Enquiries: A. Madukuda   amadukuda@ingwecollege.edu.za   Tel:039 940 2142

RE-ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
ICDL TRAINING FOR 17 LECTURERS	INGWE/071/2022	DATE: 18 OCTOBER 2022	**TECHNICAL: MRS M. NTOMBINI TEL: 039 940 2142 SCM: MS A. MADUKUDA TEL: 039 940 2142**

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation maybe hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration offices at the reception area** or email to **amadukuda@ingwecollege.edu.za**

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid Tax Clearance certificate and SARS TAX Compliance status with PIN
- Full 2022 CSD report (Central Supplier Database)
- Certified BBBEE certificate or Sworn affidavit
- A company municipal statement of account that is not older than 3 (three) month or company Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor confirming company address.
- QCTO, ICDL and MICSETA accreditation certificate
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply;
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.

| **Central Office** Badibanise Village Mount Frere Tel: 039 940 2142 | **Mount Frere Campus** Cancele Road Mount Frere Tel: 039 940 2142 **ext.200** | **Ngqungqushe Campus** Magwa Road Lusikisiki Tel: 039 940 2142 **ext.300** | **Siteto Campus** Mhlanga Village Bizana Tel: 039 940 2142 **ext.400** | **Maluti Campus** Mli Road Maluti Tel: 039 940 2142 **ext.500** | **Mt Fletcher Campus** Hospital Area Mount Fletcher Tel: 039 940 2142 **ext.600** |

www.ingwecollege.edu.za

NB: TERMS OF REFERENCE AND BOQ ATTACHED

EVALUATION CRITERIA

This bid will be evaluated in two stages:
Stage 1: Functionality (attached)
Stage 2: Price and Preferential Point system

NB: All bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (price and preferential point system)

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30 000.00**

Price	-	**80 point**
B-BEE status level of Contribution-		**20 points**

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – compliant	0

DELIVERY ADDRESS:
INGWE TVET COLLEGE
ADMINISTRATION OFFICES
BADIBANISE LOCATION A/A
MOUNT FRERE
5090

Yours faithfully

SIGNATURE _____ Published on: 11 OCTOBER 2022

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

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Enquiries: M.N. Ntombini   Email: mntombini@ingwecollege.edu.za   Ext: 150

Terms of reference/specification for seventeen (17) Ingwe TVET College Lecturers

QUOTATION FOR THE APPOINTMENT OF AS SUITABLE SERVICE PROVIDER TO PROVIDE ICDL TRAINING TO INGWE TVET COLLEGE LECTURERS.

NO	DETAILS	NUMBER OF PEOPLE	DATES (excluding weekends & public Holidays	Duration (in days)
1.	ICDL Foundation.	17	To be confirmed	5

The service provider should take note of the following:

- Training provider must be accredited with QCTO, ICDL and MICSETA for the above mentioned training and they must provide copies of the required accreditation.

- At least 2 contactable references that you have conducted this training.

- Training provider will make use of their own facilities and training material,

- Exam Certificate of Learners is required.

- Facilitator must be a qualified ICDL Instructor.

- Training provider must submit CV and qualifications of the facilitator.

SPECIFIC OUTCOMES

1. Understanding the key concepts relating to ICT, Computers, devices and software.
2. Identify the different settings and options of an operating systems and use the built-in help .
3. To recognize good practice in the file management and be able to connect to a network.
4. To recognize considerations relating to green IT, accessibility and user health.

All enquiries must be forwarded to:

M.N. Ntombini
HRD Unit
039 940 2142/ Ext 150
04/10/2022

Central Office
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FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	MAX VALUE (1- 5)
1.Experience			
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past three years.			
5 or more clients with reference letters	A minimum of at least two reference letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed. Contact details of clients should be also provided.	40	5
3 - 4 clients with reference letters			4
2 - 3 clients with reference letters			3
0 - 1 clients with reference letters	**NB: 0 points will be claimed where submitted clients/ references cannot be contacted.**		0
2. Expertise			
(a) Facilitator experience, and relevant qualifications			
5 or more years' experience and qualifications	Attach CV and qualifications of the registered ICDL Facilitator, including copy of an Identity Document showing at least two years' experience in leading the similar projects.	30	5
3 to 4 years' experience and qualifications			4
2 to 3 years' experience and qualifications			3
0 to 1 years' experience and qualifications	**NB: 0 points will be claimed where the above is not attached and submitted**		0
			0
3. Methodology / Project Implementation Plan			
Methodology and approach are fully adequate to meet the requirements of the assignment	**Specific outcome 1:** Understanding the key concepts relating to ICT, Computers, devices and software.	20	5
Methodology and approach cover minimum requirements	**Specific outcome 2:** Identity the different settings and options of an operating systems and use the built-in help.		2
Inadequate methodology and approach	**Specific outcome 3:** To recognise good practice in the file management and be able to connect to a network. **Specific outcome 4:** To recognize considerations relating to green IT, accessibility and user health **NB: 0 points will be claimed where the above specific outcomes are not covered in the implementation plan.**		0
TOTAL		90	450