



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 16 MARCH 2020**

**UMZ/2019-20 /TOUR GUIDE TRAINING(LED)**

**SERVICE PROVIDER TO CONDUCT TOUR GUIDE TRAINING**

Bidders are hereby invited to submit proposals/Quotations service provider to conduct tour guide training as per ToRs advertised

**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 25 March 2020**. 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 Miss. 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 —

---

## TERMS OF REFERENCE

---

### TOUR GUIDE TRAINING

---

#### 1. Introduction:

- 1.1 Umzimvubu Local Municipality LED Department has 5 areas of performance of which one of them is Tourism
- 1.2 Umzimvubu Local Municipality is aiming to train and capacitate communities on tour guiding
- 1.3 The aim of training of local communities is to give directions and history of Umzimvubu area to visitors
- 1.4 Umzimvubu Local Municipality therefore is looking for a service provider that will conduct a 5 day tour guide training for Umzimvubu community.

#### 2. Project Situation

The project is situated in Umzimvubu area of Jurisdiction

#### 3. Request

Umzimvubu Local Municipality is looking for a service provider that will conduct a 5 day tour guide training for 4 beneficiaries of Umzimvubu area

**Comprehensive Proposals** with financial costs for this exercise

#### 4. Scope of Work

Item no	Goods/ services Description	Quantity
1.	<b>Training of new entrants as tourist guide:</b> <ul style="list-style-type: none"> <li>- A total of 14 learners for Adventure Site Guide (Mountain Walking) Training from Ntsizwa Mountain</li> </ul>	4 learners
2.	<b>Additional competencies in the form skills programmes incorporated in the following</b> <ul style="list-style-type: none"> <li>- Culture guiding</li> <li>- Nature Guiding</li> </ul>	4 learners
3.	<b>Additional competencies in the form skills programmes incorporated in the following</b> <ul style="list-style-type: none"> <li>-First Aid (Minimum basic level 1)</li> <li>- Drawing up an itinerary</li> <li>- Customer Care</li> <li>- Time Management</li> <li>- Guiding techniques</li> <li>- Manage safety ,minimize emergency incidences</li> </ul>	4 learners
4.	<b>The Successful accredited training provider would be expected to carry out the follow the following :</b> <ul style="list-style-type: none"> <li>- Induction of learners in conjunction with the National Department of Tourism</li> </ul>	

	<p>(NDT) upon commencement of the training programme.</p> <ul style="list-style-type: none"> <li>- The training provider is to develop a training schedule for each of the identified training programmes and include</li> <li>- Modules to be covered (theory &amp; practical)</li> <li>- Learning outcomes (aligned to the qualification/skills programme framework)</li> <li>- Training should take place during working hours from Monday-Friday</li> <li>- Provision of learning materials including stationery as well equipment which may be required</li> <li>- Learners are to be registered are to be registered onto the CATHSSETA database</li> <li>- Ability to track and monitor learner progress.</li> <li>- The Training provider is to organize a day to issue certificates to learners</li> </ul>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

## 5. Accountability and Reporting Structure

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

## 6. Project Management

A Project Manager from the Municipality who is an LED Manager will be responsible for all the executions/Deliverables during the process of the project. She/he will work with the Consultants/Service Provider from the start until the completion of the Project. She/he will ensure that all the deliverables stated above are met/executed, However the LED Manager may from time to time second personnel to assist whenever this deemed necessary.

## 7. Reference Materials

It is recommended that the following not limited to the listed documents be used for reference purposes:

1. Umzimvubu Tourism sector plan
2. Tourism Brochure

## Submission

- A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- Indicate experience in tourism brochure development
- An All-inclusive Quotation.
- Activity schedule.
- Company profile with a traceable track record and references should also be submitted.
- BBBEE Certificate
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.

PREPARED BY : Miss L Dina

DATE : 09/03/2020

RECOMMENDED BY : Mr A Makanda

DATE : 09/03/2020

AUTHORIZED BY : Mr S Ntinzi

DATE : 09/03/2020