



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO  
SUPPLY CHAIN MANAGEMENT UNIT  
259 KINGSWAY STREET, BERGVILLE, 3350  
Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM42/2016 -2017

Date: 01 September 2016

## RFQ FOR APPOINTMENT OF SERVICE PROVIDER TO TRAIN 28 OFFICERS AND 86 CLERKS ON RECORDS MANAGEMENT

Quotations are hereby invited from interested suppliers with a proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for appointment of service provider to train 28 Officers and 86 Clerks on Records Management.

*The detailed specification is attached*

Queries may be directed to the following officials during office hours:  
Ms Dudu Dlamini on 0364488044.

### QUOTE SUBMISSION

Quotations must appear on an official letterhead or be endorsed by the official stamp of the submitting entity. Quotations must be submitted in a sealed envelope (which is clearly marked with the reference number above) in the Municipal tender box, by no later than: **13 September 2016 at 11:00.**

**The following conditions, read together with the Municipality's SCM Policy will apply:**

- Suppliers must be registered on the Okhahlamba Local Municipality Supplier data base. Registration forms can be e-mailed on request, downloaded from our website or collected from our offices.
- Suppliers must be registered on the National Treasury Central Supplier Database (CSD). Suppliers can use the following link to register: [www.csd.gov.za](http://www.csd.gov.za)
- Suppliers must submit a valid Tax Clearance Certificate and their Tax Compliance Status Pin, a valid B-BBEE certificate as these are used in the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points system.
- Suppliers must effect delivery within 7 (seven) working days of receiving an order.
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours.
- The Declaration of interest (MBD4) form must be completed and attached.
- The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid

# **TRAINING OF OFFICIALS OFFICERS AND CLERKS ON RECORDS MANAGEMENT**

## **SPECIFICATION**

### **1. INTRODUCTION**

Section 141 and 195 (1) (f) of the Constitution

### **2. What is records management**

### **3. Advantages of effective records management and good records practices**

### **4. Legal Framework /Archival legislations for sound records management programme**

### **5. Areas of responsibility**

5.1 Broad responsibility

5.2 Records manager

5.3 Users

### **6. Elements of a sound records management programme**

6.1 Records management policy

6.2 Records management procedures

6.3 Records management systems

6.3.1 background and compilation of a file plan

6.3.2 Compilation, application and maintenance of filing systems

6.3.3 Prototype of a file plan for local government

6.4 Disposal programmes –D1-D11

### **7. Identification and care of different categories of records**

### **8. Managing electronic records**

8.1 Advisory pamphlets No 2: electronic and the law: what government bodies needs to know

8.2 Functional specification for integrated documents and records management solution

8.3 Managing electronic records in governmental bodies metadata requirements

8.4 Managing electronic in governmental bodies : policy, principles and requirements