



UMZIMVUBU

— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. N. Zibi

Date: 19/08/2015

Request for Quotation038

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation and Proposals: SERVICE PROVIDER TO CONDUCT TRAINING FOR BASIC BUSINESS ESTABLISHMENT & MANAGEMENT SKILLS PROGRAMME**

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

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 30/08/2015 @ 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, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE FAIL TO SUBMIT WILL RESULT IN A BIDDER SCORING ZERO POINTS. SUBMISSIONS 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

UPHUHLISO KUMNTU WONKE



TERMS OF REFERENCE

TRAINING OF TEN YOUTH MEMBERS FROM UMZIMVUBU MUNICIPAL JURISDICTION

PROGRAMME: BASIC BUSINESS ESTABLISHMENT & MANAGEMENT SKILLS

1. Background

- 1.1 Umzimvubu Local Municipality is fully committed to render training and development programmes to support to local economic development by 2017
- 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 its future local economic needs.
- 1.3 The Corporate Services Department: Human Resources Division would like to solicit the services of a training provider to conduct training on basic business establishment and management skills.

2. Target Group

- 2.1 Ten (10) youth members will be trained on basic business establishment skills.

3. Goals and Content of the Training

It is to render training and development programmes to support to local economic development by 2017.

The training should be based on capacity building, should include a portion of mentorship and support in helping participants (learners) to get on hand – on experience.

3.2 The content should cover but not limited the following aspects of basic business establishment and management skills course:-

- 3.2.1 How to start and run a business and adapt to business environment
- 3.2.2 Development of a business plan for a small business.
- 3.2.3 Planning and preparation for a meeting communications.
- 3.2.4 Working with numbers in various context.
- 3.2.5 Using mathematical to investigate and monitor the financial aspects of personal and community life.
- 3.2.6 Prepare and process documents for financial and banking purposes

4. Duration

- 4.1 This training programme should be conducted or implemented over a period of four (04) weeks, during this period there should be mentorship as well. This is intended to enable them to be able to develop business plans during this learning period.
- 4.2 Learners will attend a formal contact class at least five (5) consecutive days (1st week), of which the fifth day should be reserved for a formal assessment.
- 4.3 Learners will be given an opportunity to compile the necessary POE for the two weeks after their contact classes, with the assistance of the training provider.
- 4.4 Learners are expected to submit their finalised POE on a date that will be agreed upon between them (learners and the training provider) during the fourth week.

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 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned
- 5.4 The service provider must ensure that there is submission of POE and the necessary competency assessment is done to all participants.
- 5.5 The total number of ten (10) youth members will be trained on basic business establishment and management skills.
- 5.6 All participants shall also be given training material (both for theoretical and practical) 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, taking into cognisance clause 4 and 5 above.

6.1.3 Accreditation

6.1.3.1 Each training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

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

6.1.4 Proposed Cost Structure

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

6.1.5 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 before six months.

6.1.6 Compulsory Terms and Conditions

6.1.6.1A proposal will not be considered unless the service provider furnishes the 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. Technical proposal include quality control, job creation and accountability.
- b. The cost for both direct and in direct.
- c. The capacity of the organisation to handle the project i.e. previous similar project done, project leader, C.V. of prominent individuals that are proposed to be involved in this project.

6.1.6.2 Bidders are required to submit the following documents (copies *(except tax certificate)* must be certified):-

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.
- Bidders **must** submit a **valid original SARS Tax Clearance Certificate**; failure to submit will result in disqualification.
- Declaration of interest (MBD\$)
- Completed and signed MBD 8 and MBD 9.
- BBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.
- A proposed project team, their CV's of Directors and proof of relevant accreditation, must be submitted.
- A letter from the manufacturers/developers if the tenderer is an authorized supplier/dealer.
- A proposed work programme, delivery and/or implementation plan (*which shall include supply & delivery, training, maintenance support, etc*).
- Pricing must be on the company letter head and be priced in different columns reflecting the budget for training, and support, where applicable.
- Failure to supply all mandatory documents will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of **90 days**.
- Billing clearance certificate or statement of municipal accounts must be attached to and be returned with the tender documents.
- Tenderers must be registered as a supplier/service provider on the Umzimvubu Local Municipality supplier/service provider database, if not already registered.

- 6.1.6.3 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.
- 6.1.6.4 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.6.5 Successful bidder will be required to submit a detailed close-out report.

6.2 Where to Submit:

- 6.2.1 All submissions must be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota** and clearly marked:

"TRAINING OF TEN YOUTH MEMBERS ON BASIC BUSINESS ESTABLISHMENT & MANAGEMENT SKILLS"

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

- 6.2.3 Due date for the submission of proposal is 21 August 2015 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

7. INFORMATION AND QUERIES

7.1 TECHNICAL QUERIES

To the attention of Mr. S Dinga - Human Resources Development office
and Ms. Nkosinathi Duze – Supply Chain Management office

Phone: +27 (39) 255 8563/8556

Facsimile: +27 (39) 255 0167

Email: Dinga.Sizwe@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.

Erf 813 Main Street
Private Bag X 9020
MOUNT FRERE
5090

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