



## UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 22/04/2015

### **Request for Quotation**

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation TO CONDUCT TRAINING FOR FIVE (5) SMME'S ON HOSPITALITY AS PER 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 05/05/2015 @ 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.**

.....  
  
**MR GPT NOTA**

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

UPHULISO KUMNTU WONKE





## **UMZIMVUBU** LOCAL MUNICIPALITY

### **TERMS OF REFERENCE**

#### **TRAINING OF UMZIMVUBU MUNICIPALITY LOCAL BUSINESS ENTITIES ON HOSPITALITY (CAKE BAKING, DECORATION & CONFECTIONERY)**

##### **1. Background**

- 1.1 Umzimvubu Local Municipality is fully committed to the development of the Local entities within the municipal area.
- 1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet future business needs.
- 1.3 The Corporate Services Department: Sound Governance Division has under it Service Delivery & Budget Implementation Plan (2014/ 2015 FY), Local Economic Development Key Performance Area committed to conduct a training on Hospitality focusing on Cake Baking, Decoration and Confectionery.

##### **2. Target Group**

- 2.1 (5) SMME's each will bring not more than (1) one candidate each who have shown interest in the said training programme to the municipality.

##### **3. Goal and Content of the Training**

- 3.1 Each participant should learn:-
  - 3.1.1 Learn the basics of cake-baking: decorating techniques, planning and designing a cake;
  - 3.1.2 Working with Marpan, icing and filling choices;
  - 3.1.3 Decorating a cake with butter cream icing;



- 3.1.4 Decorating a cake with royal icing;
- 3.1.5 Making use of a piping bag;
- 3.1.6 Decorating with sugar flowers;
- 3.1.7 Making and Decorating Wedding Cakes;
- 3.1.8 Creating decorative children's cakes, holiday and celebration cakes;
- 3.1.9 Making theme cakes and innovative cupcakes;

**3.2 The content should cover but not limited the following aspects of the fundamental Cake Baking, Deco, confectionery and sugar art:-**

- Cake baking and decorating
- Decorative tools
- Novelty Baking
- Confectionery

**4. Duration**

- 4.1 This exercise has to be done and completed within a minimum of 10 days to a maximum of 30 days.

**5. Methodology**

- 5.1 The course should be engaging and interactive.
- 5.2 Feedback and tips for improvement should be given to each of the participants.
- 5.3 Service provider should provide equipment that will be utilized for the training.
- 5.4 Further to that practical training (samples of the products) should be conducted.
- 5.4 The total number of Five (5) SMME candidates will be trained.
- 5.6 All participants shall also be given training materials by the service provider.



## **6. PROPOSAL/ SUBMISSION REQUIREMENTS**

### **6.1 List of Contents**

All proposals must cover the following aspects of importance:

#### **6.1.1 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.

#### **6.1.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above, as per clause 5.

#### **6.1.3 Proposed Cost Structure**

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

#### **6.1.4 Expertise Required:**

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least 1 month after training was completed.

#### **6.1.5 Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes Umzimvubu Local Municipality (ULM) with the duly completed documents mentioned below and 6.1.3 above. 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

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

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



- 6.1.8 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.
- 6.1.9 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.
- 6.1.10 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.11 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.12 Successful bidder will be required to submit a detailed close-out report.
- 6.1.13 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## **6.2 Where to Submit:**

- 6.2.1 All submissions must be clearly marked:

**"TRAINING FOR LOCAL BUSINESS ENTITIES ON HOSPITALITY (CAKE BAKING, DECORATION & CONFECTIONERY)"**

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

- 6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere or be faxed to **039 255 8563.**

## **7. INFORMATION AND QUERIES**

### **7.1 TECHNICAL QUERIES**

To the attention of Mrs. P. Nqhome – Sound Governance Division  
and Mr N Zibi –Supply Chain Management office

Phone : +2739 255 8563/8555

Fax : +2739 255 0167

Email: [Nqhome.Pulane@umzimvubu.gov.za](mailto:Nqhome.Pulane@umzimvubu.gov.za)

## 7.2 OTHER QUERIES

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

813 Main Street  
Private Bag X 9020

**MOUNT FRERE**

5090

Phone : +2739 255 8563

Fax : +2739 255 0167

*J. Bai*

26 March 2015





\*RFG008247\*



UMZIMVUBU  
LOCAL MUNICIPALITY

## UMZIMVUBU MUNICIPALITY

### REQUEST FOR GOODS

REQUEST NO.	008247							
COMMODITY.	0011 GENERAL SUPPLIER							
REQUESTED BY	AMANDA MONAKALI							
DATE	25/03/2015							
SEQ	PART NO	DEPARTMENT	ACCOUNT	COST CODE	QTY	EST COST	VAT	EST TOTAL
01	A000001 NON-STOCK	201 CORPORATE SERVICES DEPARTMENT	300309 SMME Support		1	50000.00	7000.00	57000.00
DESCRIPTION : Request a Service provider to facilitate Training Services for 5 SMME's on Hospitality as per the attached TOR's.								
Budget : 191160.00								
Spent : 4400.00								
Pending : .00								
Available : 186760.00								
EST TOTAL (VAT INCL.)							57,000.00	

Name of Requestor

A. Monakali

Signature of the Head of Department/Manager

N. KUBONE

Name of the budget officer (confirmation if funds are available)

D. Xadimbe

Signature of the Supply Chain Official

A. Madlang

Signature	25/03/15	Date
Signature	25-03-15	Date
Signature	25/03/15	Date
Signature	26/03/2015	Date