



Date of advert: 24 **October 2022**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/270/22-23

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

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

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Monday 31 October 2022 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

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 be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete MBD4 (Declaration of Interest) FORM, obtainable from the municipal SCM office and submit it with their quotations.
- Please note that the Closing date that is used for this RFQ is **31 October 2022@12:00**.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6184

lsithathu@nquthu.gov.za

QUOTATION NUMBER: SCM/270/22-23

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	REQUEST FOR SERVICE PROVIDER FOR A REVIEW OF HIV & AIDS STRATEGY.	
	<p>SPECIFICATION.</p> <p>TERMS OF REFERENCE FOR NQUTHU LOCAL MUNICIPALITY HIV AND AIDS IMPLEMENTATION PLAN REVIEW</p> <p>BACKGROUND</p> <p>HIV and AIDS are serious threats in many of Wards of Nquthu Municipality. In 2018 the Municipality developed and launched the Nquthu Implementation Plan for fighting HIV and AIDS. The main objectives of this programme (‘HIV Prevention, Treatment, Care and Support in all the Wards of Nquthu are to prevent new HIV infections. These objectives are expected to be achieved through supporting the operationalization of local plan. It also intends to increase the capacity of both Municipality and civil society in knowledge and surveillance of HIV & AIDS, TB and STIs in Nquthu (including coordination skills).</p> <p>Technical support will be provided by the service provider. The service provider will work under the direct supervision of the Local Project Coordinator. The incumbent will design and facilitate the program and agenda of the Local sensitisation meetings on HIV & TB in Nquthu Municipality with the stakeholders.</p> <p>The incumbent will hold update meetings with the Project Coordinator and the incumbent will report directly to the Municipality Programme Coordinator. The deliverables and timeline(s). The Municipality will invite the stakeholders. The incumbent has 30 working days Deliver a detailed full report to the Municipality.</p> <p>The service provider must meet the following criteria:</p> <ul style="list-style-type: none">• A Postgraduate Degree in Monitoring and Evaluation• Excellent knowledge of Provincial Implementation	

Plan (PIP) including the National Strategic Plan (NSP) on HIV and AIDS and plans on HIV& AIDS and TB is essential.

- Ability to moderate working groups and produce the synthesis of the discussions.

Duties and Responsibilities

The following are the duties and responsibilities of the incumbent:

1. To hold update meetings with the Project Coordinator
2. To be the lead technical expert in all processes of defining the contents of the pillars of the Local Plan on HIV & TB.
3. To be responsible for ensuring the inclusion of the principle HIV & AIDS and TB surveillance data collection methodologies for quality achievement in the process of surveillance.
4. To design the program and agenda.
5. To facilitate the regional sensitisation meetings on HIV & TB with stakeholders
6. Compile a full report including recommendations.

Deliverables and timeline(s).

The following activities will be carried out as proposed in the table below.

Hold meeting with Project Coordinator
Design and facilitate the program and agenda
The Project Coordinator will invite relevant stakeholders
Hold one day meeting with relevant stakeholders
Develop advocacy activity plan
Deliver a detailed full report

Remuneration

The service provider will receive remuneration after completion of the task.

Remuneration will be released in one instalment.

NB: Please attach MBD 4, MBD 8 and Attached CSD or indicate your company CSD number on your quotation.

Advert sign off by:

Advert reviewed by:

Advert approved by:

DELIVERY ADDRESS:

NQUTHU LOCAL MUNICIPALITY.

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) a member of the board 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.