

**Address of Registered Office:**

Old Government Printers  
No.5 Textile Road  
Vulindlela Heights  
Mthatha  
5100

**Postal Address:**

P.O Box 1134  
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

**Request For Quotations.****Notification date: 21/07/2021**

**ADVERTISEMENT-RFP NO: 01/O7/2021  
Certificate; Municipal Financial Management**

Ntinga O.R. Tambo Development Agency SOC LTD requires registered, qualified and experienced SETA accredited service providers to submit detailed Proposals for the training of One (1) employee of the Entity on the qualification listed below:

SAQA ID` : 48965  
Qualification Title : Certificate; Municipal Financial Management  
Service Provider : Must be Seta Accredited  
No of Participant (s) : 1  
Duration : N/A

Proposals will be evaluated on two stages i.e FUNCTIONALITY AND PRICE & PREFERENCE

**STAGE 1- FUNCTIONALITY**

Only bidders who score a minimum of 60 points on functionality will be evaluated further for Price and Preference.

<b>FUNCTIONAL CRITERIA</b>	<b>DESCRIPTION</b>	<b>WEIGHT</b>
<b>Company Experience</b>	<ul style="list-style-type: none"> <li>The company/ Institution must have at least five (5) years accreditation with SAQA in provision of CPMD attach proof.</li> </ul>	<b>60</b>
<b>Facilitator Experience</b>	<ul style="list-style-type: none"> <li>Facilitator (s) must have at least five (5) years experience in facilitation of CPMD training (Attach CV).</li> </ul>	<b>20</b>
<b>Venue</b>	<ul style="list-style-type: none"> <li>Must be around Mthatha</li> </ul>	<b>20</b>
<b>TOTAL</b>		<b>100</b>

**Note: Quotation must include a detailed breakdown of all costs involved in the provision of the service.**

**Terms and conditions:**

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, Central Supplier Database (CSD) report, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED**

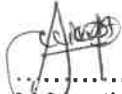
*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*  
**Directors:** Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Nduane;  
Ms. N.D.A. Ngweni; Mr. M.M. Pupuma; Mr L. Mbiko (Acting CEO)  
**Company Secretary:** Ms. C. Mfana

**INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download [www.ntinga.org.za](http://www.ntinga.org.za)
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.
- **NB!!! TERMS OF REFERENCE ARE AVAILABLE FOR DOWNLOAD FROM NTINGA WEBSITE ([WWW.NTINGA.ORG.ZA](http://WWW.NTINGA.ORG.ZA)) or on request from [siyolos@ntinga.org.za](mailto:siyolos@ntinga.org.za) and/or from [abongilen@ntinga.org.za](mailto:abongilen@ntinga.org.za)**

Proposals clearly marked "RFP 01/07/2021 MFMP " may be emailed to [rfq@ntinga.org.za](mailto:rfq@ntinga.org.za) and/or deposited in a bid box placed in the Security guards room in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotation (s) will not be considered. **Closing Date: Thursday, 29 July 2021 at 12:00.** For enquiries please contact Ms. A Njemla at 047 531 0346 or by email: [abongilen@ntinga.org.za](mailto:abongilen@ntinga.org.za)

Approved by;



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M.Mpatheni- Chief Financial Officer (Acting)

21/07/21

.....  
Date

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**Terms of Reference for MFMP**

Suitable service providers are requested to submit proposals for the training of One (1) employee of the Entity on the qualification listed below:

SAQA ID` :48965  
Qualification Title : Certificate; Municipal Financial Management  
Service Provider : Must be Seta Accredited  
No of Participants : 1  
Duration : N/A

Minimum requirements for the training are as follows:

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY  
REGISTERED QUALIFICATION:**

**Certificate: Municipal Financial Management**

SAQA QUAL ID	QUALIFICATION TITLE			
48965	Certificate: Municipal Financial Management			
<b>ORIGINATOR</b>				
SGB Public Administration and Management				
<b>PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY</b>			<b>NQF SUB-FRAMEWORK</b>	
LG SETA - Local Government and related Services Sector Education and Training Authority			OQSF - Occupational Qualifications Sub-framework	
<b>QUALIFICATION TYPE</b>	<b>FIELD</b>	<b>SUBFIELD</b>		
National Certificate	Field 03 - Business, Commerce and Management Studies	Public Administration		
<b>ABET BAND</b>	<b>MINIMUM CREDITS</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>QUAL CLASS</b>

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Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songco; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;  
Ms. N.D.A. Ngewu; Mr. M.M. Pupuna; Mr L. Mbiko (Acting CEO)  
Company Secretary: Ms. C. Mfana*

Undefined	166	Level 6	Level TBA: Pre-2009 was L6	Regular-Unit Stds Based
<b>REGISTRATION STATUS</b>		<b>SAQA DECISION NUMBER</b>	<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>
Reregistered		SAQA 06120/18	2018-07-01	2023-06-30
<b>LAST DATE FOR ENROLMENT</b>		<b>LAST DATE FOR ACHIEVEMENT</b>		
2024-06-30		2027-06-30		

This qualification does not replace any other qualification and is not replaced by any other qualification.

#### **PURPOSE AND RATIONALE OF THE QUALIFICATION**

The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation.

Business and commerce will benefit through this qualification as it will assure commonality of practice between public and private sector financial management practices.

Social and economic transformation is a core responsibility of local government. Through increasing the financial management capacity of government office bearers and employees the social and economic programmes of government will be implemented effectively, efficiently and economically.

The qualification serves to provide the opportunity for new and existing public sector employees to gain financial management competencies. In this light it serves to allow access to management positions for groupings previously excluded from such positions. Through providing financial management competencies South Africa's democracy can be strengthened, through strengthening the ability of local government to deliver. Delivery of services, and most importantly of basic services will contribute to the social and economic development of the country. As individuals competencies improve, the quality as well as the effectiveness and efficiency of local government will improve. Managers with competencies in financial management will assure that all processes of budgeting, financial management, internal control, auditing and reporting meet the conditions of relevant legislation and in this way are accountable to the public.

## Rationale:

The qualification is aimed at senior managers and future senior managers in local government. The typical learner will be an employee in local government, wishing to gain the competence to fulfil the requirements of his/her current job obligations or a municipal employee wishing to gain a qualification so as to advance his/her career opportunities. In addition persons seeking future employment in the local government sector may choose to complete the qualification. Persons employed in non-profit organisations and non-governmental organisations as well as private sector agencies which interface with local government would benefit from the qualification.

Qualifying learners may operate at the level of executive mayor, executive councillors, councillors, municipal manager; chief financial officer; department managers; strategic managers and managers of municipal entities.

Office bearers and employees at local government level are responsible for managing the provision of services to the community. The Constitution of the RSA (Act 108 of 1996) section 27 (1) states that all South Africans have the right to access health care services; sufficient food and water and social security. Section 27(2) requires the state to take reasonable measures within its available resources to provide these basic human rights. The state is also responsible for providing education for the community and managing all of the country's resources. The constitution therefore allows the community to demand that services are met and that government office bearers and managers have the skills to take reasonable measures in providing services.

Based on the parameters created by the Constitution a range of legislation has been promulgated to legislate the manner in which local government will manage public funds. The learning outcomes contained in this qualification are based on the competencies required to contribute to the decision-making and management of public funds. The learning outcomes are combined in 3 broad areas of competence;-

- Strategic planning and budget related competencies;
- Financial management competencies and
- Internal control, auditing and reporting competencies.

The qualification aims to provide opportunities for applied competencies in these three areas and provides a basis for further qualifications in both public sector and private sector financial management qualifications at higher levels on the NQF.

Learners will build on their existing competencies in financial management and will learn how to manage within the many challenges facing the public sector. They will learn how to apply basic budgeting, financial management, internal control, auditing and reporting competencies in a public sector setting. These competencies will assist the learner in their role in public sector finance and will also provide competencies which are transferable to the private sector.

## **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

It is assumed that Learners undertaking this qualification are competent in:

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Economics at NQF Level 4
- Accounting at NQF Level 4

### **Recognition of Prior Learning (Rpl)**

Learners able to demonstrate competency through the summative assessment processes attached to this qualification will receive recognition of prior learning. It is recognised that candidates may have been performing the competencies contained in this qualification in a workplace setting competently for many years, without having gained any formal qualification. The aim of this qualification will be to provide recognition of prior learning for such persons so as to enable them to obtain the qualification in whole or in part for this process.

The way in which RPL will be done will be jointly determined by learner and assessor with the tools and techniques used for assessment of the qualification and individual Unit Standards being applicable.

## **RECOGNISE PREVIOUS LEARNING?**

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## **QUALIFICATION RULES**

Level, credits and learning components assigned to the qualification

### **Fundamental Component**

The Fundamental Component consists of two Unit Standards, one of which deals with consultation with stakeholders. Consultation is an important process in the setting and implementation of policy and procedures. This Unit Standard will enable learners to see the importance of consultation and provide them with the necessary skills to consult with stakeholders.

The second Fundamental Standard deals with ethical behaviour, which is vitally important for municipal officials if public administration is to have credibility amongst the broad public.

Both unit standards are compulsory.

### **Core Component**

The Core Component consists of Unit Standards to the value of 136 credits, which deal with the core competencies required by municipal official in the areas of strategic

planning and budgeting, financial management and internal control.

All Standards are compulsory.

### Elective Component

Learners are required to choose Unit Standards totalling a minimum of 12 credits from the Unit Standards from this component, which will enable the learner to obtain specialist insight into such matters as the use of technology in municipal administration, Internal Controls and Legislation and Performance Management.

### EXIT LEVEL OUTCOMES

1. Demonstrate knowledge and critical understanding of municipal finance issues in general, and their areas of focus in particular.
2. Apply economic principles to municipal finance management.
3. Assess foundations and principles of municipal practice in South Africa.
4. Implement well-grounded and systematically developed principles in municipal financial management.
5. Proffer solutions to municipal service management and delivery problems.
6. Engage with the broader field of municipal finance management.
7. Support as a strategic management leader in the field of municipal finance management.
8. Contribute to others' understanding of current and emerging municipal finance issues.
9. Demonstrate responsibility and adaptability as a professional in a municipality setting.

### 1. FUNCTIONALITY

#### Company Experience

- The company/ Institution must have at least five (5) years accreditation with SAQA in provision of CPMD attach proof. **(60 points)**

#### Facilitator Experience

- Facilitator (s) must have at least five (5) years experience in facilitation of CPMD training (Attach CV). **(20 points)**

#### Venue

- Must be around Mthatha **(20 points)**

**NB!!!**

**Bidders must score a Minimum of 60 points to pass functionality and be eligible for further evaluation i.e Price and Preference**

**Accredited Service provider with SAQA need submit proposals.**

Prepared by

Approved by

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A.Njemla

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Ms V. Mviko

SDF

Head Corporate Services