



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 14 FEBRUARY 2018

UMZ/2017-18/Training -001 C&S

Bidders are hereby invited to submit proposals/Quotations for the following trainings.

Training	Closing date
Councillors attending computer literacy	23 February 2018
Leadership and Ethics training for 9 EXCO members	23 February 2018
Advanced driving for three employees	23 February 2018
Animal Health Programme for 6 people	24 February 2018
Computer Literacy training for 27 ward councillors	28 February 2018
Ethics and Fraud Prevention for 64 municipal council	28 February 2018
Training on Plumbing for 6 employees	28 February 2018

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 7813 Main Street, Mt Frere** not later than **12h00 noon**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms. A. Monakali/ Mr Mbukushe (SCM Manager) 039 255 8556

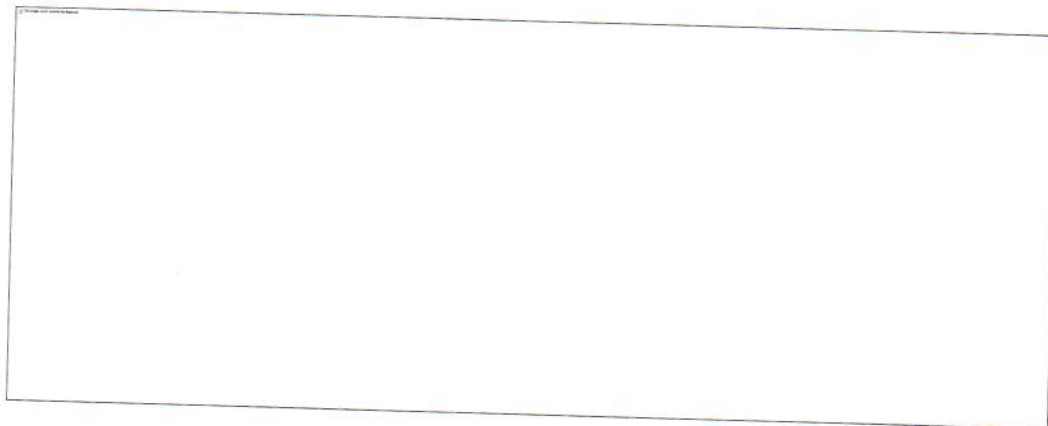
Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090



UMZIMVUBU LOCAL MUNICIPALITY

2017 - 2018

**COMPUTER LITERACY FOR UMZIMVUBU WARD
CLERKS**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL WARD CLERKS ON COMPUTER LITERACY

1. Background

The computer literacy is aimed to those who have never used a computer before or those who have had limited interaction with a computer.

The aim of this training intervention is to equip Umzimvubu Ward clerks to become qualified in computer literacy and develop the potential to become productive individuals in the community.

2. Target Group

There are 27 ward clerks to be trained.

3. Goal and Content of the Training

To provide the ULM Ward clerks with essential knowledge and skills in the use of the computer and computing devices to support various study and work functions. Then there is a practical component focused on application programs including word processing, spreadsheets, presentation and the use of the Internet. The course places a stronger emphasis on the practical component.

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

3.2.1 Introduction to computers, mouse and keyboard skills

Content Topics

- Input
- Storage
- Processing
- Output.

3.2.2 Introduction to basic ICT theory, hardware and software

Content Topics

- What is a computer?
- Computer System
- Software Systems

3.2.3 Introduction to computer operating systems and Windows 7

Content Topics

- Opening and closing programs
- Creating a basic document and using cut, copy, past, bold.
- Saving and printing a document
- Organising files and folders
- Customising display, installing programmes and maintaining the computer

3.2.4 Introduction to Microsoft Word 2013

Content Topics

- Create and edit documents
- Templates; Creating, Opening and Saving Documents
- Typing, Editing, and Deleting Text
- Adding page numbers, headers and footers, and spell and grammar check documents.

3.2.5 Introduction to Microsoft Excel 2013

Content Topics

- create spread sheets
- using basic formulas (plus, minus, division and multiplication)
- advanced formulas, charts, using outlines

3.2.6 Introduction to Microsoft PowerPoint 2013

Content Topics

- proofing a presentation
- changing the background colour and colour schemes
- animating slides
- using Microsoft Word to create a presentation

3.2.7 Introduction to Internet and Email

Content Topics

- Browser software
- Create email
- Compose, manage, and respond to email
- Edit and organize mail messages using Microsoft Outlook

4. Duration

This exercise has to be done and completed within a maximum number of five (5) days.

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 This computer literacy training programme should be delivered at the aligned National Qualification Framework (NQF) level with specified units standards and credits – 113836
- 5.4 The service provider must ensure that the competency assessment is done to all participants.
- 5.5 11 Ward clerks will be trained on the computer training (intermediate)
- 5.6 All participants should also be given training material.
- 5.7 A detailed close-out report for the work done should be submitted at least one week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.9 The training may be conducted in or out of the municipal premises and arrangements related logistics shall be done within the municipality

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

Service provider should come up with a sound and workable methods for the development of the above.

6.1.3 Accreditation

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

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 (Business Plan)

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:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

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. 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 WARD CLERKS ON COMPUTER LITERACY"

6.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at 813 Main Street, Mount Frere.

7. INFORMATION AND QUERIES

7.1 TECHNICAL QUERIES

To the attention of Miss A Monakali -Human Resources Development Officer
and Mr T Mbukushe -Supply Chain Manager

Phone: +2739 255 8562/8556

Fax : +2739 255 0167

Email: Monakali.Amanda@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
KwaBhaca
5090

Phone: +2739 255 8500

Fax : +2739 255 0167


MRS N. KUBONE
MANAGER CORPORATE SERVICES