



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 20/01/2015

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotation TO CONDUCT TRAINING FOR THE LOCAL LEARNERS AS PER THE TERMS OF REFERENCE.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 28/01/2015 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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MR GPT NOTA

MUNICIPAL MANAGER

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE





TERMS OF REFERENCE

FOR

TRAINING OF LEARNERS ON ENTREPRENEURSHIP

1. Introduction:

- Umzimvubu Local Municipality LED Department has the 5 areas of performance of which one of them is SMME development.
- Umzimvubu Local Municipality aims at promoting and boosting the local economy through SMME development programmes.
- Umzimvubu Local Municipality aims to instill the culture of entrepreneurship to the local learners.
- Umzimvubu Local Municipality therefore is looking for an **accredited service provider** to conduct training to the local learners

2. Request

- Umzimvubu Local Municipality is therefore looking for an **accredited service provider** to conduct a four day training to the local learners in six schools of Umzimvubu area (two days in each town)
- The training will be conducted to sixty (60) learners in six schools. The schools are in Mt Frere and Mt Ayliff respectively.

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APPROVED BY: *[Signature]*
SIGN:
DATE: 09/01/2015

3. COMPREHENSIVE PROPOSALS with financial costs for this exercise.

4. SCOPE OF WORK

The training will cover the following for the enterprise dynamic programme

- 1.1 What is entrepreneurship
- 1.2 How to start and improve your business
- 1.3 How to source funding
- 1.4 Business Plan Development
- 1.5 Introduction to Project Management
- 1.6 Introduction to Business Finance and Management
- 1.7 Basic Marketing and marketing tools
- 1.8 Book and record keeping
- 1.9 Formation of co-operatives
- 1.10 Co-operative Management

5. Accountability and Reporting Structure

- ☒ The service provider will account to Umzimvubu Local Municipality LED Department.
- ☒ The Municipality reserves the right not to appoint the lowest or any bidder

6. Submission

- ☒ A comprehensive proposal inclusive of the methodology and time frames for achieving the scope of work set above.
- ☒ An All-inclusive Quotation.
- ☒ Activity schedule.
- ☒ Company profile with a traceable track record and references should also be submitted.
- ☒ A valid copy company Certification as issued by CIPRO.
- ☒ A valid original tax clearance certificate.
- ☒ A BBBEE certificate.
- ☒ Proof of accreditation with relevant SETA
- ☒ Certificate on Business Management
- ☒ Experience on similar training with contactable reference

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APPROVED BY:
SIGN:
DATE: 29/01/2015

Enquiries

Enquiries to be forwarded to Ms. L Dina LED Office @ 039 255 8500

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