



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 01 AUGUST 2018**

**UMZ/2018-19/CULINARY TRAINING**

**SERVICE PROVIDER TO CONDUCT CULINARY TRAINING FOR CATERERS.**

Bidders are hereby invited to submit proposals/Quotations to conduct culinary training for Local caterers per the attached specification.

**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 10 August 2018**. 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 Ms L Dina/ Mr Mbukushe (SCM Manager) 039 255 8500

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

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**TERMS OF REFERENCE**

**FOR**

**UMZIMVUBU LOCAL MUNICIPALITY CULINARY TRAINING FOR CATERERS**

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**1. Introduction:**

- Umzimvubu Local Municipality Local Economic Development & Environmental Management 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 SMMEs
- Umzimvubu Local Municipality aims to promote and improve the quality of food prepared by the caterers
- Umzimvubu Local Municipality therefore is looking for an accredited service provider to conduct a thirty days training for 4 local caterers

**2. Request**

- Umzimvubu Local Municipality is therefore looking for an accredited service provider to conduct a thirty days training for 4 local caterers.
- a. **COMPREHENSIVE PROPOSALS** with financial costs for this exercise.



#### 4. SCOPE OF WORK

<p><b>DAY 1</b></p> <p>Introductions</p> <p>Code of conduct</p> <p>Tea and scones</p>	<p><b>DAY 2</b></p> <p>Safety and security</p> <p>Handle and store food</p> <p>Demo – outside kitchen</p> <p>Gammon with glaze</p> <p>Roasted old fashioned potatoes</p> <p>Buttery garlic green beans</p> <p>Mustard sauce</p> <p>Dessert</p>	<p><b>DAY 3</b></p> <p>Introduction into nutrition</p> <p>Demo</p> <p>Beef stroganoff</p> <p>Nutty fried rice</p> <p>French salad</p> <p>Vinaigrette dressing</p> <p>Garlic bread</p> <p>Dessert</p>	<p><b>DAY 4</b></p> <p>Prepare and present food for cold presentation</p> <p>Assignment to be handed to students</p> <p>Demo:</p> <p>Sandwich platter</p> <p>Luxury sandwich platter</p> <p>Demo: outside kitchen</p> <p>Hake thermadore</p> <p>Roasted garlic, lemon and broccoli</p> <p>Simple roasted pumpkin</p> <p>Smoked fish pie</p> <p>Homemade rolls</p>
<p><b>DAY 5</b></p> <p>Sandwich worksheet</p> <p>Cook and finish foods for frying</p> <p>Methods for frying</p> <p>Demo</p> <p>De boned leg of lamb stuffed with rosemary and garlic</p> <p>Potato bake</p> <p>Melange of vegetables</p> <p>Pumpkin fritters</p> <p>Coleslaw</p>	<p><b>DAY 6</b></p> <p>Practical:</p> <p>Pub baskets</p>	<p><b>DAY 7</b></p> <p>Cooking:</p> <p>Lamb curry</p> <p>Braised chicken dish</p> <p>Braised rice</p> <p>Cook and finish foods by braising and stewing</p>	<p><b>DAY 8</b></p> <p>Prepare, cook and finish foods by boiling and poaching</p> <p>Pasta with a sauce – Spaghetti bolognese</p> <p>Stuffed eggs – devilled</p> <p>Poached egg on English muffin with hollandaise and streaky bacon</p>

<p><b>DAY 9</b></p> <p>Baking and roasting notes</p> <p>Demo:</p> <p>Chicken a la King</p> <p>Parsley rice</p> <p>Boiled vegetables</p> <p>Greek salad</p>	<p><b>DAY 10</b></p> <p>Valentine evening</p>	<p><b>DAY 11</b></p> <p>Costing</p> <p>Costing worksheets</p> <p>Introduction into the catering industry</p> <p>Demo:</p> <p>Royal chicken curry</p> <p>Yellow rice</p> <p>Flat bread</p> <p>Chutney</p> <p>Indian flat bread</p>	<p><b>DAY 12</b></p> <p>Food safety</p> <p>Demo</p> <p>Chicken Kiev</p> <p>Chicken Cordon bleu</p> <p>Cheese sauce</p> <p>Thick cut chips</p> <p>Mushroom sauce</p> <p>Macaroni and cheese</p>
<p><b>DAY 13</b></p> <p>Food safety</p> <p>Demo</p> <p>Oxtail</p> <p>herby mashed potatoes</p> <p>Chicken steaks pan fried</p> <p>BBQ sauce</p> <p>Roasted South African root vegetables with olive oil and garlic</p>	<p><b>DAY 14</b></p> <p>Food safety</p> <p>Demo</p> <p>Chilli, roasted butternut and cream cheese lasagne</p> <p>Beef, red wine and mushroom lasagne</p> <p>Greek salad</p> <p>Tagliatelle pasta with ham, mushroom and herbs</p> <p>Homemade pasta</p>	<p><b>DAY 15</b></p> <p>Demo:</p> <p>Lamb chops with crispy onion rings</p> <p>Stuffed black mushrooms</p> <p>Diced potatoes</p> <p>Risotto</p>	<p><b>DAY 16</b></p> <p>Scones</p> <p>Muffins</p> <p>Cheese scones</p>
<p><b>DAY 17</b></p> <p>Bread making</p> <p>Fruit cakes</p> <p>Icing sugars</p>	<p><b>DAY 18</b></p> <p>Conference meals</p>	<p><b>DAY 19</b></p> <p>Costing and working out profit and losses</p>	<p><b>DAY 20</b></p> <p>Menu planning</p> <p>Menu development</p> <p>Designing menus</p>



<b>DAY 21</b> Bread making	<b>DAY 22</b> Cake decorating and making	<b>DAY 23</b> Pastry making	<b>DAY 24</b> Desserts
<b>DAY 25</b> Snacks and canapés	<b>DAY 26</b> Food presentation	<b>DAY 27</b> Meat cookery	<b>DAY 28</b> Practical evaluation
<b>DAY 29</b> Practical evaluation	<b>DAY 30</b> Graduation Ceremony		

**NB : the service provider must provide accommodation, meals and transport arrangements for SMMEs to and from the training venue.**

**5. Accountability and Reporting Structure**

The service provider will account to Umzimvubu Local Municipality LED & EM Department.

**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.
- Certificate in food nutrition
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.
- A BBBEE certificate.

Prepared By : L Dina  
Date : 10/07/18

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Approved By : M Matam  
Date : 10/07/18

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