



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 Computer Literacy Training for seventeen (17) General Assistants/Cleaning Staff.					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS					QUANTITY
Face-to-face Basic Computer Literacy Training for seventeen (17) General Assistants/Cleaning Staff to develop essential computer, email, internet and electronic payslip access skills required for basic workplace administration.	The training programme should cover, but not be limited to, the following: Basic Computer Skills • Introduction to computers • Switching a computer on and shutting it down correctly • Understanding and using the keyboard and mouse • Basic typing and computer navigation • Understanding the desktop and basic computer functions • Opening, closing and saving documents • Basic file and folder management Email Skills • Introduction to email • Logging into an email account • Reading and opening emails • Sending and replying to emails • Forwarding emails • Adding recipients • Attaching documents to emails • Downloading and opening attachments • Saving attachments • Basic email etiquette • Basic email security and password awareness Internet Skills • Using an internet browser • Basic internet searches • Accessing websites • Basic online safety • Identifying suspicious links and emails Electronic Payslip Access					17



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

- Accessing email to locate payslip notifications
- Opening electronic payslips
- Downloading and saving payslips
- Opening PDF payslips
- Printing payslips where required
- Keeping electronic payslip information secure

Basic Microsoft Office Skills

- Introduction to Microsoft Word
- Opening Microsoft Word
- Typing a simple document
- Basic formatting
- Saving documents
- Printing documents

Additional requirements:

- Training must be face-to-face/in-person.
- Training must be beginner-friendly and practical.
- The programme should be suitable for employees with little or no previous computer experience.
- Training should include sufficient hands-on practical exercises.
- Service provider must indicate the recommended duration.
- Training materials must be provided by the service provider.
- Service provider must provide the facilitator's profile, qualifications and relevant experience.
- Accreditation details should be provided, where applicable.
- 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ISSUING DATE:				
BRIEFING SESSION:	Compulsory		Not compulsory	
	Time:	N/A	Date:	N/A
CLOSING:	Time:	16:00	Date:	09/10/2026
QUOTATION VALIDITY PERIOD:				
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Submission of quotations must be delivered to: Supply Chain Management (SCM) qc@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	05/10/2026

