



## EMTHANJENI MUNICIPALITY

### QUOTATION NOTICE: 97/2014

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#### 1. Introduction

In 2013, the Emthanjeni Municipality developed a strategic plan for the remainder of this session of council. In this regard, it stated its vision as:

*“a centre for development and service excellence focused on economic development in pursuit of a better life”*

and further stated a mission based on the vision as:

*“To provide a quality service at all times and:*

- *Value our resources both human and financial*
- *Develop an active citizenry*
- *Create a conducive environment for economic growth”*

As part of the process of planning, it has been agreed on annual review at least of the operational framework and the critical implementation actions as identified in the operational plan of the Strategic Plan.

**Written quotations for a Strategic Planning Session for Emthanjeni Municipality** are hereby invited in terms of Section 12(1); 17 & 18 of the Emthanjeni Municipality Supply Chain Management Policy.

#### 2. The Assignment

The assignment for the review of the Emthanjeni Municipality's Strategic Plan will involve a number of phases and these are:

Upon appointment of the service provider, the consultant will be expected to undertake the following activities:

i. Development of workplan and logistics plan

During this phase of the assignment, there will be a need to develop a logistics plan, which will address how the assignment will be undertaken logistically and as such needs to advise the municipality on the total logistical requirement of the project.

Coupled to the above, the consultant team will be expected to develop a workplan, which will even include a draft programme for the 1 days of strategic planning. This is such that the client has a sense of programme participants and any other requirements for the 1 day session.

Outcomes for this activity

- ✓ Logistics Plan
- ✓ Workplan for the Project

ii. Inception Meeting

An inception meeting with the client will be held and the purpose of this meeting is to present the deliverables above. Over and above the presentation to client, the purpose of this meeting is to seek final agreement and solicit client input on the project overall. This is also to highlight any other issues that might be left out of the initial planning process.

Outcomes for this activity

- ✓ Inception meeting
- ✓ Final workplan

iii. Preparation of the Composite Report

The Consultant team will be expected to prepare a report which details progress and critical challenges with the implementation of the critical actions over the last financial year. In this regard, the report will cover issues such as successes, challenges and critical strategic issues for further consideration at the session into the future.

Outcomes for this activity

- ✓ Composite report
- ✓ Agreement meeting with the client

iv. Facilitation of the strategic planning session for 1 days

This is the actual strategic planning and the consultant team will be expected to facilitate the session. At this session, the focus will be on the vision and its relevance, to test whether it's still

necessary! From this it is also expected that based on composite report will also be looked at in detail.

#### Outcomes for this activity

- ✓ A strategic planning session

#### v. Revising the Strategic Plan

Following the finalisation of the strategic planning session, a revised strategic plan and in particular the operational plan will need to be reviewed. This activity will include a presentation of the final product to council for approval and adoption.

#### Outcomes for this activity

A final revised Strategic Plan

### **3. Required experience and expertise**

The service provider will be required to have the following key expertise:

- Significant experience (at least more than 5 years) and demonstrate success in conducting such or related projects
- Sound knowledge of practises and methodologies used for such and related research projects
- Excellent and demonstrated communication, facilitation and writing skills
- An exceptional ability to conduct interview in various languages spoken in the municipality
- An ability to provide value added services to the Emthanjeni Municipality and the Project
- Must be based in the Northern Cape or must be accessible from anywhere in the province

Quotations will be evaluated on 80:20 basis and quotations must be accompanied by a certified copy of the B-BBEE Contributor Status Level: Certificate and a valid tax clearance.

Quotations in sealed envelopes clearly marked **Strategic Planning Session** must reach the undersigned not later than **12h00 on Friday, 19<sup>th</sup> December 2014**.

Quotations received after the aforementioned closing date and time and quotations not clearly marked as prescribed will not be considered.

Further details can be obtained from Mrs EV Diamane, Director: Corporate Services, at telephone no 053 632 9100.

The Municipality reserves the right not to accept the lowest or any quotation.

**I VISSER  
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