



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 21 APRIL 2017

UMZ/2016-17/CS/PUBLIC SPEAKING/002

SERVICE PROVIDER TO CONDUCT TRAINING ON PUBLIC SPEAKING FOR 27 WARD COUNCILLORS AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals/Quotations to conduct training on Public Speaking for 27 ward Councillors as per specification. Specifications are available at SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 04 May 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mrs Kubone 039 255 8509 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017

PUBLIC SPEAKING FOR WARD COUNCILLORS



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL WARD COUNCILLORS ON PUBLIC SPEAKING

1. Background

If one can overcome the fear and learn to be a good public speaker will have an edge in life and is much more likely to succeed in other areas of life. There's really no mystery about what makes someone an effective public speaker. Just a few characteristics will help you toward success. You need not be a minister, physician, psychologist, expert, or other professional to speak before a group. By virtue of your position as a Leader you will automatically have status.

Nevertheless, mastering this fear as well as getting comfortable speaking in public can be awesome ego booster.

This training intervention will help our Ward Councillors to overcome nervousness, boost confidence, and increase professionalism by teaching practical tools and techniques that can be utilised straight away when standing in front of the public.

2. Target Group

There are twenty seven (27) Councillors to be trained.

3. Goal and Content of the Training

For Umzimvubu Ward Councillors to have valuable public speaking skills, including in-depth information on developing an engaging program and delivering presentation with confidence and power.

3.2 The content should cover but not limited to the following aspects:-

3.2.1 IDENTIFYING YOUR AUDIENCE

Content Topic

- Performing a needs analysis
- Creating an audience profile
- Identifying key questions and concerns

3.2.2 CREATING A BASIC OUTLINE

Content Topic

- Content Outlining the situation
- Identifying the task that had to be performed
- Listing the actions you took
- Revealing the results

3.2.3 ORGANISING THE PROGRAM

Content Topic

- Making organisation easy
- Organisational methods
- Classifying and categorising

3.2.4 PUTTING IT ALL TOGETHER

Content Topic

- Writing your presentation
- Adding a Plan B
- Reviewing, editing and Re-writing

3.2.5 BEING PREPARED

Content Topic

- Checking out the venue
- Gathering materials
- A 24 Hour checklist

3.2.6 OVERCOMING NERVOUSNESS

Content Topic

- A word from the boss
- Preparing mentally
- Physical relaxation techniques
- Appearing confident in front of the crowd

3.2.7 DELIVERING YOUR SPEECH

Content Topic

- Starting off on the right foot
- Using visual aids
- Checking the volume of your voice
- Adjusting on the Fly
- Wrapping up and Winding Down

3.2.8 QUESTIONS AND ANSWERS

Content Topic

- Ground rules
- Answering questions that sound like an attack
- Dealing with complex questions

4. Duration

This training has to be done and completed within a maximum number of Three (3) days.

5. Methodology

- 5.1 The course should be engaging and interactive.
- 5.2 To provide an Assessment Plan and assessment process during and after the training
- 5.3 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.4 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned – 242840
- 5.5 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.6 All participants should also be given training material.
- 5.7 A detailed close-out report for the work done should be submitted at least one week after completion of the training.
- 5.8 The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

1. Analyse an audience & tailor the delivery accordingly
2. Design presentations for maximum impact
3. Expand on key points to ensure clarity

4. Master techniques to overcome nervousness & present with confidence
5. Practice techniques that ensure clear, concise & effective wording is used
6. Deliver a polished, professional & credible speech
7. Handle questions & comments effectively

7. PROPOSAL SUBMISSION REQUIREMENTS

7.1 List of Contents

All proposals must cover the following aspects of importance:

7.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

7.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

7.1.3 Accreditation

7.1.3.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

7.1.3.2 A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

7.1.4 Proposed Cost Structure (Business Plan)

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether it's inclusive of VAT or not.

7.1.5 Expertise Required:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

7.1.6 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

7.1.7 The consortium submitting the proposal must declare any conflict of interests that it may have.

7.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole

7.1.9 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

7.1.10 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

7.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

7.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

7.1.13 Successful bidder will be required to submit a detailed close-out report.

7.1.14 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7.2 Where to Submit:

7.2.1 All submissions must be clearly marked:

“TRAINING OF WARD COUNCILLORS ON PUBLIC SPEAKING”

7.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.

7.2.3 Due date for the submission of proposal at 12H00. NO
LATE SUBMISSIONS WILL BE CONSIDERED

8. INFORMATION AND QUERIES

8.1 TECHNICAL QUERIES

To the attention of Miss A Monakali -Human Resources Development office
and Mr T Mbukushe –Supply Chain Manager

Phone: +2739 255 8562/8556

Fax : +2739 255 0167

Email: Monakali.Amanda@umzimvubu.gov.za.

8.2 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the
Municipal Manager, Mr G.P.T. Nota.

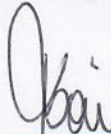
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MRS N KUBONE
MANAGER CORPORATE SEVIRCES