



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date: 18/08/2015

Request for Quotation036

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation and Proposals : TO CONDUCT TRAINING FOR 20 EMPLOYEES IN ADVANCED EXCEL .**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

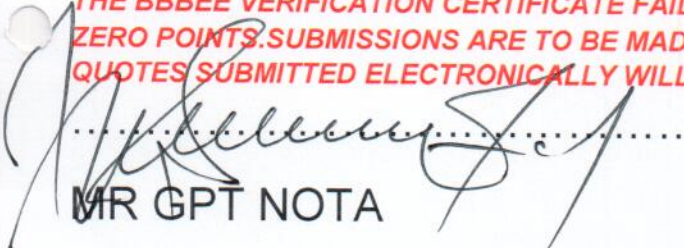
BBB-EE: 20

Closing Date for submissions is 28/08/2015 @ 12:00 **noon.**

For any enquiries and 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 COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE FAIL TO SUBMIT WILL RESULT IN A BIDDER SCORING ZERO POINTS. SUBMISSIONS ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.


MR GPT NOTA

MUNICIPAL MANAGER

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPALITY OFFICIALS ON ADVANCED EXCEL

PROGRAMME: ADVANCED EXCEL

1. Background

- 1.1 Umzimvubu Local Municipality is fully committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently.
- 1.2 This will also be provided to enable them to acquire the skills, knowledge and related qualifications and to unlock their potential to meet its future human resources needs.
- 1.3 The Corporate Services Department: Human Resources Division has conducted the skills audit for all employees in preparation for the WSP of 2015/16 financial year. The training needs identified by the employees are all entered in the approved 2015/16 Workplace Skills Plan which was also submitted to and approved by LGSETA.

2. Target Group

- 2.1 Twenty (20) Employees who have requested the said training programme through filling the skills audit form in 2015/2016 financial year.

3. Goals and Content of the Training:

The advanced Microsoft excel training is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

3.1 The content should cover but not limited the following aspects:-

- 3.1.1 Update Workbook Properties
- 3.1.2 Create and Edit a Macro
- 3.1.3 Apply Conditional Formatting
- 3.1.4 Add Data Validation Criteria
- 3.1.5 Troubleshoot Invalid Data and Formula Errors
- 3.1.6 Watch and Evaluate Formulas
- 3.1.7 Create a Data List Outline and Sparklines
- 3.1.8 Create Scenarios

- 3.1.9 Perform a Statistical Analysis with the Analysis ToolPak
- 3.1.10 Create Interactive Data with Power View
- 3.1.11 How to Create a Power View Report
- 3.1.12 Creating a Power View Worksheet
- 3.1.13 Consolidate Data
- 3.1.14 Link Cells in Different Workbooks
- 3.1.15 Merge Workbooks

4. Duration

- 4.1 This exercise has to be done and completed for one (01) working day.

5. Methodology

- 5.1 The course should be engaging and interactive.
- 5.2 Feedback and tips for improvement should be given to each of the participants.
- 5.3 Twenty (20) municipal employees will be trained on Advanced Excel.
- 5.4 The participants shall also be given training materials by the service provider.

6. PROPOSAL/ SUBMISSION REQUIREMENTS

6.1 List of Contents

All proposals must cover the following aspects of importance:

6.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

6.1.2 Proposed Methodology

6.1.2.1 Service provider should come up with a sound and workable methods for the development of the above and ensure that the schedule for the duration of the training programme is attached for easy reference and approval thereof.

6.1.3 Accreditation

6.1.3.1 Each training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

6.1.3.2 A copy of accreditation certificate, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

6.1.4 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether it's inclusive of VAT or not.

6.1.5 Expertise Required:

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least before six months.

6.1.6 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below and 6.1.3 above. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

6.1.7 The consortium submitting the proposal must declare any conflict of interests that it may have.

6.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole

6.1.9 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

6.1.10 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

- 6.1.11 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 6.1.12 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 6.1.13 Successful bidder will be required to submit a detailed close-out report.
- 6.1.14 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

6.2 Where to Submit:

- 6.2.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL EMPLOYEES ON ADVANCED EXCEL”

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

- 6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.
- 6.2.3 **Due date for the submission of proposal is 17 August 2015 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

7. INFORMATION AND QUERIES

7.1 TECHNICAL QUERIES

To the attention of Mr. S Dinga-Human Resources Development office
and Mr N Zibi –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email: dinga.sizwe@umzimvubu.gov.za.

7.2 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

813 Main Street
Private Bag X 9020

MOUNT FRERE

5090

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