



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 07 AUGUST 2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO CONDUCT TRAINING OF CATERERS ON TIME MANAGEMENT, HEALTH AND HYGIEN, CONFECTIONERY AND TABLE SETTING AS PER THE TERMS OF REFERENCE.**

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

PRICE : 80

BBB-EE : 20

Closing Date for submissions is 15/08/2014 @12:00.

For any enquiries & 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. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE. LATE QUOTATIONS WILL NOT BE ACCEPTED.

QUOTATIONS AND DOCUMENTS SUBMITTED WILL NOT BE ACCESSIBLE TO THE SUPPLIER/ BIDDER AS THEY WILL BE IN CONTROL AND IN CUSTODY OF THE MUNICIPALITY.

Mr. GPT Nota

Municipal Manager
813 Main Street, Mount Frere
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UMZIMVUBU
LOCAL MUNICIPALITY

TERMS OF REFERENCE

FOR

UMZIMVUBU LOCAL MUNICIPALITY FOR TRAINING OF CATERERS

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 SMMEs
- Umzimvubu Local Municipality aims to promote and improve the market of the local businesses.
- Umzimvubu Local Municipality therefore is looking for an accredited service provider to conduct a training to local caterers.

2. Request

- Umzimvubu Local Municipality is therefore looking for an accredited service provider to conduct a four days training to our local caterers. This training must take two days in Mount Ayliff and two days in Mount Frere.
- a. **COMPREHENSIVE PROPOSALS** with financial costs for this exercise.

4. SCOPE OF WORK

- Service Excellence training
- Food and hygiene management training
- Meal planning training
- Business skills
- Time management
- Table layout
- Flexibility & Attitude
- Accredited certificate
- Practicals on both cooking and baking on day two

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.

Enquiries

**Enquiries to be forwarded to Ms Lindile Dina LED Office @ 039 255 8500 or Ms. S
Batyi @ 082 747 0435**