



**NQUTHU MUNICIPALITY  
SUPPLY CHAIN MANAGEMENT  
NOTICE OF INVITATION**

**INVITATION TO QUOTE**

| <b>Quotation Description</b> |   |
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|                              | <p><b><u>REQUEST FOR ACCREDITED SERVICE PROVIDER TO PROVIDE MFMP TRAINING TO ONE (01) MUNICIPAL FINANCE OFFICIAL OF NQUTHU MUNICIPALITY.</u></b></p> <p>Quotations are hereby invited from interested and LGSETA accredited service providers with proven track record to conduct MFMP Training for 01 municipal finance official.</p> <p><b>Quotation must be inclusive of full conference package for 01 municipal finance official.</b></p> <p><b>NB:</b> Full conference package includes: (Venue, training materials, lunch, statements of results, competency certificate (Lgseta accredited) etc)</p> <p><b>NB: Not an inhouse-training</b></p> <p><b>Duration: 02 Unit Standards per week (05 days) and once a month</b></p> <p><b><u>THE FOLLOWING COURSE CONTENT WITH THE 21 UNIT STANDARDS PRESCRIBED FOR THE MFMP AT NQF LEVEL 6 MUST BE COVERED</u></b></p> <p>Learning Programme 1: Strategic Management, Budgeting Implementation and Performance Management<br/>Learning Programme 2: Municipal Accounting and Risk Management<br/>Learning Programme 3: Governance and Legislation<br/>Learning Programme 4: Cost and Capital Planning<br/>Learning Programme 5: Municipal IT Support and Project Management<br/>Learning Programme 6: Supply Chain Management and Public Private Partnerships</p> |

## **BACKGROUND INFORMATION**

Municipal Financial Management Internship Programme is aimed at;

- Assisting municipalities to increase their capacity to implement both the Municipal Financial Management reforms and the Municipal Management Act.
- It is also envisaged to help address the acute shortage of strategic management in the local government sphere.
- Is meant to complement various support mechanisms such as draft policies, legislation, uniform norms & standards.
- To increase the levels of investment in education and training in the labour market and to improve the return on the investment.
- To encourage workers to participate in learning programmes.
- To improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through training and education
- To ensure the quality of learning in and for the workplace.

## **PURPOSE AND OBJECTIVE OF PROJECT**

The objective of the training is to capacitate municipal officials on municipal financial management.

## **SCOPE OF PROJECT**

The specific outcome of the programme must be aligned to the required Unit Standards:

- Discuss the selected legislative regulatory framework governing the public sector management and administration environment.
- Interpret South African legislation and policy affecting municipal financial management.
- Apply the Inter-governmental Fiscal Act to municipal management.
- Conduct stakeholder consultation around municipal finance programmes.
- Apply the principles of ethics in a municipal environment.
- Apply the principles of budgeting within a municipality.
- Plan a municipal budgeting and reporting cycle.
- Prepare and analyse municipal financial reports.
- Contribute to the strategic planning process in a South African Municipality.
- Contribute to capital planning and financing.

- Apply costing principles to municipal operational and service-based costing.
- Conduct working capital management activities in accordance with sound financial management policy.
- Apply cost management information systems in the preparation of management reports.
- Manage information technology resources in a municipal finance environment.
- Apply operations research principles and tools in the management of project activities and resources relevant to the public sector administration.
- Participate in the design and implementation of municipal supply chain management.
- Plan and implement public-private partnerships for municipal service delivery
- Apply techniques and South African statutes to cash and investment management in a municipality environment.
- Manage a municipality's assets and liabilities.
- Apply risk management in South African Municipalities.
- Design of internal control and internal control evaluations framework in a municipal environment.
- Conduct audit planning and implementation in a South African Municipality.
- Apply selected GRAP (Generally Recognised Accounting Practice) to the periodic accounting reporting process.
- Apply accounting principles and procedures in the preparation of reports and decision making.

**PROGRAMME OUTCOMES**

- Demonstrate knowledge and critical understanding of municipal finance issues in general, and their areas of focus in particular.
- Apply economic principles to municipal finance management.
- Assess foundations and principles of municipal practice in South Africa.

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|                              | <ul style="list-style-type: none"> <li>• Implement well-grounded and systematically developed principles in municipal financial management.</li> <li>• Proffer solutions to municipal service management and delivery problems.</li> <li>• Engage with the broader field of municipal finance management.</li> <li>• Support as a strategic management leader in the field of municipal finance management.</li> <li>• Contribute to others’ understanding of current and emerging municipal finance issues.</li> <li>• Demonstrate responsibility and adaptability as a professional in a municipality setting.</li> </ul> <p><b><u>KEY DELIVERABLES</u></b></p> <p>The successful service provider is expected to deliver the following results:</p> <ul style="list-style-type: none"> <li>• NQF level 5 &amp; 6 accredited training on Municipal Financial Management Programme (MFMP);</li> <li>• Officials who complete the training must receive a NQF level 5 &amp; 6 credit bearing certificate.</li> </ul> <p><b><u>RETURNABLE DOCUMENTS:</u></b></p> <p>Failure to provide the following documents will automatically disqualify the Provider:</p> <ol style="list-style-type: none"> <li>1. <b>Valid Tax Clearance Certificate</b></li> <li>2. <b>Company Registration Certificate</b></li> <li>3. <b>Directors Certified ID Copy</b></li> <li>4. <b>B- BBEE Certificate</b></li> <li>5. <b>MBD 4 (Declaration of interest form)</b></li> <li>6. <b>Certified copy of Accreditation certificates (LGSETA)</b></li> <li>7. <b>Facilitators and Assessors certified copy of academic certificates</b></li> <li>8. <b>Proof of experience related to the scope of work &amp; contactable references</b></li> <li>9. <b>Project Implementation Plan</b></li> <li>10. <b>Service provider must be registered on a CSD</b></li> </ol> |
| <b>Quotation Number</b>      | <b>SCM/25-26</b>  |
| <b>Invitation Date</b>       | <b>29 July 2025</b>   |
| <b>Closing Date and time</b> | <b>05 August 2025<br/>12:00 PM</b>  |

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|-------------------------------------|---|
| SCM Enquiries                       | AD SITHOLE 034 271 6164   |
| Where quotation can be collected    | NQUTHU MUNICIPALITY<br>RECEPTION AREA<br>NQUTHU MUNICIPALITY WEBSITE  |
| Where Quotation should be delivered | QUOTATION BOX AT THE RECEPTION AREA IN LOT83/2 MDLALOSE STREET<br>OR<br>e-mail to<br><a href="mailto:adsithole@nquthu.gov.za">adsithole@nquthu.gov.za</a> |

### **TERMS AND CONDITIONS**

- 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 be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete all supplementary and compulsory MBD forms enclosed in this RFQ.
- The municipality reserve the right to do due diligence on the quotations.
- The municipality reserve the right to benchmark prices quoted.
- The lowest acceptable price will score 80 points: price, and 20 points for specific goals.
- All price quotations that have a rand value of R1.00 to R50 000 000.00 including VAT, will be evaluated by applying the 80/20 principle as Prescribed by the Preferential Procurement Policy Framework Act of 2022.

### **NQUTHU MUNICIPALITY SPECIFIC GOALS PREFERENCE POINT SUMMARY**

The Nquthu Municipality SCM Policy in respect of specific goals include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme

#### **20 points specific goals scores – Points breakdown and verification criteria**

| Specific goals                                   | Points (80/20) | Verification               |
|--|----------------|----------------------------|
| 100% black ownership (African, Indian, coloured) | 10             | CSD                        |
| Enterprise located within SA                     | 10             | Utility, Proof of res, CSD |