



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 05 November 2020

UMZ/20-21/COMPUTER TRAINING(BTO)

SERVICE PROVIDER TO CONDUCT ADVANCED COMPUTER TRAINING

Bidders are hereby invited to submit proposals/Quotations for service provider to conduct advanced computer trainings per ToRs.

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, 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 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 813 Main Street, Mt Frere** not later than **12h00 noon on 13th November 2020**. 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 Mr S. Jojo & Mr Mbukushe (SCM Manager) 039 255 8500
Mbukushe.Themba@umzumvubu.gov.za

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

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2020- 2021

ADVANCED COMPUTER TRAINING



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON ADVANCED COMPUTER SKILLS

1. Background

Advanced computer empower with Microsoft Office advanced skills that will enable employees to harness the power of computing for their own benefit in an organisation.

The aim of this training intervention is to equip Umzimvubu employees with advanced office management, data processing, analysis & presentation skills and become productive individuals in their working fields.

2. Target Group

The Municipality have identified BTO Interns

3. Goal and Content of the Training

The goal of this module is to provide employees with advanced essential knowledge and skills in the use of the computer and computing devices to support various study and work functions. 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 ADVANCED MICROSOFT WORD

Content Topics

- Work with advanced styles and AutoFormat features, linking styles.
- Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
- Work with very large documents that require a table of contents, footnotes, endnotes, and cross-references.
- Manage and track document changes, using highlights and comments.
- Insert multimedia elements in a Web Page.
- Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming.

3.2.2 ADVANCED MICROSOFT EXCEL

Content Topics

- Create, modify, and format charts.
- Use graphic objects to enhance worksheets and charts.

- Filter data and manage a filtered list.
- Perform multiple-level sorting, use sorting options, and design considerations.
- Use mathematical, logical, statistical, and financial functions.
- Group and dissociate data and perform interactive analysis.
- Create and modify some Macro commands.

3.2.3 ADVANCED MICROSOFT ACCESS:

Content Topics

- Create parameter and action queries.
- Join tables, work with join properties, and create cross-tab queries.
- Organize field placement and use functions to control data entry.
- Use advanced form techniques.
- Create basic Macros to automate forms and data entry.
- Use Macros to provide user interaction and automate tasks.
- Customize the appearance and functionality of reports.
- Use hyperlinks and perform data integration.

3.2.4 ADVANCED MICROSOFT POWERPOINT

Content Topics

- Create a template and work with a Design template.
- Work with graphics, animation and multimedia, inserting movies and sound.
- Work with the Office Suite to create slides from an outline and send slides to Microsoft Word.
- Customize PowerPoint toolbars and automate the slide production.
- Use AutoCorrect and the Style Checker.
- Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, and using the Meeting Minder.
- Explore online meetings and broadcast presentations.

4. Duration

This training has to be done and completed within a maximum number of five (05) working days.

5. 5. METHODOLOGY

- 5.1 The course should be engaging and interactive.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 114979

- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5 The participants shall be given training materials by the service provider.
- 5.6 To provide an Assessment Plan and assessment process during and after the training
- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (2) months after completion of training.
- 5.9. The training will be conducted in 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

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

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

6.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references

6.1.4 Proposed Cost Structure

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

6.2 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 four months after completion of training.

6.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 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

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

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

6.6 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.

6.7 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.

6.8 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

6.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.10 Successful bidder will be required to submit a detailed close-out report.

6.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

7. WHERE TO SUBMIT:

7.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL EMPLOYEES ON ADVANCE COMPUTER TRAINING”

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

7.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

8. INFORMATION AND ENQUIRIES

8.1 TECHNICAL ENQUIRIES

To the attention of Mr S Jojo and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8569/8570

Fax : +2739 255 0167

Jojo.Siphosethu@umzimvubu.gov.za

8.2 OTHER ENQUERIES

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

Phone : +2739 255 8563

Fax : +2739 255 0167



TF Fundira: CFO