



## 7 DAY NOTICE

## BID NOTICE 05/2019-2020

## PROVISION OF COMPUTER TRAINING TO COUNCILLORS OF SENQU MUNICIPALITY

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Bid Number	Bid Name	Closing Date and Time	Compulsory Briefing Session/ Site Inspection	CIDB Grading	Evaluation criteria
05/2019-2020	PROVISION OF COMPUTER TRAINING TO COUNCILLORS OF SENQU MUNICIPALITY	Time: 12:00 (Telkom time) 31 January 2020	N/A	N/A	80/20 Preference Point System

The minimum specifications are detailed in the bid document on the website <http://www.senqu.gov.za>. Completed tender documents must be pur bound, sealed in an envelope endorsed with the **Bid Description Name: "Provision of Computer Training to Councillors of Senqu Municipality – NOTICE No: 05/2019-2020"** and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, Lady Grey not later than 12:00 noon on 31 January 2020 when bids will be opened in public.

All enquiries should be addresses to **Ms Z Koyana** at 051 603 1300/1466 or [koyanaz@senqu.gov.za](mailto:koyanaz@senqu.gov.za)

### EVALUATION & ADJUDICATION CRITERIA

Bidders that obtain less than **70 points** on functionality will not be considered for further evaluation.

Evaluation criteria	Weight
Organisational experience in providing Basic Computer training interventions to Councillors	40 points
Level of expertise of key personnel delivering training	40 points
Organisational experience in providing training interventions as accredited providers	20 points
<b>TOTAL</b>	<b>100 points</b>

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be bound with own documents and all SCM documents and bid advertisement. Bid documents must remain **INTACT**. Bids may only be submitted on the bid documentation provided by the Municipality.

**COMPULSARY DOCUMENTS (failure to submit any of the following will result in disqualification)**

- Service Providers' full name, identification number or company or other registration number
- Valid SARS pin number confirmation certificate.
- Prices must be valid for a minimum period of 90 days and include VAT.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document and signed: They are available on the municipal website [www.senqu.gov.za](http://www.senqu.gov.za).
  - Advertisement (This document)
  - Specifications (Terms of reference)
  - MBD 1 (Invitation to bid)
  - MBD 3.3 (Pricing schedule)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (Preference points claim form)
  - MBD 8 (Declaration of Bidder's past supply chain management practices)
  - MBD 9 (Certificate of independent bid determination)

**Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.**

#### **SUPPLEMENTARY INFORMATION**

- The successful bidder will be required to register on the Senqu Municipality data base.
- This advert must be included in the bid document.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter from the Ward Councillor when the bidder operates and resides in an area where there are no municipal services.
- CSD Certificate
- Submission of an original/ certified copy of a B-BBEE issued by a SANAS accredited verification agent. EMEs may submit an original sworn affidavit.
- A trust, consortium or joint venture must obtain and submit a consolidate B-BBEE status Verification Certificate with the tender.
- A trust, consortium or joint venture must obtain and submit a consolidate Tender Tax Clearance Certificate with the tender.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box at the advertised date and time.
- Bids which are late, incomplete, unsigned will not be accepted
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.

**M.M. Yawa**

.....  
**Municipal Manager**  
**23 January 2020**

<p>in the relevant field shall be awarded 30 points.</p> <p>Facilitator with an undergraduate diploma in the relevant field shall be awarded 20 points.</p>	20 points	
<p><b>Organisational experience in providing training interventions as accredited providers</b></p> <p>At least 5 years' experience</p> <p>Less than 5 years' experience</p>	<p>20 points</p> <p>10 points</p>	

Please refer all enquiries relating to this invitation to Ms Zimasa Koyana at telephone number 051 603 1466/1300 or [koyanaz@senqu.gov.za](mailto:koyanaz@senqu.gov.za)

M. M. Yawa

.....

Municipal Manager  
23 January 2020

<p>should be submitted in the form of appointment letters or reference letters)</p> <p>More than 5 projects in basic computer training with different clients shall be awarded 40 points;</p> <p>3 to 5 projects in basic computer training with different clients shall be awarded 30 points;</p> <p>2 projects in basic computer training with different clients shall be awarded 20 points;</p> <p>1 project in basic computer training with different clients shall be awarded 10 points</p>	<p>40 points</p> <p>30 points</p> <p>20 points</p> <p>10 points</p>	
<p><b>Level of expertise of key personnel delivering training</b></p> <p>Facilitator with a postgraduate qualification in the relevant field shall be awarded 40 points.</p> <p>Facilitator with an undergraduate degree</p>	<p>40 points</p> <p>30 points</p>	

- 2.3 The practitioners who will provide training, assessment and moderation to the Municipality, proof of their qualifications, proof of professional registration (in any), experience (in years), *curricula vitae* and traceable references;
  - 2.4 Proof of accreditation as a training service provider by SETA (this should be at least NQF level 3) or Council for Higher Education;
  - 2.5 Programme content and how the programme will be assessed and moderated;
  - 2.6 This will be an in-house training course and bidders are requested to submit a pricing schedule for five days. Pricing should be based on a daily rate and should be inclusive of assessment, travelling and accommodation of facilitators;
  - 2.7 Details of the geographic location of the organisation and the office infrastructure supporting the organisation including lease agreement and / or title deed;
- 3 The evaluation of submissions shall be subject to the following criteria and only applicants scoring a minimum of 70 points will then be evaluated on BBBEE points and price and then be considered for appointment.

**Functionality**

<p><b>Organisational experience in Basic Computer training interventions</b></p> <p>In respect of the applicant's experience as either a public or in-house provider in training on basic computer training for Councillors (proof of projects completed</p>		
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--



BID NO:05/2019-2020

7 DAY NOTICE SPECIFICATION FOR

**SERVICE PROVIDER TO PROVIDE COMPUTER TRAINING TO  
COUNCILLORS OF SENQU MUNICIPALITY**

Senqu Local Municipality wishes to invite bids for provision of introduction to computers training to 34 Councillors and accordingly invites bidders to apply for evaluation as service providers.

The closing date for submission of applications is at **12h00 on 31 January 2020** and applications must be placed in sealed envelopes and clearly marked "Training on Introduction to Computers for Senqu Councillors" – **Notice No: 05/2019-2020** and delivered to the offices of the Municipality at 19 Murray Street, Lady Grey and placed in the tender box.

1. The Municipality requires services of accredited training service providers to provide the above training. The content of the training programme should include (but not be limited to) the following; viz; general introduction to computers, Windows Office 2013, Outlook 2010 Level 1 and typing for beginners.
2. The proposals to be submitted to the Municipality must include the following:
  - 2.1 A profile of the bidder 's organisation;
  - 2.2 The details of directors and certified copies of the IDs;