



ETHEKWINI MUNICIPAL ACADEMY
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**REQUEST FOR QUOTATION
(CONTRACT NUMBER: EMA STRAT 02)**

**SERVICE PROVIDER TO RENDER WORKER REPRESENTATIVES DEVELOPMENT WORKSHOP
(3-DAY WORKSHOPS FOR GROUPS OF SHOP STEWARDS)**

**PROPOSED NUMBER OF PARTICIPANTS: 332 SHOP STEWARDS
(TO BE DIVIDED INTO SUITABLE GROUP SIZES)**

(RFQ Closes: 05 OCTOBER 2015)

1. BACKGROUND

Shop stewards are a key stakeholder of the eThekweni Municipality whose skills need to be developed to ensure they contribute effectively in the day to day running of the Municipality. Besides the importance of maintaining labor peace in the workplace, it is also in the interest of the Municipality to invest in this layer of leadership as it is also a pool for its future managers. What will differentiate proactive employers from reactive ones is the deliberate investment a proactive employer makes in the development of its worker representatives leadership. If appropriately capacitated, this leadership is the most effective two way conduit for building sustainable relationships between the employer and employees in general. The Municipality has just concluded its shop steward's elections, having a combination of newly elected and senior shop stewards there is a dire need to provide them with training which will equip them with necessary skills so that they will be able to execute their constituency duties effectively.

2. OBJECTIVES OF THE WORKSHOP

The ultimate objectives of the 3-day workshops are as follows:

- a) Understanding the laws governing relationship between employer and employees in general and in the context of being employed by the Municipality.
- b) Understanding and respecting the role of collective agreement in the relationships.
- c) Understanding the applicable division of roles and responsibilities as they apply in the Municipality set up.
- d) Being able to perform representation of members in disciplinary and grievance matters.





3. SCOPE OF WORK

The service provider will be expected to undertake at least the following tasks in the completion of this assignment:

- Provide an overview of Employment Relationship Framework i.e LRA, BCEA, SDA, EEA and OHSA.
- Provide relationship building techniques.
- Separation of roles and responsibilities i.e management, labor and politician.
- Provide overview of basic functions: discipline and grievance handling.
- Provide overview of conciliations and arbitrations, negotiation skills, dismissal, strikes, lockouts, picketing rules and work stoppage.

Bidders are required to specify their approach and detailed components of their workshop facilitation in relation to the above mentioned dimensions.

4. MILESTONE AND OUTPUTS

The following key milestones and outputs are defined for this assignment:

- a) Agreement with the Project Manager on an inception report comprising of a detailed project plan with clear delivery timeframes within one (1) week of confirmation of appointment.
- b) In addition to the above, Agreement with the Project Manager on the detailed Course Outline/Programme and Methodology (as well as type of material to be used) in the workshop.

5. EXPERTISE REQUIRED

The service provider should display relevant experience, expertise or capabilities with respect to the following:

- a) Familiarity and/or strategic experience with local government, some knowledge of other similar organization, and appreciation for key challenges and issues facing shop stewards within municipalities.
- b) Expertise in worker representatives' leadership development techniques and methodologies.
- c) A good track record of training and facilitation.
- d) Ability to work to strict timeframes and specified outputs
- e) Capacity to deliver the assignment as required





6. RESOURCES AND COSTING

An undisclosed amount that will include VAT will be allocated to this assignment. As part of the submission, bidders should provide a project programme including a cost breakdown per activity. Bidders should note that the workshops will be conducted in Durban, at venues that will be confirmed at a later stage by the Project Manager. Please note the municipality does not pay for travel and accommodation of service providers.

7. COMMENCEMENT OF WORK

Work on this assignment is to commence upon signature on letter of appointment or official order and is expected to run over three days, as indicated above.

8. EVALUATION CRITERIA

The award of this assignment will be based on value for money in terms of our SCM Policy, and in addition will be assessed on the basis of:

- a) Fee structure.
- b) Clarity and quality of the project proposal scope and plan.
- c) Qualification and track record of service provider.
- d) Inclusivity of the team.

9. SUBMISSION OF QUOTATION

Bidders are requested to prepare and submit concise quotations reflecting: approach and methods proposed; project team and role; project plan; and budget. Copies of corporate profiles and CVs to support this evaluation should also be provided. Budgets should be presented as an all-inclusive quote for the assignment outlined above. Prices should include VAT. eThekweni Municipality reserves the right not to award this assignment.

Sealed documents individually marked with the abovementioned RFQ and Service Description, must be submitted at 221 Anton Lembede Road, 11TH Floor Reception not later than 11h00 on Monday, 05 October 2015 (closing date and time as per eThekweni Municipality's clock). All service providers are encouraged to make submission before the closing time. No quotations will be accepted after the closing date and time. No quotations per facsimile or e-mailed will be accepted.

All enquiries relating to this should be directed to eThekweni Municipal Academy (EMA) at the following email: mabongi.xhakaza@durban.gov.za or telephone: Mabongi Xhakaza, at (031) 322 9080 or 079 0396 864.





eThekweni Municipality is not obliged to appoint the cheapest tenderer and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be adjudicated according to the Supply Chain Management Policy, based on the Preferential Procurement Policy Framework Act, Act 5 of 2005, Preferential Procurement regulations 2011, MFMA, Act 56 of 2003, as well as the Broad Based Black Economic Employment Act, Act 53 of 2003.

