Service provider will be expected to provide their management profiles with references including the Project Manager assigned to deal with SLGA as well as the Facilitators to be used.

## **9.2 COMPANY EXPERIENCE**

9.2.1 Service providers are required to provide proof/evidence that they have facilitated or performed similar project in the previous ten (10) years accompanied by correspondence from three (3) contactable references. Knowledge about Local Government challenges and SALGA requirements will be an advantage.

## **9.3 ACCREDITATION AND RELEVANT QUALIFICATIONS**

9.3.1 Service providers are required to provide CV's of their Facilitators with their relevant tertiary qualifications and proof of registration with the relevant accredited bodies.

## **9.4 COST / PRICING**

9.4.1 Service providers that will be qualified into the panel will be required to submit quotations based on the training interventions categories that they would be appointed for. The costs should be all inclusive, cater for the actual hours of facilitation, learning material, assessments, moderation and certification, and where necessary, travel and accommodation of facilitators, this will be part of the scope of work in the second stages post qualification into the panel. All prices must be VAT inclusive for VAT registered vendors and should be quoted according to the South African currency (Rand).

## **9.5 AVAILABILITY OF INFRASTRUCTURE**

9.5.1 The successful service provider will use SALGA infrastructure at National Office as well as at the nine (9) Provinces.

9.5.2 SALGA reserves the right to conduct a site visit with the three (3) highest shortlisted service providers.

9.5.3 SALGA reserves the right to call upon the three (3) highest service providers to do presentations.

## **10 EVALUATION OF BIDS**

The 80/20 preference points system will be application in evaluating this tender. The minimum score for functionality is **70%**. **Bidders who score 70 %** and above will be considered to form part of a Panel of Training Service Providers.

Bidders will be evaluated based on functionality in terms of the evaluation criteria. The minimum threshold is 70. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for Price and B-BBEE Statues level contribution.

All bidders will be evaluated on a criteria below and will be rated on the on a scale of 1-5 as follows:

**1 = Poor; 2 = Average; 3 = Good; 4= Very Good; 5 = Excellent.**

ITEM	CRITERIA	WEIGHT
1.	<b>MANAGEMENT / FACILITATION (Projects of a similar nature)</b> (Service providers are expected to provide management profiles with projects experience including the Project Manager and Facilitators assigned for SALGA )	30
<b>Values</b>	0-2 projects ( value = 01); 3-4 projects (value = 03); 5 projects and above (value = 05)	
2.	<b>ACCREDITATION AND RELEVANT QUALIFICATIONS</b>	10
2.1	(Proof of accreditation of HR Professionals, registered with the relevant statutory bodies, example: SABPP, IPM, etc.	
<b>Values</b>	None ( value = 01); 1 – 2 (value = 03); 3 and above (value = 05)	
3.	<b>COMPANY EXPERIENCE</b>	15
3.1	(Provide at least three (3) contactable references in similar project or experience	
4.	<b>PROJECT PLAN</b>	45
4.1	(Project planning and methodology used)	
<b>TOTAL</b>		<b>100</b>

## 11 INTELLECTUAL PROPERTY RIGHTS

All copyright and intellectual property rights that may result as a consequence of the work performed will become the property of SALGA. Training Service Providers shall deliver to SALGA, on completion of an assignment, all documents, devices, passwords or protective mechanisms of documents that were written and SALGA will have the right to amend these without obligation whatsoever to the Training Service Providers.

## 12 TIMEFRAMES

It is intended that in the appointment of the Panel of Training Service Providers the following timeframes will apply:-

- **26 July 2016: Closing date for submission of proposals from Service Providers;**



## 13 ENQUIRIES AND SUBMISSION DETAILS

**Any queries may only be directed to Moses Magolego on email: [scm@salga.org.za](mailto:scm@salga.org.za)**

Bid documents must be submitted on or before 11h00 am on the specified closing date at SALGA National Offices located at First Floor, Block B Menlyn Corporate Park, 175 Corobay Avenue, Corner Garsfontein Road, Waterkloof Glen X11, Pretoria, 0181.

**Please note that late bids will not be accepted.**