



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 28 October 2016

SERVICE PROVIDER TO CONDUCT A DESIGNER MENTORSHIP PROGRAMME

Bidders are hereby invited to submit proposals for designer mentorship programme. Terms of Reference will be available on the website and scm office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality with 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 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 08th November 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

Enquiries:

All technical enquiries may be directed to Ms. L. Dina 039 255 8569 SCM Mr T Mbukusho 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

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 to conduct a mentorship programme for 5 Local Designers

2. Request

- Umzimvubu Local Municipality is therefore looking for an accredited service provider to conduct a designer mentorship programme for 5 Local Designers of Umzimvubu area for a period of one month and secure market for them

3. COMPREHENSIVE PROPOSALS

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

4. SCOPE OF WORK

The +designer mentorship programme will cover the following for areas

1.1 TECHNICAL SKILLS

- a) Conduct Skills Audit of Participants
- b) Programme design and developments
- c) One on one Mentorship
- d) Marketing and Selling
- e) Quality management & Control
- f) Business plan development
- g) Pattern Making
- h) Merchandising
- i) Communication and presentation skills
- j) Costing a collection
- k) In-Retail Business Strategies
- l) Final Collection (Work wear, School Uniform, Church Uniform & Corporate Wear)

1.2 BUSINESS SKILLS


- a) Brand Management & Marketing
- b) Personal Development
- c) Financial Management
- d) Business Plan
- e) Export & Trade
- f) Consumer Protection Act

5. Accountability and Reporting Structure

The service provider will account to Umzimvubu Local Municipality LED 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.
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.
- A BBBEE certificate.

PREPARED BY : L Dina
 25/08/16

APPROVED BY : S BATYI

DATE : 25/08/16


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