



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;

<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>Organisational experience in providing training interventions as accredited providers</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

M. M. Yawa

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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>Level of expertise of key personnel delivering training</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 BBEE points and price and then be considered for appointment.

Functionality

<p>Organisational experience in Basic Computer training interventions</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>		
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