



INFORMATION SHEET FOR:

Expression of Interest (EOI): Delivery Partners for the Department of the Premier: Western Cape eCentre Programme

Important Notice

The Western Cape Government (WCG) through its Department of the Premier has issued this Expression of Interest (EOI) for the purpose specified below.

Information provided in response to the EOI does not constitute an offer, proposal or undertaking to procure your service for the WCG eCentre Programme or to enter any other form of transaction. The WCG Department of the Premier further reserves the right to contact individual respondents to obtain further information should this be deemed necessary.

Please note that the WCG reserves the right and at its sole and full discretion to:

- a) take no further action whatsoever, if it so decides
- b) withdraw from this process and the provisions of this project at any time;
- c) not invite EOI respondents for further participation in the process;
- d) not bind itself to accept any or all the EOIs;

All information related to this EOI is to be treated with strict confidence and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether EOI are submitted or not) shall treat the details of this document as strictly private and confidential.

While the WCG, the Department of the Premier, their officers, employees have taken reasonable care to present correct information in this EOI, errors and omissions may occur. Neither the WCG, the Department of the Premier nor any of their officers, employees accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in this EOI or any other document issued, regardless of use and regardless of any losses that the intended or unintended recipients of this EOI may incur.

The Department of the Premier reserves the right to suspend, modify or withdraw this EOI at any time without prior notice and without liability to compensate or reimburse any person.

The Department of the Premier is not obliged to perform any action or take any further steps upon conclusion of the EOI Process.

All responses to this EOI are compiled and submitted at the Prospective Respondent's sole risk and cost and the WCG is not liable to compensate any person for any costs or losses incurred in connection therewith.

By its participation in the EOI process, the Prospective Respondent is deemed to acknowledge and consent to the terms and conditions of this EOI, including the contents of this Important Notice.

Executive summary

The Western Cape Government ("WCG") eCentre Programme ("the Programme") is a membership-based programme aimed at providing Information and Communications Technology ("ICT") skills training, ICT equipment, Internet access and over all access to WCG services, focussed on rural, poor and marginalised communities.

The Programme contributes directly and indirectly to the WCG's priorities pertaining to Growth for Jobs, Safety and Well-being and other Provincial priorities as and when these are adopted. It also contributes to the achievement of the WCG Digital Transformation Plan outcomes.

Through this end, the WCG eCentres open doors to better education, employment and business opportunities, fuelling socio-economic development in communities where it is most needed. The WCG eCentre Programme currently consist of 80 eCentres across the Western Cape, inclusive of a Mobile eCentre, as shown in Annexure A. These eCentres are housed in public libraries, Thusong Centres and other access points to provide local communities with access to computers and the internet.

The Programme is dedicated to enhancing digital literacy and bridging the digital divide across the region. It is purely a citizen focused service in the context of addressing the digital divide so that citizens may make use of WCG and other online services. These eCentres are strategically located to ensure that even the most remote areas have access to essential digital services. The mobile eCentre extends this reach further, bringing ICT resources directly to communities that may not have a brick and mortar eCentre nearby.

Through these initiatives, the WCG programme aims to empower citizens with the skills needed to thrive in a digital world.

ANNEXURE A

1. Beaufort West	41. Leeu-Gamka
2. Bella Vista	42. Louwville
3. Bitterfontein	43. Mbekweni
4. Bitterwater	44. Melkhoutfontein
5. Bongolethu	45. Merweville
6. Brandwag	46. Mossel Bay Sports
7. Bredasdorp	47. Murraysburg
8. Bridgton	48. New Horizon
9. Citrusdal	49. Noordhoek
10. Clanwilliam	50. Op-Die-Berg
11. Cloetesville	51. Paarl East
12. Conville	52. Paternoster
13. Delft Nex-Indawo Yethu eCentre	53. Phillippi Village
14. De Doorns	54. Piketberg
15. Doringbaai	55. Pniel
16. Dysselsdorp	56. Prince Albert Access 50
17. Eendekuil	57. Prince Albert
18. Elim Centre	58. Riebeeck Kasteel
19. Genadendal	59. Riebeeck Wes
20. Goedgedacht	60. Rietpoort
21. Grabouw	61. Riversdale
22. Great Brak River	62. Robertson
23. Greyton	63. Saturnus
24. Hawston	64. Slangrivier
25. Heidelberg	65. Sonskynvallei

26. Herbertsdale	66. Struisbaai
27. Hornlee	67. Swellendam
28. Illingelethu	68. Thembalethu Library
29. Kayamandi	69. Thembalethu
30. Klarstroom	70. Tulbagh
31. Klapmuts	71. Van Rhynsdorp
32. Klawer	72. Vredendal
33. Kranshoek	73. Vrygrond
34. Kwanakothula	74. Waboomskraal
35. Kromme Rhee	75. Walestreet
36. Kwanonqaba	76. Wellington
37. Ladismith	77. Wolseley
38. Laingsburg	78. Worcester
39. Lambertsbay	79. Zolani
40. Langebaan	80. Mobile eCentre
Name of the Programme	Department of the Premier: Western Cape eCentre Programme
Purpose of the EOI:	Maintain and manage publicly accessible ICT services at WCG eCentres
Deliverables for the programme	<ol style="list-style-type: none"> 1. Management of the eCentre Programme in terms of Operations, People Management and Skills Development. This is done through the following: <ol style="list-style-type: none"> 1.1. eCentre Management Plan, including: <ol style="list-style-type: none"> 1.1.1. Maintaining existing eCentres and related services; 1.1.2. Opening of additional eCentres as and when required; 1.1.3. Information Technology (IT) Management Plan; 1.1.4. Infrastructure (non-IT) Management Plan; 1.2. Skills Development Plan focused on staff and members.
Who Can Apply:	<ol style="list-style-type: none"> 1. Non-Profit Organisations ("NPO"). 2. Applicants based outside the Western Cape must have suitable offices in the Western Cape Province from where the ICT services can be delivered.
Funding period	Three years. Reviewed annually subject to performance with a new TPA, business plan and budget.
EOI Application:	<ol style="list-style-type: none"> 1. All submissions are required to be in hard copy 2. The WCG reserves the right to extend the call for the EOI period or not to make an appointment.
Application Process:	Interested organizations are invited to submit their EOI as per the application form. <u>Supporting documents to be attached and clearly marked with page reference numbers and cross referenced to the Documents Checklist section (Annexure A to N) of the application form.</u>

	<p>The EOI contains three stages with minimum scorings:</p> <ol style="list-style-type: none"> 1. Compliance with basic requirements of Eoi (100%) 2. Contract requirements of the Eoi (65%) 3. Letter of commitment from the Board of potential Delivery Partner(s), as part of Eoi submission, undertaking to ensure ICT access for the agreed period and within the allocated MTEF budget. (100%) 													
<p>Basic Requirements of EOI</p>	<ol style="list-style-type: none"> 1. A current NPO registration number and contact information. (Please complete Application form) 2. On a letterhead, an Agreement to provide a programme specific bank account. This is required to track interest accrued. 3. Certificate of incorporation 4. Disclosure Certificate. 5. The provision of the last two audited annual financial statements ("AFS") with Minutes of the Annual General Meetings ("AGM") at which these were tabled. The AFSs must be complete and audited by a Chartered Accountant and accompanied by an Auditor's Report. Negative Audited financial statements will lead to exclusion from consideration. 6. The current approved Constitution of the NPO with minutes of adoption. 7. The applicant(s) must declare, in writing on your letterhead, any business or personal interest which you may have in government and any previous funding received from the government concerning a project or programme in the past five years.(Include the name of the project, amount received, Active or not active) 													
<p>Contract requirements of EOI with weighting.</p>	<table border="1"> <thead> <tr> <th data-bbox="539 1346 1161 1384">Preferred Requirements of the Eoi</th> <th data-bbox="1161 1346 1439 1384">Weighting</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 1384 1161 1585">Provide at least three (3) recent reference letters from comparable digital access and skills programmes you have rendered within the past three years.</td> <td data-bbox="1161 1384 1439 1585">15%</td> </tr> <tr> <td data-bbox="539 1585 1161 1753">Curriculum Vitae's ("CV's") / Profiles of applicant(s) including CV's of current board members and management level staff.</td> <td data-bbox="1161 1585 1439 1753">35%</td> </tr> <tr> <td data-bbox="539 1753 1161 1839">The two most recent AGM agendas and minutes.</td> <td data-bbox="1161 1753 1439 1839">25%</td> </tr> <tr> <td data-bbox="539 1839 1161 2007">AFS evidence of other funds raised or certified evidence of quantifiable value to support the programme raised in last two calendar years.</td> <td data-bbox="1161 1839 1439 2007">25%</td> </tr> <tr> <td data-bbox="539 2007 1161 2040">Total</td> <td data-bbox="1161 2007 1439 2040">100%</td> </tr> </tbody> </table>		Preferred Requirements of the Eoi	Weighting	Provide at least three (3) recent reference letters from comparable digital access and skills programmes you have rendered within the past three years.	15%	Curriculum Vitae's ("CV's") / Profiles of applicant(s) including CV's of current board members and management level staff.	35%	The two most recent AGM agendas and minutes.	25%	AFS evidence of other funds raised or certified evidence of quantifiable value to support the programme raised in last two calendar years.	25%	Total	100%
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Letter of Commitment from the Board	Letter of commitment from the Board of potential Delivery Partner(s) undertaking to ensure ICT access for the agreed period and within the allocated MTEF budget
Closing date and time:	8 November 2024 16h00
Delivery instructions:	Hand Deliver at: WCG Walk-in Centre Reception at Concourse 09 Wale Street Cape Town
Contact person / enquiries:	Kelvin Groeneveldt Kelvin.Groenevelt@westerncape.gov.za

Join us in bridging the digital divide and empowering communities through technology!