



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**Advanced Computer Skills Development
2023/24 FINANCIAL YEAR**

Issued and Prepared by:

Alfred Nzo District Municipality

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Z. Mazwi
13/11/2023

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

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.

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

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the 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.

Specification

ITEM	Description	Quantity	Unit Price	Amount
1. Skills development provider	1. Skills facilitator to provide skills development on basic computer skills for 42 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 	1		
2. Training material	2. Training material needed for 42 learners to undergo basic computer skills training	42		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2023/2024.

3. PROJECT TIME FRAME

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

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

Demonstrate an understanding and ability to use computer.

5. STAKEHOLDERS CONSULTATION

Not applicable

6. 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.

7. 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.

8. SUBMISSION OF QUOTATIONS

Quotations must be emailed to tenders@andm.gov.za referenced with **Bid Number failure to do so will lead to disqualification.**

NB: No Drop Box or Links will be accepted

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
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100

• Previous Experience	50
• Capacity and Expertise	50
Total Scoring	100

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
Bidders will score Specific Goals as follows		
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
Total Scoring		100

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 R50 000 each	50

Traceable record for successful completion of a minimum of 02 Computer Skills Development Training to the value of R50 000 each	40
Traceable record for successful completion of a minimum of 01 Computer Skills Development Training to the value of R50 000 each	30
<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>	50

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 six months certificate in Project Management/ 6 months Communication Skills including sign language.	20
Total Scoring	50
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Resources to execute the work	
Note: The scoring in this section is not cumulative	
Total Scoring [30 + 20]	50
NB: Attach CV and certified copies not older than 3 months for all qualifications	

For any queries regarding this tender, please contact Z. Mazwi for project related queries;
on (039) 254 5012 or;
Supply Chain Management contact Mr V Cita 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,




N.R. XOLO

DIRECTOR STRATEGIC GORVERNANCE

DATE

~~Approved/Not Approved~~



ZAMILE .H. SIKHUNDLA

MUNICIPAL MANAGER

Date of Approval

Comments:

