



Form number – RFQ002

REQUEST FOR QUOTATION “RFQ”

MODE OF REQUESTING QUOTATION:	College Website	E-mail	Newspaper	Other	Please Specify	
NAME OF COLLEGE SITE THAT SUBMIT RFQ:	CENTRAL OFFICE					
RFQ NO:	Provision of Basic/Intermediate Microsoft Excel and Microsoft PowerPoint Presentation Training for twenty (20) Support Staff employees.					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS					QUANTITY
Face-to-face Basic/Intermediate Microsoft Excel and Microsoft PowerPoint Presentation Training for twenty (20) Support Staff employees to develop practical computer skills required for routine administrative duties, data management and preparation of professional presentations.	The training programme should cover, but not be limited to, the following: Microsoft Excel – Basic/Intermediate • Introduction to Microsoft Excel • Understanding the Excel interface and worksheets • Creating, editing and formatting spreadsheets • Entering and managing data • Formatting cells, rows and columns • Basic formulas and functions • Sorting and filtering data • Creating and formatting tables • Basic calculations and data management • Creating and formatting charts • Page layout and printing • Practical Excel exercises relevant to an administrative/support staff environment Microsoft PowerPoint – Presentation Skills • Introduction to Microsoft PowerPoint • Creating and managing presentations • Using appropriate slide layouts • Adding and formatting text • Working with images, shapes, tables and charts • Applying themes and suitable designs • Creating professional and visually appealing presentations • Using transitions and animations appropriately • Slideshow and presentation settings • Presentation tips and best practices					20



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- Practical exercises in creating a professional presentation
- Additional requirements:**
- Training must be face-to-face/in-person.
 - Training should be suitable for Support Staff with basic to intermediate computer skills.
 - The programme should have a practical and hands-on approach.
 - Service provider must indicate the recommended duration.
 - Service provider must provide the facilitator's profile, qualifications and relevant experience.
 - Service provider must provide details of accreditation, where applicable.
 - Training materials must be provided by the service provider.
 - Assessment, where applicable, should be indicated.
 - Certificates of attendance/completion should be provided.
 - Service provider must provide a detailed course programme and learning outcomes.

Please submit the following:

- ☐ Quotation.
- ☐ CIPCO documents.
- ☐ Valid B-BBEE Certificate.
- ☐ Valid Tax Clearance Certificate.
- ☐ Copy of latest municipal services
- ☐ CSD report.

account for business as proof of residence.

ISSUING DATE:	05/10/2026		
BRIEFING SESSION:	Compulsory	Not compulsory	
	Time:	N/A	Date: N/A
CLOSING:	Time:	16:00	Date: 09/10/2026
QUOTATION VALIDITY PERIOD:			



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DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Submission of quotations must be delivered to: Supply Chain Management (SCM) gc@ncutvet.edu.za All quotations need to be signed and on an official letterhead. All service providers must be registered on the Northern Cape Urban TVET College's supplier database. Application form can be downloaded from our website.		
ENQUIRIES	Tel: 053-839 2070	DATE	05/10/26

NCUTVET – Request for quotation-r03

28-01-2025

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