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## REQUEST FOR PROPOSALS – MS EXCEL L1 TRAINING

### BACKGROUND

Tourism KZN is responsible for the development, promotion and marketing of tourism for the province. The organisation is accountable to the Provincial Department of Economic Development, Tourism and Environmental Affairs and was established in terms of the KwaZulu-Natal Tourism Act, 1996, as amended by Act No. 2 of 2002.

To this end, the organisation seeks a suitably qualified service provider to undertake the training process for 8 x TKZN employees, Classroom Based.

The course should aim to provide delegates with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation

### 1. SCOPE OF WORK

Proposals must detail the following cost breakdown:

- > Course overview
- > Learning material needed and provide the venue
- > Manage the training, invites to delegates etc
- > Providing attendance registers and certificates for the training
- > Close out report to TKZN

### 2. LEARNING OUTCOMES:

Learning outcomes should include but not limited to:-

Upon successful completion of this course, delegates will be able to create and develop Excel worksheets and workbooks in order to work with and analyze data.

- Navigate the Excel User Interface
- Use Excel Commands and creating Excel workbooks
- Create Formulas & Insert Functions
- Apply Text Formats/Number Formats/Styles & Themes
- Set Up the Page Layout & Configure Headers and Footers
- Manage Workbook and Worksheet Views



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## Learning materials needed

- The service provider will be responsible for providing the learning materials/guides
- Learner guides to be printed and disseminated to delegates by the service provider

### 3. EVALUATION PROCESS AND CRITERIA

- Selection will be conducted over three stages as detailed below:

Stage 1 - Compliance with Minimum Requirements

Stage 2 – Price and Specific Goals

#### 3.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

3.1.1 SBD 4, SBD 6.1, SBD 8, SBD 9

3.1.2 Company Profile

4.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);

4.1.4 Tac Compliance Status Pin

#### 4.2 STAGE 2 - PRICE AND SPECIFIC GOALS

4.2.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

4.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and/or catering and refreshments costs

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific/ RDP Goals (see the below t)	20
Total Price and B-BBEE Points	100

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## PREFERENCE GOALS

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of **race, gender or disability** as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000
- (ii) implementing the Reconstruction and Development Programme (**RDP Goals**) as per Gazette No. 16085 dated 23 November 1994;

## RDP GOALS

The promotion of South Africa owned enterprises;	The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered;
The promotion of export orientated production to create jobs;	The promotion of enterprises located in rural areas;
The promotion of SMMEs;	The empowerment of the work force by standardizing the level of skill and knowledge of workers;
The creation of new jobs or the intensification of labour absorption;	The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills;
The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;	The Upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organization.
The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;	

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The following table will be used to calculate the 20 points for Preference Points

80/20 Point System (50 million less procurement)	
Race: African	10 points
Coloured	8 points
Indian	6 points
White	5 points
Location: Within the province of KZN	5 points
Location: Within SA	2 points
Gender: Female	5 points
Gender: Male	2 points
<b>TOTAL</b>	<b>20 points</b>

The following may be used as proof for claiming preference points:

- A stamped letter from the local councillor or municipal utility bill or lease
- CSD Full Registration Report

5.2.3 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

5.2.4 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

5.2.5 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

## QUOTATION SUBMISSION

Quotation must be emailed to quotes@zulu.org.za.

### SUBMISSION REQUIREMENTS:

- Must provide certificates at the end of training and a signed register
- A detailed outline of the modules that will be offered
- Accreditation/Proof to offer the training

Complied By: M. Thavar

Signed By: \_\_\_\_\_

Checked By: \_\_\_\_\_ N Mahlaba \_\_\_\_\_

Digitally Signed by:  
**Thandazile Mokhohlouane**  
 Senior Manager: HR & Administration (Inter  
 bc978e92-fe5c-48c5-bfb6-eab6caa2e01f  
 IP Address: 102.249.3.221  
 Date: 5/25/2023 3:31:29 PM  
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