



REQUEST FOR QUOTATIONS

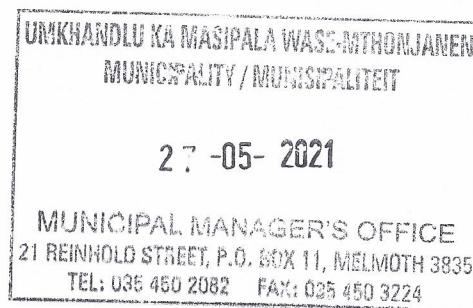
M21 – 2020/21

QUOTATION NUMBER	ENQUIRIES	QUANTITY	DESCRIPTION
M021 – 2020/21	Mrs NB Mathe 035-4502082	SPEC.	BASIC END-USER COMPUTING TRAINING

1. Bids are hereby invited for provision of the above goods and services
2. Relevant specifications with Declaration/ MBD forms are obtained from the Municipal SCM office in Mthonjaneni Municipality and official website being www.mthonjaneni.org.za.
3. Enquiries relating to Quotation Documents must be directed to the SCM Manager, Mr BD Mlondo on 076 434 8952 / 035-4502082 Ext. 253
4. Only bidders registered with Central Suppliers Database (CSD) and Mthonjaneni Municipality's database will be considered
5. Completed quotations with the relevant attachments in a sealed envelope and endorsed with the bid number must be deposited in the **quotations box in SCM office** on or before **11H00 on Thursday, 03 June 2021**.
6. No Telephonic, facsimile, electronic and late quotations will be accepted. Mthonjaneni Municipality will not accept any responsibility for the delivering of a quote by a courier services or any other means that are described on or before the closing date and time of request to quote.

Council reserves the right not to accept the lowest or any tender.

PP Sibiyi - Municipal Manager



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MELMOTH
3835

☎ (035) 450 2082
Fax: (035) 450 2056

**RFQ NUMBER: M021 – 2020/21, BASIC END-USER COMPUTING TRAINING
27 MAY 2021**

Quotes are hereby requested for the basic end-user computing training as per the specification below:

1. Training content

- *Demonstrate an understanding of applying Graphical User interface (GUI)-based Word Processing application skills in the workplace.*
- *Demonstrate an understanding of applying Graphical User interface (GUI)-based Presentation application skills in the workplace.*
- *Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the workplace.*
- *Demonstrate an understanding of applying (GUI)-based Electronic Mail applications skills in the workplace.*

2. Number of people to be trained

- 21

3. Location

Training to be held on site, i.e. Municipal premises

4. Accreditation

LG Seta accreditation



PP Sibiyi
Municipal Manager

