



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

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## **TERMS OF REFERENCE**

**[ADVANCED COMPUTER SKILLS COURSE]**

**2022/23 FINANCIAL YEAR**

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**4735**

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## **BACKGROUND AND OVERVIEW OF THE PROJECT**

Alfred Nzo District Municipality has a partnership with Bank SETA which has seen young people employed for a year starting from April 2022 which will end in April 2023. Most of our youth population being employed in lower skilled jobs due to lack of work experience, the Bank SETA program will be an added advantage where work experience is concerned. Of concern is our digital economy, with skills shortages especially within the context of job creation and the promotion of local businesses.

### **1.1 INTRODUCTION**

All businesses are being migrated to digital operations, 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. However, as part of the capacitation of Bank SETA interns, a digital skills development program will be coordinated to enhance the digital skills of the learners.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

Advanced computing skills for 55 Bank SETA Learners.

#### **1.2.1 Overall objective**

To provide a credit bearing training advanced computing skills to empower Bank SETA interns.

#### **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**

## **SCOPE & EXTENT OF WORK**

Skills development / Training on basic computer skills for 55 learners. The training provider will be responsible for the provision of material or tools needed by the 55 learners for the training for the duration of 5 days. Venue will be organized by the provider for the duration of the training.

## **2. PROJECT TIME FRAME**

The project time frame will be 1 week, (5 days) from the date of appointment of the service provider.

## **3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

Demonstrate an understanding and ability to use computer.

## **4. STAKEHOLDERS CONSULTATION**

Not applicable

## **5. PROJECT MANAGEMENT**

In cases where the appointed service provider appoints the services of other consultants or, the appointed service provider will take responsibility of the work. The client will deal with the contracted service provider. 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. The Project Manager has the right to change the frequency of reporting as and when necessary.

## 7. SUBMISSION OF QUOTATIONS

Quotations must be placed in a sealed envelope and clearly marked: "**Advanced Computer Skills Development**" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_

## CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Quotations;

The Quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to Execute Work
- Stage 2- Price and Specific Goal

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

ITEM	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>Total Scoring</b>	<b>100</b>

## Price and Preference

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	6
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
Disabled	Attach a Signed Letter from Health Practitioner	6
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
<b>Total Scoring</b>		<b>100</b>

Previous Company Experience	
<b>Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of a minimum of 03 or more Computer Skills Development training to the value of R50 000,00 each	50
Traceable record for successful completion of a minimum of 02 Computer Skills Development training to the value of R50 000,00 each	40
Traceable record for successful completion of a minimum of 01 Computer Skills Development training to the value of R50 000,00	30
<b>Total Scoring</b>	<b>50</b>
<b>Note COMPULSORY attachments for verifying work done:</b>	

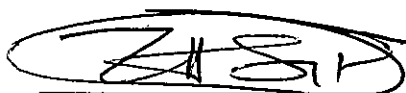
<p>1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by previous employer as a means of verifying references for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated based on:</p> <p>- An Appointment Letter or Official Purchase Order.</p>	
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<p><b>Capacity and Expertise to Undertake the Project</b></p> <p><b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b></p>	
<p><b>A Project Team with the following areas of expertise:</b></p>	
<p>Team Leader must have a minimum of NQF Level 6 qualification in Computer Science / IT</p>	30
<p>One or more personnel must have a minimum of 6 months certificate in Project Management / 6 months Communication Skills including sign language.</p>	20
<p><b>Total Scoring (30 + 20)</b></p> <p><b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b></p>	<b>50</b>

For any queries regarding this tender, please contact Z. Mazwi for project related queries;  
on (039) 254 5012 or,  
Supply Chain Management contact for SCM related queries at telephone number 039-  
254-5134 during office hours.

**Alfred Nzo district Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**

Yours in municipal administration,



**Zamile H. SIKHUNDLA**  
**MUNICIPAL MANAGER**

Approved/Not Approved



**L. Mdutyana**  
**BSC Chairperson**

**Comments by Chairperson:**

*Advanced Computer Skills Course,*

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