

**THE APPOINTMENT OF AN INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL) AND  
COMPUTER INFORMATION SYSTEM COMPANY (CISCO) SERVICE PROVIDER TO TRAIN  
UNEMPLOYED YOUTH ON ICDL PROFILE AND INFORMATION TECHNOLOGY (IT) ESSENTIALS  
CERTIFICATES**



**TENDER NUMBER: RFP2021/02/NYDA**

**COMPULSORY BRIEFING DATE: 28 MAY 2021 at 10h00**



# AGENDA

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# 1. TERMS OF REFERENCE

The purpose of this request for proposal is to appoint suitably qualified ICDL and CISCO accredited service provider to train 200 unemployed youth in Gauteng on accredited ICDL Profile certificate and CISCO accredited IT Essentials certificate. If the training is successful, the service provider will be expected to train further  $\pm 100$  unemployed youth subject to approval from our partners and the availability of budget.

The service provider will be expected to have a fully functional computer lab/training center with all the required infrastructure as mentioned under each course to be delivered without limitations or compromising the delivery of the required courses.

The provided venues should meet the COVID-19 regulations as prescribed by the South African department of health at the time the training is delivered.



# TERMS OF REFERENCE CONTINU...

## TRAINING REQUIREMENTS

ICDL Profile Certificate (ICDL Accredited) offering the following modules: To be delivered in three months

- Computer Essentials
- Online Essentials
- Word Processing
- Spreadsheets
- Presentation
- Database
- Web Editing



# TERMS OF REFERENCE CONTINU....

## Qualifications of the facilitators:

- Trainers must be ICDL and/or CISCO accredited
- Trainers must have a minimum of 3 years' experience in ICDL AND / OR CISCO courses

## Company experience:

- Service Provider must have both ICDL and CISCO accreditation
- Must have a minimum of 2 years' experience in CISCO training and ICDL training
- Experience in other ICT related training will serve as an added advantage

## Service Provider should be able to do the following:

- Training facilitation of both programmes
- Management and support of learners
- Offer a tested virtual training platform
- Understand and deliver training virtually
- Have certified trainers in Gauteng



## TERMS OF REFERENCE CONTINUE.....

Intermediate Level IT Essentials CISCO Accredited (The course content to be covered in three months) covering all modules provided in this course including:

- Introduction to Personal Computing
- PC Assembly
- Advanced Computer Hardware
- Preventive Maintenance
- Networking Concepts
- Laptops and other Mobile Devices



## SUPPLY CHAIN MANAGEMENT REQUIREMENTS



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## 2. CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

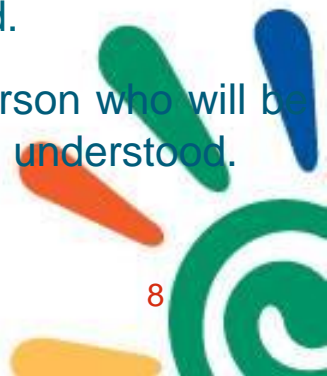
- All participating bidders must indicate their company name and company representative in Microsoft TeamViewer chat
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (Sithembiso.mthombeni@nyda.gov.za).
- Written questions of clarification must be sent on or before 31 May 2021 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
  - Wednesday, 2 June 2021
- The bid number (**RFP2021/02/NYDA** ) should always be quoted in all correspondence.





# CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINU....

- A submission of one hard copy of the original submission, clearly marked “Original” and three (3) copied versions of the original, i.e. four (4) documents in total.
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bidders must indicate on the cover of each document whether it is the original or a copy.
- Bids should be submitted in a sealed envelope, marked with:
  - ✓ Bid number: **RFP2021/02/NYDA**
  - ✓ Bid Description
  - ✓ The name and address of the bidder
- Bids must be submitted on or before 11h00, on Tuesday, 2 June 2021.
- Bids which are submitted after the closing date and time will not be accepted.
- Bidder’s representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.



### 3. THREE (3) STAGE EVALUATION PROCESS

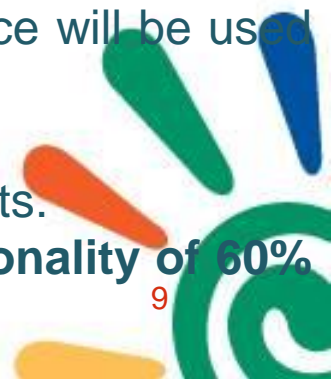
- **Mandatory criteria (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 14 will result in the proposal being deemed non-responsive

- **Functionality criteria (Stage two)**

- ✓ Experience of service provider in CISCO and / or ICDL training. **(Max 20 points)**
  - ✓ Signed positive testimonial letters on the client's letterhead will be used as a form of evidence
- ✓ **Provision of at least three (3) signed positive testimonial letters from existing/previous clients in CISCO or ICDL training. (Max 30 points)**
- ✓ Proposed training facilitator experience in ICDL and CISCO training **(Max 40 Points)**
  - ✓ Experience of the facilitator in ICDL training **(Max 20 points)**
  - ✓ Experience of the facilitator in CISCO training **(Max 20 points)**
  - ✓ Detailed CV of the Facilitator in ICDL and CISCO experience will be used to allocate points
- ✓ Preferential points for Youth owned companies (
  - ✓ CIPC documents or CSD report will be used to allocate points.

**NB: Bidders who fail to obtain a minimum threshold on functionality of 60% will be disqualified from Further Evaluation**



# THREE (3) STAGE EVALUATION PROCESS CONTINUES...

- **Price and B-BBEE assessment**

- ✓ Bidders will be evaluated based on 80/20 preferential points system, where 80 points will be used for price including all applicable taxes and 20 points are allocable to Broad-Based Black Economic Empowerment
- ✓ Bidder must price according to the price schedule provided.
- ✓ Breakdown on costs should be provided, where necessary.
- ✓ The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted.
- ✓ Tendered must be valid for 120 days and must be for 1st and 2nd phase training.
- ✓ The 2nd phase training is subject to approval from our partners and the availability of budget.
- ✓ Pricing should include VAT and must be in South African Rand.

**NB: Bidder must comply with the price instruction as indicated on page 17**



## **4. QUESTIONS / CLARITY / COMMENTS**

