



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
[BASIC COMPUTER SKILLS COURSE]
2022/23 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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4735

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The South African reality is that there is high rate of youth unemployment challenges, with the majority of our population being employed in lower skilled jobs. Of concern is our digital economy, with skills shortages especially within the context of job creation and the promotion of local businesses. All businesses are being digitally disrupted, which presents an opportunity for a growing digital economy. Of course, skeptics are concerned that growth driven by the 4th Industrial Revolution will be even more exclusionary than in the past. However, young people need to be well equipped where technology is concerned.

Furthermore, the 40 learners will be transported by the schools from and to the training venue.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

- Enhance basic computing skills for 40 young people living with disability

1.2.1 Overall objective

To provide a credit bearing training basic computing skills to empower youth living with disabilities with accredited computing skills.

1.2.2 Specific Objectives

- **Module 1; day 1** – Ms Word processing
- **Module 2; day 2** – MS Excel processing
- **Module 3; day 3** – Ms Access processing
- **Module 4; day 4** – Internet and e-mail, (MS Outlook)
- **Module 5; day 5** - Keyboard skills
- **Awarding of certificates**

2. SCOPE & EXTENT OF WORK

Skills development / Training on basic computer skills for 40 learners living with disabilities. The training provider will be responsible for the provision of material or tools needed by the 40 learners for the training for the duration of 5 days. The audience / learners have special needs, thus the provider will be responsible for providing drinking water and lunch for the duration of the program. A central venue for Ntabankulu, Bizana, Umzimvubu and Matatiele that will be easily accessible for wheelchairs and crutches will also be arranged by the provider for the duration of the program.

3. PROJECT TIME FRAME

The project time frame will be 2 weeks from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Demonstrate an understanding and ability to use computer
- Issuing of certificates

5. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a daily basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

7. SUBMISSION OF QUOTATIONS

Proposals must be placed in a sealed envelope and clearly marked: "Basic Computer Skills Course" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the _____

8. EVALUATION CRITERIA

Evaluation criteria of the Quotations;

The Quotations will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 03 or more Computer Skills Development training to the value of R30 000,00 each	50

Traceable record for successful completion of a minimum of 02 Computer Skills Development training to the value of R30 000,00 each	40
Traceable record for successful completion of a minimum of 01 Computer Skills Development training to the value of R30 000,00	30
Total Scoring	50
<p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order <p>OR</p> <ul style="list-style-type: none"> -A completion certificate for each project completed 	

Capacity and Expertise to Undertake the Project	
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	
A Project Team with the following areas of expertise:	
Team Leader must have a minimum of NQF Level 6 qualification in Computer Science / IT	30
One or more personnel must have a minimum of 6 months certificate in Project Management / Communication Skills including sign language	20

Total Scoring (30 + 20) NB: Attach CV and certified copies not older than 3 months for all qualifications	50
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For any queries regarding this quotation, please contact Project Manager, S. Jiba for project related queries; on (039) 254 5025 or; Supply Chain Management contact for SCM related queries, Mr A. Mthwesi at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



N. R. XOLO
ACTING MUNICIPAL MANAGER

Approved/Not Approved


Mr. L. Mdutyana
BSC Chairperson

Comments by Chairperson:
Approved - Basic Computer Skills Course.



ALFRED NZO

DISTRICT MUNICIPALITY

Enquiries: N. Gawulana

19 August 2022

SPECIFICATION FOR SKILLS DEVELOPMENT PROVIDER

Item	Description	Quantity
1. Skills development provider	1. Skills facilitator to provide skills development on basic computer skills for 40 learners under the following modules: - <ul style="list-style-type: none">• Module 1; day 1 – Ms Word processing• Module 2; day 2 – MS Excel processing• Module 3; day 3 – Ms Access processing• Module 4; day 4 – Internet and e-mail, (MS Outlook)• Module 5; day 5 - Keyboard skills• Accredited Certificates	1
2. Training material	2. Training material needed for 40 learners to undergo basic computer skills training	40

N. GAWULANA
REQUISITION OFFICER

APPROVED / NOT APPROVED BY

Z. MAZWI
MANAGER: SPU