



# UMZIMVUBU

— LOCAL MUNICIPALITY —

**ADVERT DATE: 31 October 2016**

## **SERVICE PROVIDER TO CONDUCT ADVANCED COMPUTER TRAINING FOR 15 BTO OFFICIALS**

Bidders are hereby invited to submit proposal for advanced computer training for 15 bto officials. Terms of Reference will be available on the website and scm office for free.

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

Umzimvubu Local Municipality with 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 Document. 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. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 11 November 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above."

No Service provider will be considered if a person(s) working for the service of the State.

### **Enquiries:**

All technical enquiries may be directed to Mr. L. Matshoba 039 255 8569 SCM Mr T Mbukushe 0392558555

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**  
**Tel: (039) 255 -8500**  
**Fax: (039) 255- 01673**

  
**GPT NOTA**  
**MUNICIPAL MANAGER**



**UMZIMVUBU**  
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**Training on:-  
Ms Excel  
Ms Word  
Ms PowerPoint**

**2016 - 2017**

**TERMS OF REFERENCE****TRAINING OF BTO STAFF ON MS EXCEL MS WORD AND POWERPOINT**

This serves to invite suitable qualified and or accredited training providers to submit proposals in the form of quotations for training of 15 people on Ms Excel, Ms Word and PowerPoint.

**1. SCOPE**

PROJECT	DELIVERABLES
Ms Excel	<ul style="list-style-type: none"><li>• Combining data from multiple sources</li><li>• Data sorting, filtering, freezing pains, subtotals, databases and data validation.</li><li>• Lookup functions.</li><li>• IF-functions.</li><li>• Pivot tables</li><li>• Importing data from Excel to Access.</li></ul>
Ms Word	<ul style="list-style-type: none"><li>• Tables.</li><li>• Charts.</li><li>• Page numbering.</li><li>• Headers and footers.</li><li>• Auto text.</li><li>• Document formatting.</li><li>• Multi column documents.</li></ul>
Ms PowerPoint	<ul style="list-style-type: none"><li>• Outline and custom-design PowerPoint presentations using various styles, templates, layouts, formats and colours.</li><li>• Use the tools and functions available in the software programme.</li><li>• Incorporate audio, visuals and hyperlinks.</li><li>• Understand the principles of presentation delivery so as to be able to produce a presentation for effective delivery by another person.</li><li>• Presentation speaking and using equipment concurrently.</li></ul>

Appointed Service Provider will be expected to provide a comprehensive set of materials, including course notes and all the class examples as well as brochures/handbooks for each participants.

## 2. Evaluation criteria

80/20: 20 is for BBBEE certificate, sworn certificate or exempt Certificate. 80 is for price.

PRE-QUALIFICATION a minimum points to be scored in order to be evaluated further is 60 points

Criteria	Scores
Methodology	40
Previous experience with similar projects and with project completion certificates	60
Total	100

## METHODOLOGY SCORING

CRITERIA	RAITING	WEIGHT
Methodology	Cash flows with Projections and method of statement	40
Previous experience with similar projects and with project completion certificates	3 Similar Projects 2 Similar Projects 0 Projects	40 20 0

Service providers must submit a detailed proposal with contactable references for the projects undertaken and include the client details.

Prepared by: - 

LL MATSHOBA- ASSISTANT MANAGER REVENUE & DEBT COLLECTION

Approved by: - 

B. BAVU-NCYOINI- DEPUTY CFO