



NOTICE NO .SCM01-1201-23

Kindly furnish us with a written quotation for the supply of goods and services as detailed below.
Request for quotation documents may be obtained from Ray Nkonyeni Municipality – Supply Chain Management Office at 1000 Dan Pienaar Square, Margate from **12 January 2023** during offices hours (7h30 to 16h00) to closing date. However you are encouraged to download the documents at [http: https://www.rnm.gov.za/index.php/opportunities/tenders/mini-tenders](https://www.rnm.gov.za/index.php/opportunities/tenders/mini-tenders)

ADVANCE COMPUTER TRAINING PROGRAMME

DESCRIPTION/SPECIFICATION	QTY	UNIT PRICE		AMOUNT (EXCL VAT)	
		R	C	R	C
TRAINING: TO CONDUCT ADVANCED COMPUTER TRAINING FOR UNEMPLOYED YOUTH WITHIN RNM *Course must be accredited minimum of 15-30 credits	30 PARTICIPANTS PER PROGRAMME				
NB :FOR INFORMATION PLEASE CONTACT SAMKELISIWE AT 039 312 3071/071 673 8101					
SUB TOTAL					
ADD 15% VAT					
TOTAL					

NON-COMPULSORY VIRTUAL CLARIFICATION MEETING ON MICROSOFT TEAMS AS FOLLOWS

DATE: 16 JANUARY 2023

TIME: 10.00am

TO BE ABLE TO BE A PART OF THE VIRTUAL CLARIFICATION MEETING PLEASE SEND YOUR EMAIL ADDRESS TO samkelisiwe.ngwabe@rnm.gov.za BEFORE 16.00pm 13 JANUARY 2023

Sealed quotations must be marked: TENDER **NO.SCM01-1201-23 ADVANCE COMPUTER TRAINING PROGRAMME** must be deposited into a Tender box at the Supply Chain Management Office (Margate) by no later than **12pm 19 JANUARY 2023**. Telegraphic faxed, emailed, and late quotations will not be accepted. A valid tax clearance certificate from SARS reflecting your tax pin code must be furnished. Mini Tender documents (available on our website and at the Supply Chain Management Office) must be attached. It is mandatory that all service providers are registered on the Central Supplier Database (CSD) and proof of your registration reflecting your CSD Number must be furnished with every tender submission. Failure to attach all mandatory documents as is requested on the tender documents will result in your tender not being further evaluated.

FAILURE TO COMPLY WITH THESE CONDITIONS MAY INVALIDATE YOUR OFFER.

All queries in respect of the above should be addressed to the Supply Chain Management Office – 039-3128378
The Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of the quote.

Ray Nkonyeni Municipality
P O Box 5
PORT SHEPSTONE
4240

COMPANY FULL NAME

AUTHORISED PERSON FULL NAME & SIGNATURE

DATE

COMPANY STAMP

Youth Development Unit of RNM is looking for a suitable and qualified training provider to conduct Computer training and course for its youth between January 2022 to June 2022. The training provider must be fully registered and has developed its own model in computer and introduction to 4IR skills. The course must take a minimum of 16-20 full weeks and a formal theory training on the Introduction on 4IR Skills.

The actual course must cover the following but not limited;

- Introduction to computer skills (End-user)
- MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheets (Excel, Google Sheets, OpenOffice Calc). ...
- Email (mail merge, filters, folders, rules)
- Presentations/Slideshows (Powerpoint, Google Slides, OpenOffice Impress, Table)
- Graphic Editing
- Introduction to 4IR Skills
- Opportunity Awareness (Jobs, Learnerships, Study, Volunteering, Entrepreneurship)

The training provider will be responsible for the following;

- Computer Lab (proof to be attached)
- Course content
- Learning material including facilitation
- Qualified facilitators for the duration of the training (CVs of facilitators must be attached)
- Credible certification for all participants
- Keep register with all details of participants
- Compile a close up report per class trained.
- Prepare, fund and Host graduation ceremonies in partnership with the Municipality.

RNM will be responsible for the following;

- Recruitment of all participants from wards in consultation ward councillors
- Covering of all costs related to trainings
- Evaluate the course
- Accept and scrutinise the closed up report
- Recommend changes and amendments to the training
- Coordinate relevant guest speakers within the duration of the training

All bidders will be subject to a session where they will be required to do a PowerPoint presentation on how they are going to enrol the program.

The Municipality will be targeting one class of 30 participants to be trained between January 2022-June 2022.