



INVITATION TO QUOTE

Westcol has embarked on a process to secure a training service provide for the following:

APPLY BASIC COMPUTER TECHNOLOGY

1. WESTCOL invites training service providers to submit a quotation for the above-mentioned service.
2. This RFQ document is provided to training service providers, free of charge.
3. WESTCOL has delegated responsibility for this document to its representative whose name appears in the Bid Data.
4. The submission of a quotation in response to this document will be deemed to be acceptance of WESTCOL's standard Conditions of Tender.

SECTION 1

RFQ INFORMATION

EMPLOYER:	WESTCOL
REF NUMBER	WABCTRFQ 2023/0008
DESCRIPTION:	Request for quotation to train the following: Apply Basic Computer Technology
DATE OF PUBLICATION:	02 November 2023
QUOTATION VALIDITY PERIOD:	60 days from the RFQ closing date
QUOTATION CLOSING DATE:	08 November 2023
QUOTATION CLOSING TIME:	12h00
BRIEFING SESSION	There will be no briefing session.
SUBMISSION MUST BE EMAILED TO:	scm@westcol.co.za
WESTCOL REPRESENTATIVE	Cheryl Steady e-mail cheryl@westcol.co.za



SECTION 2

QUOTATION SPECIFICATION

NAME OF PROGRAMME:

Apply Basic Computer Technology

TARGET AUDIENCE:

General workers/Cleaners (13 Delegates)

MINIMUM REQUIREMENTS:

- Unit Standard: 113836
- NQF Level 03
- Minimum of 11 Credits
- Off-house training (Provider to arrange computer venue/laptops)
- Breakfast & lunch (Provider to cater)
- Learning material to be provided
- Training duration: Minimum of 2-3 days
- Anticipated training dates: (to be confirmed)

TRAINING CONTENT:

Modules:

- **Operate computer and communicate via electronic data.**
 - Purpose of basic computer system elements
 - Demonstration of computer hardware
 - Analysis and definition of electronic data interchange is consistent with the latest developments in electronic data interchange and corporate information technology system.
- **Managing work on a personal computer**
 - Identification and use of Microsoft windows.
 - Resize and move information within a window.
 - Use menus and dialogue boxes correctly.
 - Help function.
 - Windows Explorer function.
- **Creating professional documents**
 - Create and save documents.
 - Text manipulation.
 - Borders and shading.
 - Bullets and numbering.
 - Graphics.
 - Formatting and printing.
 - Grammar and spelling
- **Creating professional numerical and financial reports**
 - Explanation of the purpose and functions of workbooks and worksheets.
 - Accessed different workbooks, worksheets and cells.
 - Name, save and retrieve worksheets.
 - Application of basic formulas for the manipulation of data within a worksheet.



- Edit data within worksheet.
- Enhance worksheet information correctly.
- Develop basic financial worksheets.

The following to be provided with a company quotation:

- Registration on CSD (Centralised Supplier Database of Treasury) Not older than 3months
- BBBEE Certificate / EME affidavit
- Tax clearance certificate/ Tax Pin
- Detailed company quotation (quotation to have full details as to training content)
- Proof of accreditation with relevant SETA
- Accreditation of course
- Accreditation of service provider
- SBD4

1. EVALUATION

The evaluation of the quotations will be done in a 2-stage process as per the requirements of the SCM policy.

STAGE 1

The evaluation of quotations on Administrative Compliance and technical evaluation. During this stage quotations that do not meet the minimum requirement shall be disqualified and will not be considered for further evaluation.

- ✓ Detailed specifications of services to be provided.
- ✓ Proof of registration on Centralized Supplier Database (CSD) not older than 3 months
- ✓ BBBEE certificate /EME affidavit
- ✓ Valid Tax clearance certificate/ Tax pin
- ✓ SBD 4

SERVICE PROVIDERS THAT DO NOT COMPLY WITH THE ABOVE REQUIREMENTS SHALL BE ELIMINATED AND SHALL BE REGARDED AS NON-RESPONSIVE.

STAGE 2

Evaluations will be based on preference points and price only.

- Price =80 points
- Preference = 20 points.

1.1. Responsive quotations will be evaluated against the following criteria:

1.1.1. Compliance to the Specification (Mandatory where applicable and Technical / Functional Criteria);

1.1.2. Price and B-BBEE.

1.2. Only quotations that satisfy the technical requirements, i.e. which comply with the Specification, shall be evaluated in respect of B-BBEE and price. The requirements in respect of compliance to the Specification are mandatory requirements – if these criteria are not satisfied bids will not be evaluated further.