



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 10 OCTOBER 2019

UMZ/2019-20/MENTORSHIP (LED)

SERVICE PROVIDER TO CONDUCT DESIGNER MENTORSHIP PROGRAMME.

Bidders are hereby invited to submit proposals/Quotations to conduct designer Mentorship programme 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, 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 21 October 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 Mr A.Makanda & Mr T. Mbukushe (SCM Manager) 039 255 8540/06/8555

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

TERMS OF REFERENCE

FOR

DESIGNER MENTORSHIP PROGRAMME

1. Introduction:

- Umzimvubu Local Municipality LED 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 SMME development programmes.
- The Municipality has a mandate of ensuring that small businesses graduate into medium micro enterprises
- Umzimvubu Local Municipality therefore is looking for an accredited service provider with (FPMSETA NQF Level 1) to conduct a mentorship programme for 6 Local Designers

2. Request

- Umzimvubu Local Municipality is therefore looking for an accredited service provider to conduct a designer mentorship programme for 6 Local Designers of Umzimvubu area for a period of one month and secure market for them

3. Objectives of the Programme

- To improve the quality of products of the local designers
- Job creation and poverty alleviation
- To boost the local economy

- To assist the local designers to graduate from emerging to commercial designers
- To enhance the skill, creativity and innovation
- To get the maximum exposure of the designers

4. OUTCOMES

- Improved products
- Increased job opportunities
- Improved economy
- Qualified designers

5. COMPREHENSIVE PROPOSALS

The proposal must include all the financial costs for this exercise.

6. SCOPE OF WORK

The designer mentorship programme will cover the following for areas

1.1 TECHNICAL SKILLS

- Conduct Skills Audit of Participants
- Programme design and developments
- One on one Mentorship
- Marketing and Selling
- Quality management & Control
- Business plan development
- Pattern Making
- Merchandising
- Communication and presentation skills
- Costing a collection
- In-Retail Business Strategies
- Final Collection (Work wear, School Uniform, Church Uniform & Corporate Wear, Beadwork)

1.2 BUSINESS SKILLS

- Brand Management & Marketing
- Personal Development
- Financial Management

- d) Business Plan
- e) Export & Trade
- f) Consumer Protection Act

NB: The service provider will have to provide accommodation inclusive of meals (Breakfast, Lunch & Supper) for the duration of the training.

7. Accountability and Reporting Structure


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

8. 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.
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.
- A BBBEE certificate.

PREPARED BY : Miss L Dina
DATE : 

RECOMMENDED BY : Mr A Makhanda

DATE 02/10/19 : 

APPROVED BY : Mr S NTINZI

DATE : 