



MKHAMBATHINI LOCAL MUNICIPALITY

REQUEST FOR QUOTATION

Advert Date 30 OCTOBER 2019

The Mkhambathini Municipality invites eligible and accredited service providers to submit written quotations for facilitator unemployed graduates.

Below is the specification for facilitator required:

The service provider will need to deliver a programme that will cover the following topics:

- Understanding who you are and your personal journey (personality, values, interests, attitudes, beliefs)
- Career Mapping
- How to look for a job (Newspapers, Databases, internet)
- Understand job adverts (requirements and job contents against what you possess)
- Writing a clear/ precise Curriculum Vitae (CV)
- Writing a Cover letter and online applications
- Filling out the z83 form
- Interview skills and preparing for interview

OTHER DELIVERABLES:

- Proposed programme (similar for both days) – to be submitted with quotation
- The seminar will be held as follows;
 - Number of participants: 40 (20 per day)
 - Number of days: 2 days
 - Date: 07-08 November 2019
 - Start Time: 09h00
 - Venue: Mkhambathini Council Chambers

Quotations with the valid tax clearance certificate i.e CK1, all MBD forms to be filled BBBEE Certificate and Central supplier database registration confirmation sealed in an envelope marked with quotation for facilitator, must be deposited during office hours, 08H00 to 16H15, Monday to Friday in the Tender Box of Mkhambathini Local Municipality, 18 Old main Road, Camperdown, 3720, on or before **06 November 2019**.

For more information, please contact SCM officer on (031) 785 9338

Late and Faxed quotations will not be accepted.

Z.M Mdlazi

Acting Municipal Manager

A handwritten signature in black ink, appearing to be 'Z.M Mdlazi', written over a horizontal line.