



STEVE TSHWETE LOCAL MUNICIPALITY

Your ref. Q12.02.11

Telephone (013) 2497000

Fax (013) 2432550

Our ref. LFMONARENG/svd

P O Box 14

MIDDELBURG, MPUMALANGA

2011/09/15

1050

E-Mail : council@stevetshwetelm.gov.za

www.stevetshwetelm.gov.za

To whom it may concern

QUOTE: DISASTER MANAGEMENT PLAN LEVEL2: FIRE & RESCUE SERVICES

Quotations are hereby invited for the Disaster Management Level 2 Plan for the Steve Tshwete Local Municipality, which entails the following phases. Please quote each phase separately in order to execute administrative requirements.

Prospective tenderers must be registered on the Council's procurement system. Up to date tax clearance certificate must accompany your quotations.

Phase One

- Development of a quick references for lead agencies and likely supporting disciplines on their functions that could apply for each of the identified possible scenarios.
- Development of a manual record and administrative system for displaced and missing persons as a result of a major incident or disaster.
- Development of community awareness material in conjunction with line function department.

Phase Two

- Assisting department in formulating strategies, templates/checklists as part of their involvement in the total approach towards disaster management as requested by key departments in the agreed to primary disaster management roles for the various services.

Phase Three

- Development of basic and user friendly procedures and forms for the manning of the disaster management operations centre.
- Development of guideline documents for emergency planning at commerce and industry and educational institutions.

Phase Four

- Facilitating a maximum of three workshops with stakeholders on developed documents and strategies pertaining to their possible/potential involvement in proactive and reactive disaster management measure.

Phase Five

- Compilation of two theoretical exercises (client identified scenarios) and facilitating same, involving various municipal services using the disaster management facilities intended for coordinating actions, for the exercises.

GENERAL

- All documentation for planning purposes and future implementation must be supplied as one set in hard copy and in electronic format.

All interested parties must be featured on the municipalities' Vendor List.

The Senior Manager: Fire & Rescue Services reserves the right to cancel any order if the quality of the product or standards is compromised.

Quotations will close on **04 March 2011 at 12:00** and must be submitted at the Fire Station in Lilian Ngoyi Street in Middelburg or faxed to (013)249-7324. Please confirm that all faxed quotations were received. All quotations must be clearly marked **DISASTER MANAGEMENT PLAN LEVEL2: FIRE SERVICES.**

Yours faithfully,

G.B. STOLTZ

SENIOR MANAGER: FIRE & RESCUE SERVICES

W.D. FOUCHE

MUNICIPAL MANAGER