

NTABANKULU LOCAL MUNICIPALITY



TERMS OF REFERENCE FOR TRAINING ON COMPUTER LITERACY FOR 38 COUNCILLORS

Prepared by : K. Nonkondo.....*[Signature]*
Designation : HR Manager

Recommended by : S.N. Ntlahla.....*[Signature]*
Designation : Director Corporate Services

Approved by : L. Nonyongo.....*[Signature]*
Designation : Municipal Manager

- Create a document using a word processing package.
- Edit and present a document.
- Outlining data in a spreadsheet.
- Modifying the display of spreadsheet data.
- Applying conditional formatting to data.
- Creating and use templates.
- Working with comments.
- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.
- System file management
- Use of Internet and
- Send and receive Emails

SECTION 6: DURATION OF TRAINING

This exercise must be done and completed within the period of 5 days.

SECTION 7 : OUTCOME OF THE PROJECT

At the end of the project the service provider must give learners an assessment so that the competent learners can get an accredited certificates.

SECTION 8: NUMBER OF LEARNERS

The number of learners that need to be trained is Thirty -Eight (38)

SECTION 9: DOCUMENTATION AND INFORMATION RELATING TO THE BRIEF

- Any information available at Ntabankulu Local Municipality will be provided to the service provider.
- Ownership of factual information collected by the service provider and paid for by either of the municipality shall vest with Ntabankulu Local Municipality.

SECTION 10: REPORTING

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

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SECTION 17: PROJECT COSTS AND PAYMENT MILESTONES

Payments will be made upon submission of detailed implementation plan.

SECTION 18: BID EVALUATION CRITERIA

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

Bids will be evaluated as follows:

A. Compliance Criteria

A Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (1 original required)

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 Verification PIN number issued by SARS.
2. Proof of registration of the Entity as follows:
 - Natural persons- certified copy of ID document/ passport
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Company- current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
 - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted.
- Central Supplier Data Base registration (CSD)
- Proof of Accreditation from MICTSETA

SDU

STAGE 2:

PRICE AND BBEE (80:20)

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 Treasury, as follows:

PRICE	80
B-BBEE 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

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