

NTABANKULU LOCAL MUNICIPALITY

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REQUEST FOR QUOTATION (RFQ): TRAINING FOR COUNCILORS ON COMPUTER LITERACY

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

TRAINING FOR COUNCILORS ON COMPUTER LITERACY

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	29 September 2020
RFQ NUMBER	NLM/CSD/TCCL/2020/2021
DESCRIPTION OF GOODS/SERVICE	TRAINING FOR COUNCILORS ON COMPUTER LITERACY
CLOSING DATE AND TIME:	07 October 2020 AT 12H00
ENQUIRIES	072 676 4464 – Mr K Nonkondlo Technical Enquiries or 082 786 0772- O. Mdudi-SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

	Original Tax Clearance Certificate and SARS Pin number certificate
	MBD 4: Declaration of Interest
	MBD 9: Certificate of Independent Bid Determination
	MBD 8: Declaration of Bidders Past Supply Chain Management Practice
	Certified Copy of BBBEE certificate
	Certified ID Copy/s of company directors
	A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
	Quotation is signed
	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.
	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.
	Service providers should be accredited with MICTSETA
	NB: No quotations will be considered from persons in the service of the state

SPECIFICATION FOR COMPUTER LITERACY TRAINING FOR COUNCILORS



NTABANKULU LOCAL MUNICIPALITY

NAME OF THE PROJECT: PROVISION OF BASIC COMPUTER TRAINING FOR 34 COUNCILLORS

1. SCOPE OF WORK AND SPECIFICATION

The service provider will be conducting training for 34 councillors on Basic Computer Skills, main focus will be Microsoft Office, Internet, outlook, electronic signature mail merge, simulation on Paperless meeting environment.

The training will be conducted for the duration of 5 days. Upon completion of the training, certificates of attendance must be issued. The service provider must provide own training material, equipment and Ntabankulu Local Municipality will provide venue and catering for the training.

2. METHODOLOGY

The workshop must be conducted in a fun participative way, using role-plays, case studies, workbook activities and plenary discussions. These are used to encourage participation and interaction among delegates.

3. CONTENT OF THE TRAINING

- Demonstrate the basic functions of a word processing package.
- Manage files in a word processing package.
- Create a document using a word processing package.
- Edit and present a document.

4. REPORTING REQUIREMENTS

- ✓ The training provider will be required to report to the Project Manager at the end of the project and during the project.
- ✓ The training provider will also be required to communicate any draft reports to the project manager.

5. IMPLEMENTATION SCHEDULE/TIME FRAMES

The training provider will be required to commence with the assignment within ten (10) days calendar days of being advised of appointment.

6. PROJECT COSTS AND PAYMENT MILESTONES

6.1 PAYMENT MILESTONES

Payments will be made to the training provider after satisfactory completion of the relevant deliverables, agreed upon by the project manager which is after the training has been conducted.

No.	Category	Weight total
1.	Relevant and practical experience , please provide contactable references	40
2.	Expertise in Computer Literacy and SETA Accreditation: A minimum of 3 letters to be attached. Bidders shall provide traceable references such as signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 3 years, and must have contact details. 0 to 1 letter = 5 2 letters = 10 3 letters and above = 25	15
	✓ Qualification or CV of the Project Leader-5 points	

The evaluation of functionality shall be carried out as per the criteria set in the table below:

STAGE 1

7.1 Functionality Criteria

- Proof of Accreditation from MICTSETA
 - Central Supplier Data Base registration (CSD) etc.
 - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate
 - Close Corporation- current copy of CK1 and/or CK2C
 - Company- current CM29
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Natural persons- certified copy of ID document/ passport
2. Proof of registration of the Entity as follows:
 Verification PIN number issued by SARS.
 1. Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant


7.1 Compliance Criteria

Bids will be evaluated as follows:

The tables below detail the point allocation criteria on which the recommendation for the appointment of the training provider will be based.

7. BID EVALUATION CRITERIA

K Nonkondlo
HR Manager

Recommended by


Approved by,

S.M. Mtshahla

Director Corporate Services

PRICE	80
B-BEE Status Level of Contribution	Number of Points 20
1	20
2	18
3	14
4	12
5	8
6	6
Non - Contributor	0
MAXIMUM	20
TOTAL	100

Treasury, as follows:

Only those bids that meet the criteria stated for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per MFMA Circular No.53 of the National

PRICE AND BBEE (80:20)

STAGE 2:

NB: A Bidder scoring below seventy (70) points on functionality will not be further evaluated. It is the Bidders' responsibility to ensure that they provide all the authentic supporting documents required in order to be considered for this bid.

3.	<ul style="list-style-type: none"> ✓ MICTETA Proof of Accreditation – 10 points ✓ No methodology - 0 ✓ Partially outlined Methodology - 15 ✓ Clearly outlined approach covering the methodology to be used - 30 	45
	Methodology:	
	Weight Total	100