

# ADVERTISEMENT



## MKHAMBATHINI LOCAL MUNICIPALITY

### REQUEST FOR QUOTATION

**Advert Date 03 OCTOBER 2018**

The Mkhambathini Municipality invites reputable, eligible and accredited service providers to submit written quotations for training of 8 municipal officials for Performance management system.

**Below is the specification for the training required:**

1. The Nature Of Performance Management
2. PMS Framework
3. Compliance with relevant PMS Legislation and Regulations
4. Internal Controls [Process Flow]
5. Crafting of the Scorecard [SMART Principle]
6. Integration and Alignment [IDP, Budget and KPI's and Organizational Scorecard]
7. Legislative compliance in relation to Submission and advertisement of the Performance Agreements
8. Collection of Evidence to ensure validity [POE] to support reported achievement
9. Ensure consistency between Targets in the Annual Performance Report [APR] and Targets as per revised SDBIP

10. Practical Tools to be used in Monitoring and Evaluation to keep track of the achievements and possible non-achievements
11. Regulatory environment [quarterly, mid-year and annual PMS reporting ]
12. Preparation of the APR as well the legislation associated with APR preparation and submission

TRAINING CONDITIONS:

- A. Accredited at NQF Level 5 and SAQA Accredited
- B. Training to be on-site [Municipal Offices]
- C. Certificates of Competency to be awarded to Learners after successful completion of the course

*Quotations with the valid tax clearance certificate i.e CK1, all MBD forms to be filled BBBEE Certificate and central supplier database registration confirmation sealed in an envelope marked with Quotation for the PMS Training, must be deposited during the office hours, 8H00 to 16H15, Monday to Friday in the Supply Chain Management Unit of Mkhambathini Local Municipality, 18 Old Main Road, Camperdown, 3720, on or before **10 OCTOBER 2018**.*

*For more information, please contact SCM officer on (031) 785 9338*

***Late and Faxed quotations will not be accepted.***

**T.C Ndlela  
MUNICIPAL MANAGER**