



STEVE TSHWETE LOCAL MUNICIPALITY

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Our ref. QUOTATIONS

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MIDDELBURG, MPUMALANGA

2011-06-27

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www.stevetshwetelm.gov.za

INVITATION TO QUOTE:

According to Section 18 (a) of the Steve Tshwete Municipality Supply Chain Management Policy.

PMU DEPARTMENT

OFFICIAL ENQUIRING: Ms. Thiesa Janse van Rensburg Telephone no. (013) 249 7452

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: TO ASSIST THE PMU UNIT OF STEVE TSHWETE LOCAL MUNICIPALITY

Formal written price quotations are invited from experienced and competent service providers to capture all relative PMU information (MIG-MIS forms, EPWP forms and IMIS Project Management data), filing of project related data, assist with compiling of reports and business plans, gather, assist to capture and process project management data for the PMU of Steve Tshwete Local Municipality

1. INTRODUCTION AND BACKGROUND

All the relevant data, since the inception of Municipal Infrastructure Grant (MIG), needs to be updated regularly into the MIG Management Information system (MIS), EPWP (Infrastructure and Environmental) MIS system and IMIS Project Management System to enable Steve Tshwete Local Municipality to utilize the systems as comprehensive

management tools that provides integrated management reports on aspects such as progress and expectations, actual outputs against targeted output, finances and cash flow.

This will enable the municipality with the management of many different business processes in a consolidated way as the number of different information/data capturing forms follows the logical progression of MIG projects through its life cycle.

The municipality will be able to maintain a cohesive database, integrating information from all the business processes required for comprehensive organisation management and provide the municipality with a tool for controlling their own programmes while at the same time providing consolidated reporting of financial, progress and performance indicators on a provincial and national scale.

2. PROBLEM STATEMENT

2.1 A backlog in the capture of IMIS Project Management module, MIG MIS, EPWP MIS and other related systems will result in incorrect reporting to various stakeholders and non-compliance with the conditions of the MIG and EPWP grants.

3. PURPOSE OF THE TERMS OF REFERENCE

3.1 The purpose of the Terms of Reference is to source the services of the service providers to assist the Project Management Unit (PMU) to capture all relevant data and assist in the day to day administration of data.

4. PROJECT OBJECTIVES

The project objectives are as follows:

- 4.1 Capture all MIG (1-12) forms, and related forms for the municipality on the MIG-MIS system.
- 4.2 Capture all EPWP forms for the municipality on all the EPWP-MIS systems.
- 4.3 Capture all relevant IMIS PM forms for the municipality on the IMIS system.

- 4.4 Compare and update the information on the different systems to align internal data with external (Provincial, National and Sector Departments)
- 4.6 Assist in capturing information during the Asset Management process
- 4.7 Assist in compiling reports for the PMU
- 4.8 Assist the PMU in any other ad-hoc administrative issues

5. COMPETENCIES REQUIRED

It is envisaged that the consulting company will have:

- 5.1 Knowledge of the MP313 municipal area
- 5.2 Knowledge of the MIG business processes and procedures
- 5.3 Knowledge of the EPWP processes and procedures
- 5.4 Competent in using the MIG MIS
- 5.5 Competent in using the EPWP MIS
- 5.6 Data capturing – Project related
- 5.7 Maintenance of data quality
- 5.8 Information systems and systems administration.
- 5.9 Information Management.
- 5.10 Competent in MS Excel and MS Word
- 5.11 Extensive experience within local government, especially the Municipal Infrastructure Grant and Expanded Public Works programme.
- 5.12 Capturing asset data from as-built drawings

6. PROJECT TIMEFRAME

- 6.1 The expected duration of this project is 1 year from the acceptance of the Quotation /proposal.

7. SCOPE OF WORK

The scope of work is confined to the deliverables covered under section 5 of this terms of reference

8. REPORTING

The service provider will report to the PMU Manager of the PMU unit within the Municipality. Data capturing and filing must be done in the municipal building during office hours.

9. PROPOSALS

The bidder must submit:

- (i) A written description (no more than 5 pages) of its understanding of the work and its plan for accomplishing each of the deliverables;
- (ii) Proof of experience within local government, especially the Municipal Infrastructure Grant and Expanded Public Works programme
- (iii) Proof of experience on the information systems (IMIS), MIG Information System, EPWP Information System (Infrastructure and Environmental) and MS Office used in the PMU
- (iv) Proof of experience in capturing of project related data
- (v) The names and CV(s) of all the consultants on the project team with the emphasis on Knowledge of the environment
- (vi) The proposal must be a fixed price including VAT, for the entire work, including all expenses and costs.

10. DURATION OF THE CONTRACT

10.1 The period of the contract will be one year from the date of appointment.

General Notes

Written quotations from qualifying service providers to be submitted in the Box marked out for "QUOTATIONS" in the office of the Senior Manager : Civil Engineering Services, First floor in the Civic Centre , Cnr Wanderers and Walter Sisulu Street, Middelburg Mpumalanga or faxed to 013 2497172 not later than **12:00 on the 5 July 2011.**

Copies of the following documents must accompany the written quotation:

- ORIGINAL Valid Tax clearance certificate.
- VAT registration certificate.
- Completed equity form obtainable from the office of the PMU Manager.
(telephone 013 249 7452)

Service providers not registered with Council must log on to www.stevetshwetelm.gov.za or visit Ms Martha Mtsweni at the Municipal Stores at the Corner of Protea and Kerk Street, Middelburg to complete the form and submit a completed enlistment application before submitting the quotation.

The Manager: PMU of the Steve Tshwete Local Municipality reserves the right to terminate the validity of the 3 months quotation if the service provider does not comply with any of the listed requirements set in the scope of works.