



## UMZIMVUBU LOCAL MUNICIPALITY

### QUOTATION REQUEST

ADVERT DATE: 01 August 2016

Bidders are hereby invited to submit their proposals for computer literacy training for Councillors: Terms of reference will be available on the municipal website and at SCM office for free.

**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 A proof of verification certificate with pin number must be attached for verifying if tax matters are in order, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture or SWORN affidavits (non-elimination item). JV Agreement for Joint venture. 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.
- List of projects of similar nature undertaken with clear contact details of reference.
- Tenderers are encouraged to be registered on the **Central Supplier Database (CSD)** a supplier number must be furnished if not already registered. Documents to be filled with black pen.
- Umzimvubu Local Municipality does not bind itself to accept the lowest tender or any other bid.
- Submit company profile detailing previous experience with contactable references and CV's for the team.
- Accreditation certificate relevant to the above mentioned training.

**NO SERVICE PROVIDER WILL BE CONSIDERED IF A PERSON(S) WORKING FOR A STATE.**

#### CLOSING DATE

**No couriered, faxed, e-mailed and late tenders will be accepted.** Completed bid documents in sealed envelope clearly marked the name of the project must be deposited to the **Bid Box** situated at SCM office of **Umzimvubu Local Municipality** Offices at **813 Main Street, Mt Frere** not later than **12h00 noon on Thursday, 11<sup>th</sup> August 2016**, where they will be opened in public.

#### Enquiries:

All SCM related enquiries can be directed to Mr. T Mbukushe at: (039) 255 8500 and Technical Enquiries A Monakali or Mrs. N Kubone T 039 255 8500 Fax: 039 255 0167.

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

**GPT Nota**  
**Municipal Manager**

## **TERMS OF REFERENCE**

### **TRAINING OF UMZIMVUBU MUNICIPAL COUNCILLORS 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.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year for our new councillors, and our aim is for uMzimvubu councillors to become qualified in computer literacy and develop the potential to become productive individuals in the community.

#### **2. Target Group**

Fifty four (54) Councillors to be trained.

#### **3. Goal and Content of the Training**

The goal of this module is to provide them 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 upon appointment.



## 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 intermediate training programme should be delivered at the aligned National Qualification Framework (NQF) level with specified units standards and credits.
- 5.4 The service provider must ensure that the competency assessment is done to all participants/Councillors submitted their POEs.
- 5.5 54 Councillors 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 Evaluation criteria: PPPFA: 80/20 where 80 points will be for price and 20 points for BBBEE

## Functionality

Total 100 Points

DESCRIPTION	MEASUREMENT	SCORING
<u>Previous Experience &amp; Capacity</u> <ul style="list-style-type: none"><li>Similar nature of project- 1 Project</li></ul>	=40 points	<b>40 Points</b>
2 Projects	=20 points	
3 Projects	=10 points	

6.2.3 Due date for the submission of proposal is 18 August at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED

## 7. INFORMATION AND QUERIES

### 7.1 TECHNICAL QUERIES

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

Phone: +2739 255 8562/8556

Fax : +2739 255 0167

Email: [Monakali.Amanda@umzimbvubu.gov.za](mailto:Monakali.Amanda@umzimbvubu.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 SEVIRCES**