



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



NORTHERN CAPE
URBAN TVET
COLLEGE

SABS
ISO 9001

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 Fleet Maintenance and Management Training for two (2) employees.				
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS				QUANTITY
Face-to-face Fleet Maintenance and Management Training for two (2) employees who are new to fleet administration and have not previously received formal fleet management training. The training should provide practical knowledge and skills relevant to the administration, maintenance and management of a fleet within a public-sector environment.	The training programme should cover, but not be limited to, the following: • Introduction to fleet management and fleet administration • Roles and responsibilities of fleet administration personnel • Fleet policies, procedures and controls • Vehicle records and documentation • Vehicle licensing and registration requirements • Vehicle acquisition, utilisation and disposal • Vehicle maintenance and preventative maintenance • Fuel management and control • Driver administration and management • Fleet safety and risk management • Accident and incident management • Fleet costs, budgeting and cost control • Fleet registers and record keeping • Fleet monitoring, reporting and performance management • Basic fleet systems and data management • Relevant South African legislation and regulatory requirements • Practical exercises and case studies • Assessment, where applicable • Training materials • Certificate of attendance/completion				2



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	Additional requirements: • Training must be face-to-face/in-person. • Training should be suitable for beginners/new fleet administration employees. • Service provider must indicate the recommended duration of the programme. • Service provider must provide the facilitator's profile, qualifications and relevant experience. • Service provider must provide details of accreditation, where applicable. • Where applicable, the programme should indicate alignment with relevant SAQA unit standards and/or TETA requirements. • The 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:			
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.		



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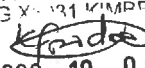
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ENQUIRIES	Tel: 053-839 2070	DATE	05/10/26
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NCUTVET – Request for quotation-r03

28-01-2025

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NORTHERN CAPE URBAN TVET COLLEGE	
CENTRAL OFFICE	
PRIVATE BAG X-131 KIMBERLEY 8300	
	
2026-10-05	
SIGNATURE	DATE
TEL: 053 839 2098	Email: lecoko@ncutvet.edu.za
SUPPLY CHAIN MANAGEMENT	