



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 21/01 /2019

UMZ/2018-19/EFFECTIVE SPEAKING (CORPORATE SERVICES)

SERVICE PROVIDER TO DO TRAINING ON EFFECTIVE SPEAKING & PRESENTATION SKILLS.

Bidders are hereby invited to submit proposals/Quotations to do training on effective speaking and presentation skills as per terms of reference.

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 **30 January 2019**. 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 A. Monakali (SCM Manager) 039 255 8556/8563

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2018 - 2019 FY

EFFECTIVE SPEAKING & PRESENTATION SKILLS



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES & COUNCILLORS ON EFFECTIVE SPEAKING & PRESENTATION SKILLS

PROGRAMME: EFFECTIVE SPEAKING & PRESENTATION SKILLS

1. BACKGROUND

Regardless of one's personal charisma or charm, presenting clearly and persuasively is a skill that everyone can learn, refine and master. Good presentation skills are central to success in today's organizations. Those who are successful are the people who can transmit their views, ideas, and enthusiasm to others through presentation with grace and ease

This training intervention is part of the Workplace Skills Plan for the 2018/19 financial year and is aimed entirely at how to deliver effective presentations. It pays particular attention to the importance of body language, effective speaking and the factors of voice, and has sessions on handling questions and answers, and controlling your nerves.

2. TARGET GROUP

The municipality has identified eleven (11) employees and councillors to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To provide the employees and councillors with the practical skill and knowledge necessary to express themselves clearly, with confidence and power, in a variety of speaking situations.

3.1 The content should cover but not limited the following aspects:-

3.1.1 Course Introduction and Overview

3.1.2 Preparing Your Presentation

Content Topics

- Setting Your Objectives
- Knowing Your Audience
- Building the Structure

3.1.3 Timing Your Presentation

Content Topics

- How to prevent over-running

3.1.4 Overview of Communication

Content Topics

- The Three Parts of Communication

- Your Competition

3.1.5 Controlling Your Nerves

Content Topics

- Overcoming Your Fears
- Thinking Positive
- Being Realistic
- Taking Control
- Sticky Situations
- Paying Attention to Your Appearance
- Tips to Combat Nerves
- Nervousness Presentation

3.1.6 Body Language

Content Topics

- First Impressions
- Non Verbal Factors of Communication
- Avoiding the Traps

3.1.7 The Importance of Voice

Content Topics

- Factors Affecting the Voice
- Achieving Optimum Conditions for Speech
- Using Your Voice

3.1.7 Presentation Practice

Content Topics

- Presentation Preparation
- Presentation Delivery
- Presentation Evaluation

4. DURATION

This training has to be done and completed within a maximum number of three (03) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 8647
- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5 The participants shall be given training materials by the service provider.

- 5.6 To provide an Assessment Plan and assessment process during and after the training
- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.9. The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

1. Speak with poise and confidence at meetings and conferences;
2. Give polished and professional sales presentations;
3. Make effective communication appearances, including TV and radio.
4. Create killer presentations in less time;
5. Be able to structure presentations so that ideas, facts and supportive arguments flow logically and easily;
6. Improve delivery style and projection;
7. Be able to present a high impact talk to any chosen audience.

7. PROPOSAL/ SUBMISSION REQUIREMENTS

7.1 List of Contents

All proposals must cover the following aspects of importance:

7.1.1 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.

7.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

7.1.3 Accreditation

7.1.3.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

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

7.1.4 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

7.2 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 four months after completion of training.

7.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 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

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

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

7.6 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.

7.7 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.

7.8 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

7.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

7.10 Successful bidder will be required to submit a detailed close-out report.

7.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

8. WHERE TO SUBMIT:

8.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL EMPLOYEES & COUNCILLORS ON EFFECTIVE SPEAKING & PRESENTATION SKILLS”

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

8.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

8.3 **Due date for the submission of proposal is at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss A Monakali -Human Resources Development office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Monakali.Amanda@umzimvubu.gov.za.

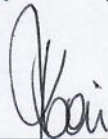
9.2 OTHER ENQUERIES

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



MRS N KUBONE
MANAGER: CORPORATE SEVIRCES