

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL TREASURY

BID NUMBER: RFI001-2016

CLOSING DATE: 7 APRIL 2016

CLOSING TIME: 11:00

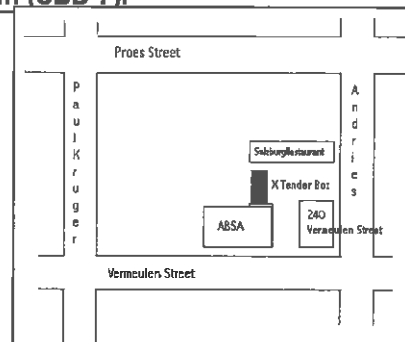
EXPRESSION OF INTEREST AND REQUEST FOR INFORMATION FOR THE ACCREDITATION OF TRAINERS TO OFFER FORMAL TRAINING ON THE MUNICIPAL STANDARD CHART OF ACCOUNTS (Mscoa)

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:

Physical address
22 Thistle Road
Kempton Park
1619

Postal address
PO Box 4003
Kempton Park
1620



Bidders should ensure that bids are delivered timeously to the correct address and individual. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
 (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?
NO

YES or

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: National Treasury

Contact Person: Mthokozisi Ngcobo

E-mail address: mthokozisi.ngcobo@treasury.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Technical enquiries:

Contact Person: Lindi Ntote

Email: mscoa@imfo.co.za

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

REQUEST FOR INFORMATION (RFI001-2016)

**Accreditation of trainers to offer formal
training on the Municipal Standard
Chart of Accounts (*mSCOA*) accredited
training programme**

Table of Contents

Overview	3
1. National and Provincial Government	3
2. Local Government.....	4
3. Progress to Date	4
4. Unit Standard based approach.....	5
Accredited Training Material	6
Role of the Institute of Municipal Finance Officers (IMFO)	6
Request for Information	7
5. Qualification Criteria	7
6. Submission of CV's and Supporting Documentation.....	8
7. Limitation of CV Submissions.....	9
Train-the-trainer Programme.....	9
8. mSCOA Train-the-Trainer Course Duration.....	9
9. mSCOA Train-the-Trainer Costs and Logistical Arrangements.....	9
Correspondence	10
Costs Incurred by Service Providers	11
Intellectual Property	11
Banking Particulars - Institute of Municipal Finance Officers (IMFO).....	11

Overview

1. National and Provincial Government

During 1998 the National Treasury started a process of reclassifying the expenditure records of National and Provincial Government in line with the requirements of the Government Finance Statistics (GFS), as specified in the Special Data Dissemination Standard (SDDS), developed by the International Monetary Fund (IMF). South Africa has been a signatory to this minimum reporting standard since late 1996.

In 1999, the National Treasury embarked on a broader budget reform programme for National and Provincial Departments with the objective to improve accountability and transparency relating to the management of government financial resources. Thus, this reform process intended to provide better quality information to legislatures to enhance the policy-making process; and to reinforce Parliament's oversight role.

During this process many inconsistencies in the application of existing classification standards were identified. These inconsistencies were primarily realised as a result of inconsistent interpretations and application of existing classification rules. Furthermore, departments were allowed to create their own accounting codes on the systems; leading to a vast number of codes and thousands of redundant and duplicated line items being available in the financial management systems. After having considered available options the National Treasury, in consultation with various stakeholders, opted to modernise the budget format, standardise the chart of accounts and maintain the system centrally through a technical committee mandated accordingly.

Since 2004, the Economic Reporting Framework (ERF) and Standard Chart of Accounts (SCOA) are fully operational and used by all National and Provincial Departments. From the reconnaissance perspective, the implementation process has proceeded smoothly without any major hurdles or impediments. The successful implementation of SCOA contributed to positive public perception, locally and internationally, and strengthened public sector accountability and reporting.

2. Local Government

The programme of budget reform in local government has made significant advancements over the past seven years. The Municipal Budget and Reporting Regulations were published in the Government Gazette on 17 April 2009 and took effect on 1 July 2009. The budget formats prescribed in the Municipal Budget and Reporting Regulations go a long way in identifying the categories of municipal information required in developing their budgets. The aim of this reform, in addition to standardising budget formats in local government, was to formalise norms and standards as the first step in improving data and information related to the management of municipal finances.

The next step is to ensure that detailed data captured in the implementation of the budget is accurately recorded – similar to the reform trajectory described in the reform programme for national and provincial departments – through a supporting, standardised, chart of accounts for local government. Although local government has its own peculiarities in terms of operations and reporting requirements, it is clear that the success achieved at national and provincial level from implementing the SCOA could be equally beneficial for local government in improving data quality, achieving a greater level of standardisation and uniform data sets, and is critical for ‘whole-of-government’ reporting.

With the experience of implementing a SCOA for national and provincial departments having spanned several years, and the effort to design a municipal SCOA (*m*SCOA) being largely completed, the National Treasury is now in a position to undertake the formal accreditation process of trainers to rollout the accredited unit standards as it relates to *m*SCOA.

3. Progress to Date

The effort to produce a SCOA for Local Government has been undertaken in phases; the last of which is currently well underway, namely *m*SCOA Project Phase 4: Change Management and Transition. Activities and project objectives have ranged from, among others: piloting the classification framework in selected municipalities; refinement of the classification framework leading to the release of *m*SCOA Version 5.4; updating the Project Summary Document; providing change management support to the respective provincial treasuries and other stakeholders; refinement of the Local Government Database; and facilitating various training and information sharing sessions. As it relates to the later, the following non-accredited training sessions have transpired over the recent past:

- Conducted nine (9) one day information workshops at a provincial level (579 attendees);

- Conducted nine (9) two day non-accredited *m*SCOA training sessions at a provincial level as it relates to the practical application of the classification framework (214 attendees);
- Conducted various two and three day non-accredited training sessions as it relates to the practical application of the classification framework for National Departments, National Electricity Regulator, South African Revenue Service etc.; and
- Conducted 44 (forty-four) two day non-accredited training sessions as it relates to the practical application of the classification framework (1,800 attendees).

In preparation for the aforementioned sessions, the National Treasury *m*SCOA Project Team formulated non-accredited training material based on the unit standards applicable to National and Provincial SCOA. The above mentioned engagements offered an opportunity to not only test applicability of the training framework, but also refine and amend the material to be specific to the financial management peculiarities of local government.

The National Treasury *m*SCOA Project Team has subsequently finalised the formal training material. **Importantly, the training material will be issued free of charge to potential training institutions once accredited, subject to copy right restrictions as determined by the National Treasury.**

4. Unit Standard based approach

The training landscape in South Africa is evolving and in particular with the introduction of the Quality Council of Trade and Occupations (QCTO), and consequently the development of unit standards have been put on hold. After a number of considerations, the National Treasury has taken the decision to base the accredited training for the Municipal Standard Chart of Accounts (*m*SCOA) material, on the unit standards that have been developed for standard chart of accounts applicable to the national and provincial government. The identified unit standards are stated below.

Unit standard ID	Unit standard Title	NQF level
377893	Use Standard Chart of Accountants (SCOA) to interpret financial transactions for economic classification	5
377934	Classify receipts and payments in accordance with the Economic Reporting Format (ERF)	5

377973	Classify, analyse and report on the economic classification using all segments of the Standard Chart of Accounts (SCOA)	6
377993	Allocate transactions using all segments of the Standard Chart of Accounts (SCOA)	5

Accredited Training Material

The National Treasury has developed 2 training programmes based on the above mentioned unit standards, namely:

- *mSCOA* for Financial Practitioners; and
- *mSCOA* for Non - Financial Practitioners.

The training material will be owned by the National Treasury and will be allowed for distribution via accredited service providers (trainers) free of charge, in its electronic form. Service providers will be limited to the contents and structure of the training and assessment material as provided by the National Treasury and will not be allowed discretion in customising the material. The training material, as a package, will also be subject to the copy right restrictions as determined by the National Treasury.

Role of the Institute of Municipal Finance Officers (IMFO)

The National Treasury signed a memorandum of cooperation (MOC) with the Institute of Municipal Finance Officers (IMFO) towards the end 2015. In terms of this MOC, IMFO as a professional institute and non-profit organisation will undertake all necessary logistical and administrative functions as it relates to the *mSCOA* train-the-trainer programme. In addition, IMFO will host a database of all accredited trainers that have been accredited to offer the *mSCOA* training aligned to the above mentioned unit standards. **Only individuals that have successfully completed the *mSCOA* train-the-trainer programme will be permitted to conduct training on the *mSCOA*. This database will be hosted by IMFO on behalf of the National Treasury.**

Request for Information

5. Qualification Criteria

The National Treasury invites all **individuals** who offer public financial management (PFM) learning programmes to register their interest in becoming an accredited trainer to offer the accredited *m*SCOA training programme. The candidate should ideally have the following minimum requirements which will form part of the short listing process:

- Degree or equivalent to NQF 7 in finance or related subjects;
- 5 years of experience in training in the public sector (please provide contactable references);
- 10 years of experience in municipal finances; and
- Registered Assessor as it relates to the PSETA unit standards would be an advantage.

The individuals will have to be associated or be employed via service providers that are accredited with PSETA directly or via service level agreements with their primary SETA. **Importantly, service providers that are currently accredited with the PSETA to train on the unit standards (National and Provincial SCOA) don't automatically qualify to undertake training on the *m*SCOA. Only those individuals that have successfully undergone the *m*SCOA train-the-trainer programme will be eligible to train on the *m*SCOA.** Please note that the service providers can be any form of business for example, sole proprietors, company's etc.

The service provider must apply to the PSETA for programme approval in order for them to conduct the training of the *m*SCOA accredited programmes if not already an accredited service provider of the PSETA. In cases where a service provider is not directly registered with the PSETA as it relates to mentioned unit standards, this service provider would have to enter into a third party agreement with a service provider that is registered with the PSETA as it relates to the unit standards in terms of assessment and moderation.

It should be noted that **only individuals** will be accredited to conduct *m*SCOA training. This means that a service provider will not be able (in its *m*SCOA service offering) to randomly replace an accredited individual with another individual (not accredited by IMFO).

6. Submission of CV's and Supporting Documentation

Perspective candidates must provide their CV in the attached CV template (Annexure A) including certified copies of their identity document, qualifications, and registration at PSETA (if applicable). Failure to provide CV's in the prescribed format including the minimum supporting documents (certified copies of identity document and formal qualifications) will result in immediate disqualification.

An administrative fee of R300.00 (three hundred rand) will be payable directly to IMFO for the submission of each CV. The administration fee is to be deposited directly into the current account of IMFO of which particulars have been provided at the end of this document.

The above mentioned CV, supporting documentation and proof of payment of the administration fee must be delivered to the offices of IMFO by no later than 11:00, Thursday, 07 April 2016 at the following:

Physical address

22 Thistle Road
Kempton Park
1619

Postal address

PO Box 4003
Kempton Park
1620

Any enquires can be directed to the Manager: Education and Training (Mrs. Lindi Nolte) at email mscoa@imfo.co.za, Telephone 011 394 0879, or Facsimile 086 662 0969.

Importantly, only submissions received via registered mail or delivered directly to the offices of IMFO as per the above mentioned address, on or before 12:00, Thursday, 07 April 2016 will be considered for shortlisting.

7. Limitation of CV Submissions

Service providers are advised that due to the expected high demand for attendance of the *m*SCOA train-the-trainer programme, only one candidate will be selected per service provider for the first train-the-trainer course subject to the candidate meeting the minimum selection criteria.

The service provider must therefore rank the CV's in preference of those that should be selected first, second, and third. As part of this round of RFI, CV submissions will be limited to three candidates per service provider. In this regard, as the train-the-trainer programme is rolled out, candidates two and three will be earmarked for the next round of training. **Service providers must therefore include a covering letter in addition to the required documentation clearly indicating order of preference.**

Train-the-trainer Programme

8. *m*SCOA Train-the-Trainer Course Duration

The train-the trainer programme will be structured over three days to deal with both aspects of the *m*SCOA formal training and assessment material, namely:

- *m*SCOA for Financial Practitioners; and
- *m*SCOA for Non - Financial Practitioners.

It can therefore be concluded that short listed candidates must already have a good understanding of the *m*SCOA classification framework, design principles, and application thereof. The train-the-trainer programme has been designed to provide future trainers with the necessary toolkit to successfully undertake the training in a professional and structured approach. Unprepared candidates will undoubtedly not succeed with the assessment. In this regard, it's strongly recommended that all candidates extensively review and study the documentation on the National Treasury website such as the project summary document prior to the attendance of the *m*SCOA train-the-trainer course.

9. *m*SCOA Train-the-Trainer Costs and Logistical Arrangements

Successful shortlisted candidates will be expected to attend all three days of the *m*SCOA train-the-trainer course of which communication will be distributed as it relates to dates of the *m*SCOA train-the-trainer programme through IMFO. **In this regard, a fee of R17 100.00 (seventeen thousand one hundred rand) inclusive of VAT, will be payable directly to**

IMFO for each attendee to cover all costs associated with the train-the-trainer programme and hosting of the accredited database of trainers. The course fee includes the training venue, learning material, daily refreshments including lunch, assessment and moderation. **Importantly, this fee is only applicable if the candidate is successfully shortlisted and formally invited to attend the mSCOA train-the trainer course.**

Importantly, the above mentioned fee should not be considered a benchmark for the broader rollout of training to local government practitioners; ***this fee is only applicable to the mSCOA train-the-trainer programme and has subsequently been structured accordingly.*** The National Treasury will undertake the necessary research to determine a reasonable market related fee for the two accredited training courses, and issue guidance to municipalities through a MFMA Budget Circular in this regard.

The mSCOA train-the-trainer course will be hosted in Gauteng and each successful candidate (service provider) will be expected to fund travel and accommodation costs as these are not covered in the above mentioned fee. **Importantly, each candidate will be required to formally present a component of the formal mSCOA training material to a panel consisting of the National Treasury and IMFO as part of the assessment process.** As this date will not coincide with the three day mSCOA train-the-trainer course, there could possibly be additional travel and accommodation costs at a future date.

The mSCOA train-the-trainer course fee is payable upfront, two weeks prior to the actual training. Proof of payment must be submitted to IMFO as per the communication channels provided above. Failure to effect payment two weeks prior to the training will be considered a decline of attendance and IMFO will issue an alternative invite to the next potential candidate.

Correspondence

IMFO will undertake the shortlisting process, in conjunction with the National Treasury to assess that the submitted CV's do indeed meet the minimum criteria. IMFO will subsequent to this process provide formal correspondence as it relates to the outcome of the process; including providing reasons should the proposed candidates not meet the minimum criteria for shortlisting of the mSCOA train-the-trainer programme. **The determination of short listed candidates for the mSCOA train-the-trainer programme will be final and no**

further correspondence will be entered into by IMFO or the National Treasury in this regard.

Costs Incurred by Service Providers

The National Treasury and IMFO are in no way responsible for any costs incurred by the perspective service providers in the submission of CV's, regardless whether the RFI is cancelled or proceeded with. All expenses incurred by service providers as it relates to the trainer-the-trainer programme are for the service provider's account.

Intellectual Property

All documents and other intellectual products emanating from this project, including the training material will remain the property of the National Treasury. These may not be repackaged or re-used without written permission from the National Treasury under any circumstances.

Banking Particulars - Institute of Municipal Finance

Officers (IMFO)

The administrative and course fee must be paid directly to IMFO of which the banking details are as follows:

Account Holder:	IMFO (Institute of Municipal Finance Officers)
Financial Institution:	ABSA Bank
Branch Code:	632-005
Current Account:	0170-167-376

