MKHAMBATHINI LOCAL MUNICIPALITY

REQUEST FOR QUOTATION

Advert Date 30 OCTOBER 2019

The Mkambathini 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: Mkambathini Council Chambers
Quotations with the valid tax clearance certificate i.e CK1, all MBD forms to be filled BBEE 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 Mkambathini 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