



**UMZIMVUBU**  
LOCAL MUNICIPALITY

PERSON DEALING WITH THE MATTER: MR.S N. XASHIMBA

07/12/2015

**REQUEST FOR QUOTATION**

Umzimvubu Local Municipality invites interested service providers to provide us with Quotation for:  
**SERVICE PROVIDER TO DO BASIC BUSINESS SKILLS AND PEACH PROCESSING FOR SIMUNYE CLUSTER COOPERATIVE**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:**

**PRICE : 80**

**BBB-EE : 20**

Closing Date for submissions is: 21/12/2015 @ 12:00.

Compulsory Briefing:18/12/2015@ the site Mount Ayliff

For any queries & 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 COMPANY (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. A CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE. FAILURE TO SUBMIT WILL RESULT IN A BIDDER SCORING ZERO POINTS.**

**SUBMISSIONS ARE TO BE MADE AT THE QUOTATIONS BOX SITUATED AT THE SCM OFFICE IN MOUNT FRERE UMZIMVUBU LOCAL MUNICIPALITY OFFICES. NO QUOTATIONS SUBMITTED ELECTRONICALLY WILL BE CONSIDERED.**

  
-----  
**MR. GPT NOTA**  
**MUNICIPAL MANAGER**





**UMZIMVUBU**  
LOCAL MUNICIPALITY

## UMZIMVUBU LOCAL MUNICIPALITY

### TERMS OF REFERENCE

It is the intention of the Umzimvubu Local Municipality to enter into a formal contract with a service provider that will carry out the services described hereunder. These specifications and the service provider's proposal will form the basis of the contract.

#### SECTION 1: PROJECT TITLE

**Province** : **Eastern Cape**  
**Municipality** : **Umzimvubu Local Municipality**  
**Project Name** : **Training on basic business skills and peach processing for Simunye Cluster Cooperative**

#### SECTION 2: SUMMARY OF BRIEF

Proposals are being requested, from service providers who have experience and expertise to conduct training on canned fruit production for a co-operative which is within the Umzimvubu area of jurisdiction. This training will assist the beneficiaries to acquire the skills on how to produce good quality of canned fruit and dried fruit to meet the demands of the markets.

The successful service provider will be responsible for conducting a 10 day training programme to a cooperative of 30 members. The Service Provider will be required to provide training manuals and study materials during the training for all the members of the cooperative and lastly the service provider is expected to do mentoring of a month period and monitoring and evaluation of the cooperative and come up with a report with recommendations that will advise the Municipality on the viability of the business.



## SECTION 3: PROJECT DESCRIPTION

### 1. INTRODUCTION

- Umzimvubu Local Municipality LED Department has 5 areas of performance of which one of them is Environmental Management.
- The Local Economic Development (LED) Department has a responsibility of ensuring conducive environment for our local businesses and entities to operate.
- It has a responsibility also to ensure the utilization and value adding of local available resource for the improvement of livelihoods.
- Umzimvubu local Municipality is embarking on processing of all available maize products into finished usable products.
- The aim is to promote the use of locally available resources for betterment of Rural Livelihoods.

### 2. PROJECT PURPOSE:

- To conduct a 10 day training programme on basic business skills and peach processing for a co-operative with 30 members, provide training manuals and study materials for all the members that will be attending the training. The service provider is expected to do the mentorship of a one month period and also do monitoring and evaluation of the co-operative. The service provider will be expected to draft a report with recommendations that will advise the municipality on the viability of the business.

### 3. PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

The following outcomes and deliverables are required: Refer to attached specification.

- Training on canning
- Making peach chutney
- Making peach jam
- Personal provision and control, legal requirements, ownership, contracts and insurance.
- Operational plan, control of stock, the business premises, equipment and personnel.
- Record -keeping and basic Financial Statements.
- Cash flow forecast
- Cash Management and calculation of expenses.
- Basic calculations
- Competition and advertising.



- Business ideas and opportunities, feasibility and profitability and market research.
- Business cycle and basic concepts.
- Development of training material
- Mentorship for a period of 2 months
- Assessment of viability of their businesses and a report with recommendations.

#### **4. COMPETENCY / EXPERTISE REQUIREMENTS**

In order to complete this task the following expertise and competencies are deemed necessary:

1. Understanding of the co-operatives in general and the legislative and policy framework around Co-operatives and SMME's development sound knowledge of Development Economics.
2. Knowledge of the Umzimvubu Local area.
3. Facilitation / co-ordination skills
4. Report writing and presentation skills as it might be required.
5. Experience and knowledge in undertaking and completing similar assignments.
6. Be able to work within the specified timeframe.
7. Ability to start immediately after the appointment and carry out the process on a sustained basis until completion within the stipulated time.
8. Able to use participatory learning approach.

#### **SECTION 5: REPORTING REQUIREMENTS & CONSULTATION**

- For project management purposes the service provider will report to the LED/SMME Development Officer, Umzimvubu Local Municipality for substantive issues. Instructions to the service provider can only be given through or by the LED Manager and the LED/ SMME Development Officer as the project manager.

#### **SECTION 6: TIMESCALE & SCHEDULE**

The appointed service provider is expected to complete the training within 10 days, starting from November 2015. Any deviation from the accepted programme must be pre-negotiated with LED/ SMME Development Officer.



## SECTION 7: PROJECT PAYMENT MILESTONES

The Service Provider will be paid within 30 days upon submission of an invoice with all the necessary documentation required by the Umzimvubu LM.

## SECTION 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

### Closing date and enquiries:

**Mr T Matola (039 255 8500) LED officer.**

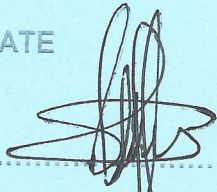
The proposals should be dropped at the Supply Chain Management Offices, Umzimvubu  
Local Municipality Mount Frere on before ....../.../2015 at 12h00



The ULM reserves the right to short list candidates, notify and invite those candidates to present their proposals to the ULM.

1. PREPARED BY : MATOLA

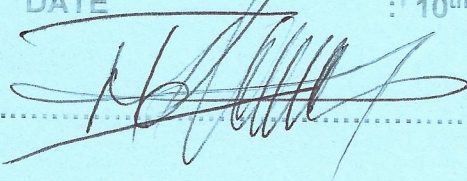
DATE : 10<sup>th</sup> /11/2015



.....

2. RECOMMENDED BY : M MATAM

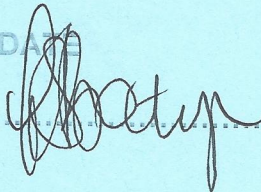
DATE : 10<sup>th</sup> /11/2015



.....

3. APPROVED BY : Ms BATYI

DATE : 10<sup>th</sup> /11/2015



.....