



## **UMZIMVUBU**

LOCAL MUNICIPALITY

**ADVERT DATE: 17 August 2016**

### **SERVICE PROVIDER TO CONDUCT A TRAINING ON COMPUTER LITERACY FOR 16 EMPLOYEES**

Bidders are hereby invited to submit proposals on computer literacy training for 16 employees, Terms of Reference will be available on the website and scm office for free. proposals

#### **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 26 August 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 Ms .A. Monakali 039 255 8500 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**

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



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2016 - 2017**

**COMPUTER LITERACY TRAINING**



## TERMS OF REFERENCE

### TRAINING OF UMZIMVUBU MUNICIPAL EMPLOYEES ON COMPUTER LITERACY

#### 1. Background

In Umzimvubu Municipality, computer skills are an incredibly valuable addition to any employee's personal portfolio. As an employee, developing and cultivating computer skills can greatly increase desirability in an organisation, and it can allow one to take on roles they might not have previously considered.

This training intervention is part of the Workplace Skills Plan for the 2016 / 2017 financial year, and our aim is to equip umzimvubu employees with the necessary skills and knowledge needed to operate computers effectively and enhance their productivity.

#### 2. Target Group

There are sixteen (16) Municipal Employees who have requested the said training and are from the following department:

Citizen & Community Services (x16)

#### 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 work functions. Then there is a practical component focused on application programs including word processing, spreadsheets, presentation and the use of the Internet.

#### 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/employees submitted their POEs.
- 5.5 16 employees 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.

#### **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 FOR ULM EMPLOYEES ON COMPUTER LITERACY”**

- 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 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@umzimvubu.gov.za](mailto: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



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**MRS N KUBONE**  
**MANAGER CORPORATE SEVICRES**