



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

INVITATION TO QUOTE

Quotation Description	Request service providers to conduct training on Strategic Review and Capacity Enhancement Session of the Finance Portfolio Committee for 05 (five) days. NB: Full conference package (Venue, training materials and catering)
Quotation Number	SCM/25-26
Invitation Date	17 October 2025
Closing Date and time	24 October 2025 12:00 PM
SCM Enquiries	034 271 6164 / 65
Where quotation can be collected	NQUTHU MUNICIPALITY RECEPTION AREA NQUTHU MUNICIPALITY WEBSITE
Where Quotation should be delivered	QUOTATION BOX AT THE RECEPTION AREA IN LOT83/2 MDLALOSE STREET OR adsithole@nquthu.gov.za

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
More than 50% black ownership (African, Indian, coloured)	10	CSD
Less than 50% black ownership (African, Indian, coloured)	05	CSD
Enterprise located within SA	10	Proof of res, CSD

1. BACKGROUND

The Municipality in its Mandate through the Oversight Committees, has identified a need for a Strategic review and Practical Capacity Enhancement session for its Finance Portfolio Committee. Different reasons have been identified and these include but not limited to the following: -

1. Transition towards the end of the Term of Council and the Committee
2. Closing gap on the Council Midterm Evaluation of the Committee performance and review of the existing Oversight strategies
3. Enhancement or reinforcement in areas where needed Technical capacity by Committee must be done to strengthen members in certain areas in the Terms of Reference as well as in their Annual Work Plan.
4. Strengthening practical capacity of the Committee members in dealing with matters prescribed including Review or Investigation of Irregular Expenditure, Review of Annual Financial Statements, Other prescribed Financial information and Reports, Audit Reports and other Institutional matters that are aligned to the Oversight in terms of the SDBIP.

2. SUMMARY OF BRIEF AND PURPOSE

Proposals are requested from suitably qualified professional service providers with extensive practical hands-on experience and expertise of working with S79 and 80 Committees including proven track record of Municipal Support on both Political Oversight and Good Governance. The intervention of the potential service providers is to ensure that the Finance Portfolio Committee members of the Municipality are able to independently play their Oversight role and playing a meaningful contribution to Institutional Oversight and Governance Strategic Objectives beyond this intervention.

3. TARGET AUDIENCE

- The intervention is for the Finance Portfolio Committee Members and Committee Support Staff entrusted with Financial Oversight responsibility of the Nquthu Municipality.

4. DURATION OF TRAINING

- The training in line with the prescribed scope will take a minimum of five (5) days to ensure effectiveness and impact to the target group.

5. PROJECT TIMEFRAMES AND REPORTING

- The service provider will be responsible for the compilation of the "Project Programme" with time frames and should be provided within a week of appointment and presented to the Project Manager.
- The appointed Service Provider team will report direct to Project Manager and submit the Training Report within 3 days after the Training has been completed.

6. REQUIREMENTS

- Service provider should come up with a sound Practical and strictly hands-on and workable methodology or approach to Political Oversight in their Proposal.
- Company Profile detailing history, field of expertise, staff resources,
- A proven tracking record of conducting trainings and hands-on support to Municipal Oversight Committees
- Proven track record in Local Government, Oversight, Governance of the members.
- Demonstrated Value-Adding in terms of Improving Municipal Governance through Oversight

7. PROPOSED SCOPE

1. Understanding Key Municipal Business Processes and Performance Monitoring
2. Dealing with Practical Implementation of the S80 Committees' Political Oversight Mandate
3. Strategy, Policy and Legislative Compliance
4. Municipal Governance and Political Oversight
5. Role of Finance Portfolio Committee on Performance Management and Performance Reports
6. Role of Finance Portfolio Committee in Political Oversight over Supply Chain Management, SCM Policy and Key SCM Regulations
7. Role of Oversight Committees in Annual Financial Statements and Audit Processes
8. Oversight Role on the Municipal SDBIP Implementation and Accountability by Departments

9. Oversight Committees dealing with Investigation and Reporting of Irregular Expenditure as Prescribed by Regulations including Consequence Management and the Role of the DC Board.
10. Analysis and Interrogation of Oversight Reports (How to Prepare Questions based on Reports of Oversight and Reporting to EXCO and Council).
11. Accountability and Service Delivery Monitoring Mechanisms and Tools for Oversight Committees
12. Finance Standing Committee interface with both MPAC and the Municipal DC Board on the Financial Misconduct Regulations including Consequence Management.
13. Budget and Treasury Monthly Reports: S71, S72 Reports and Cost Containment Circular
14. Finance Portfolio Committee Reporting responsibilities to EXCO as part of assisting the Role of Accountability of the Mayor to Council.
- 15. Practical session on Role Play - Committee to conduct live Oversight Processes (Analysis, Preparation of Questions for Hearing, Questioning, Interrogation and Presentation of Report by Chairperson.)**

8. PROJECT DELIVERABLES

- Project Plan
- Programme of the Session
- Presentation
- Manual
- Close-out Report with clear and implementable recommendations and timeframes

9. BID EVALUATION CRITERIA

- Functionality will be scored out of 100 points and a Bidder must score 80 points in order to proceed to the next stage.
- The Municipality does not bind itself to appointing the bidder with lowest bid or may not appoint at all.

9.1 FUNCTIONALITY

CRITERIA	CRITERION DESCRIPTION	Allocation	TOTAL POINTS
Deploying Company Experience	Company Profile and Confirmation letters for similar projects successfully completed. <ul style="list-style-type: none"> • 5 Reference Letters • 3 Reference Letters • No References • 	= 25 = 15 = 0	25

Capacity	<p>Independent Contractor</p> <ul style="list-style-type: none"> • To have NQF 7 in Finance, Public Administration, Local Government or field of Commerce • CV demonstrating a minimum of 10 years' Local Government experience with Local Government Competency certification(CPMD). • Minimum of 8 Years Strategic Municipal Governance • Minimum of 5 Years Strategic Municipal Support including S139 and 154 Interventions • A minimum of 7 years Practical Municipal Oversight Support and Capacity Development/Training. • 8 Years Public Sector Monitoring and Evaluation experience 		30
Methodology	<p>a) Proposal demonstrates Full understanding of the Municipality's Strategic Environment, Governance and Scope with clear project implementation methodology. = 35</p> <p>b) Proposal demonstrates Partial understanding of the Municipality's Strategic Environment, Governance and Scope and project implementation methodology. = 25</p> <p>c) Proposal demonstrates Limited understanding of the Municipality's Strategic Environment, Governance and Scope and project implementation methodology. = 10</p>		35
Skills Transfer	<p>a) <u>Practical Hands on Programme and Skills Transfer Plan</u> = 10</p> <p>b) <u>NO Practical Hands on Programme and Skills Transfer Plan</u> = 0</p>		10

NB: ATTACHED BELOW IS THE PROPOSED AGENDA FOR THE TRAINING



2025/26 STRATEGIC REVIEW AND CAPACIY BUILDING SESSION OF THE MUNICIPAL FINANCE PORTFOLIO COMMITTEE

DATE:

VENUE:

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
09H00-09h15	Opening and welcome - The Hon. Mayor (Chairperson)	Opening and welcome	Opening and welcome	Opening and welcome	Opening and welcome
09h15-9h30	Objectives of the Session - Facilitator	Recap (Day 1) - Facilitator	Recap (Day 2) - Facilitator	Recap (Day 3) - Facilitator	Recap (Day 4) - Facilitator
09h30-10h00	Overview of the Mandate and Modus Operandi of the Finance Portfolio Committees - Facilitator	Review of the IDP Milestones on Municipal Financial Viability KPA- A Two-year Analysis	Deliberations on Case Study - Facilitator Overview	Presentation by National Treasury on: - • Municipal Budget Challenges • S71 Report • S72 Report	Quarterly Performance Management Oversight - S52d Report Practical Review
10h00-11h00	Presentation on Practical Governance and Political Oversight - Facilitator	Presentation on Linkage and Alignment of the SDBIP, Committee Terms of Reference and Annual Work Plan	Presentation on Finance Portfolio Committee Role on: - • Strategy • Policy • Risk Management		
11H00	BREAK	BREAK		BREAK	BREAK
11h20-13h00	Presentation on Practical Governance and Oversight (Cont.) Facilitator	Presentation on Role of the Finance Portfolio Committee in Performance Management, Monitoring and Evaluation	Presentation on Finance Portfolio Committee Role on: - • Budget Management • Supply Chain Management	Presentation by National Treasury on: - • Municipal Budget Challenges • S71 Report • S72 Report	Role Play - Presentation and Analysis of the AFS and Audit Report Development of Committee Action Plan Matrix for Monitoring the Implementation of the Recommendations and Strategic Resolutions - Collective
13h00-13h25	Deliberations on the Practical Governance Matters from the Presentation - ALL		Practical Budget and Supply Chain Oversight Group Working Session		
13h30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14h30-15h30	Service Delivery and Project Management	Case Study on Municipal Performance and Financial Management- Group Working Session	Dealing with UIFWE (Unauthorised, Fruitless and Irregular Expenditure) and its Impact on Service Delivery and Annual Financial Statements	Dealing with Circular Containment on Cost	Closing Address by the Portfolio Committee Chairperson and Departure
15h30-15h45	AFTERNOON TEA	AFTERNOON TEA	AFTERNOON TEA	AFTERNOON TEA	
15h45-16h00	Recommendations and Resolutions for the Day -ALL	Recommendations and Resolutions for the Day -ALL	Recommendations and Resolutions for the Day - ALL	Recommendations and Resolutions for the Day -ALL	
16h15	Rounding up by	Rounding up by Portfolio	Rounding up by Portfolio	Rounding up by	

MANDATORY REQUIREMENTS:

- A valid original Tax Clearance Certificate or compliance clearance Pin must be submitted.
- Schedule of previous similar works (relevant experience).
- Letter of Accreditation with LGSETA
- Certified copy of B-BBEE certificate
- Certified ID copies of members
- Facilitators certified copies of academic certificates
- Company registration certificate.
- MBD 4 Declaration of interest
- Proof of CSD registration