



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERT DATE: 26 MAY 2016

SERVICE PROVIDER TO CONDUCT TRAINING ON TIME MANAGEMENT

Bidders are hereby invited to submit proposals on training of time management, Terms of Reference will be available on the website and scm office for free. proposals .

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, certified copy of company Registration/Founding Statement/CIPC Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 06 June 2016**, All tenders must be clearly marked "Name of the project and Reference number indicated above

Enquiries:

All technical enquiries may be directed to Mr.M.Matam 039 255 8500 SCM Mr T Mbukushe 0392558555

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
Tel: (039) 255 -8500
Fax: (039) 255- 01673



GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU

— LOCAL MUNICIPALITY —

TERMS OF REFERENCE

TIME MANAGEMENT TRAINING

1. Introduction:

- 1.1 Umzimvubu Local Municipality LED Department has 5 areas of performance of which one of them is SMME Development
- 1.2 Umzimvubu Local Municipality is aiming to train and capacitate SMMEs on time management
- 1.3 The aim of training SMMEs is to increase work effectiveness and productivity
- 1.4 Umzimvubu Local Municipality therefore is looking for a service provider that will conduct a 3 day time management training for ULM SMMEs

2. Project Situation

The project is situated in Umzimvubu area of Jurisdiction

3. Request

Umzimvubu Local Municipality is looking for a service provider that will conduct a 3 day time management for SMMEs

Comprehensive Proposals with financial costs for this exercise

4. Scope of Work

- Identify the main obstacles to effective Time Management on daily role
- Understand the nature of Time Management;
- Understand a range of tools, techniques and concepts for Time Management;
- Use these techniques to build an effective Time Management process that will enhance productivity and lower stress;
- Explain the benefits of having an effective Time Management process

5. Accountability and Reporting Structure

5.1 The service provider will account to Umzimvubu Local Municipality LED Department

6. Project Management

A Project Manager from the Municipality who is an LED Manager will be responsible for all the executions/Deliverables during the process of the project. She/he will work with the Consultants/Service Provider from the start until the completion of the Project. She/he will ensure that all the deliverables stated above are met/executed, However the LED Manager may from time to time second personnel to assist whenever this deemed necessary.

Submission

- ☒ A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- ☒ Indicate experience in time management training
- ☒ An All-inclusive Quotation.
- ☒ Activity schedule.
- ☒ Company profile with a traceable track record and references should also be submitted.
- ☒ BBBEE Certificate
- ☒ A valid copy company Certification as issued by CIPRO.
- ☒ A valid original tax clearance certificate.

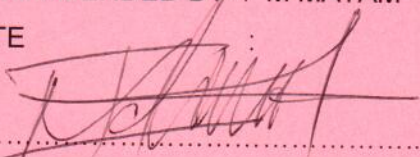
PREPARED BY : L DINA

DATE : 16/05/2016



RECOMMENDED BY : M MATAM

DATE :



AUTHORIZED BY : S BATYI

DATE :

