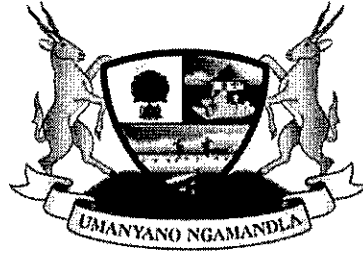


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

REQUEST FOR QUOTATION MBIZ LM/28/10/20/ F BET CLLRS

ADVERT FACILITATOR: BUSINESS ENGLISH TRAINING FOR COUNCILLORS

Quotations are hereby invited from suitable service providers for **Facilitator: Business English Training for Councillors**. Specifications and terms of reference are available in the municipal website.

NB: MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL LEAD TO THE TENDER BEING REGARDED AS NON-RESPONSIVE.

A Tax Pin printout as provided by SARS, Proof of registration with central supplier database (CSD). Copy of company Registration/Founding Statement/CIPC Document. Original/ Certified B-BBEE certificate or a consolidated B-BBEE in the case of a joint venture (non-elimination item). Signed JV Agreement for Joint venture where applicable. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. **No couriered, hand delivered, faxed, incomplete and late tenders will be accepted. No bidders will be considered if not registered on the Central Supplier Database.** Mbizana Local Municipality reserves the right not to appoint the highest scoring bidder. Value for money will be one of key determinant. Mbizana Local Municipality supply chain management policy will apply. **MBD 1, 4, 6.1, 6.2, 6.4, 8 and 9 are compulsory submission. A signed certificate by the bidder and proof certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other provider in respect of which payment is overdue more than 30 days.** All the certified copies of documents must not be more than 6 months old. Mbizana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid. **Evaluation Criterion is 80/20.**

Published: on the 28/10/2020. .

Compulsory Briefing: Not Applicable.

NB: NOTENDERS WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y) NIES NOT REGISTERED IN THE CENTRAL DATABASED.

Closing date: 06 November 2020; All tenders must be emailed to quotes.scm@mbizana.gov.za by not later than 12h00. All quotations must be referenced stating "Name of the project and Reference number indicated above".

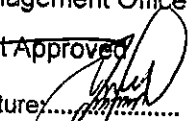
Terms of reference or specification must be downloaded from the following link/ address by selecting the project name as indicated: <http://www.mbizana.gov.za/tenders/>

All required MBD forms must be downloaded from the following link/ address: <http://www.mbizana.gov.za/wp-content/uploads/2020/06/Mbizana-LM-MBD-Forms.pdf>

Enquiries: Technical enquiries are addressed to Mr. Z. Gwala, Senior Manager: Corporate Services , @ 066 476 3623, email: gwalaz@mbizana.gov.za and SCM enquiries to Supply Chain Manager, Mr. Z Khala @ 079 836 0942, email: khalaz@mbizana.gov.za.


Mr. L. Mahlaka
Municipal Manager

Supply Chain Management Office
Approved/Not Approved
Date:.....Signature:.....





MBIZANA LOCAL MUNICIPALITY

**TERMS OF REFERENCE FOR BUSINESS ENGLISH SHORT COURSE
FOR 10 COUNCILORS**

TERMS OF REFERENCE

NAME OF THE PROJECT, BUSINESS ENGLISH

1. INTRODUCTION OF THE PROJECT

To obtain services from the accredited training provider who will assist in building the councilors career in growing their companies, crucial effective skills in business writing for them to get ahead.

2. AIM OF THE PROJECT

The objective of the project is to assist 10 Councilors to be equipped with certified skills in business English short course.

3. SPECIFICATIONS

1. Assist to develop and refine professional communication skills
2. Gain ability in writing CVs
3. Drafting of professional emails.
4. Preparation and design of documents
5. Correspondence and language
6. Electronic and traditional correspondence
7. Visual business communications in order to convey their ideas clearly and impact assess learner's ability to be competent in Business English programs. .
8. Introduction to report writing
9. Proposals
10. Business plans
11. Writing of minutes

4. SCOPE OF WORK

1. Conduct packages to assist to complete
2. Clearly specify the specific outcomes of the training.
3. Certificate of completion to be issued

5. KEY DELIVERABLES

1. Training will be conducted at appropriate venue as arranged by the Municipality and the provider must provide,
2. Lesson plan
3. Guide and facilitate the attendees

4. Specify Methods to be used
5. Attendance register must be provided during lessons
6. Evaluation forms at the end of the learning program

6. EXPECTED OUTCOME

The learners must be assessed and certificates must be issued.

7. PROJECT BUDGET AND PRICING

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain valid for 60 days after the submission date.

The preferred service provider shall be appointed on the basis that the budget Submitted in the proposal shall be considered to be the final project budget. No escalation of cost shall be allowed for the duration of the project.

8. FUNCTIONALITY

ITEM	WEIGHT
Previous experience, traceable references	35
Capacity and Expertise, valid accreditation letter/ certificate to reflect accreditation number from relevant MICT SETA Expertise; <ul style="list-style-type: none"> ✓ Facilitator must have the following qualifications and more than 5 years' experience:- ✓ Other business training ✓ Assessor Certificate NB: 0 points will be claimed where not all certificates are not attached and Experience is not demonstrated.	35
Methodology, A proven track record of conducting Trainings.	30

1. Service provider must demonstrate capacity to deliver on the project and share their methodology and details