

Requesting Office:	
Contact Person: Kgopotso Koma	
Contact Numbers: 014 597 4636	
Facsimile:	RFQ – 10027839
E-mail address: quotations@magalieswater.co.za	

DATE ISSUE: 09 JULY 2026

CLOSING DATE: **13 JULY 2026**

PLACE OF DELIVERY: **MAGALIES WATER**

For More information/query email or call quotations@magalieswater.co.za OR 014 597 4636

Item No.	Description/Specification	Quantity
	RFQ – 10027839 Request For: Computer End User Training Refer to attached Training Specification Computer End-User Training (Computer Literacy) Purpose of the course The purpose of the training is to equip employees with essential computer literacy skills to effectively use Microsoft Office 365 applications in the workplace, thereby improving productivity, communication, document management, and overall operational efficiency. Course Objectives The training programme must enable participants to: • Develop basic computer literacy skills required in a modern workplace. • Gain practical knowledge and confidence in using Microsoft Word, Excel, Outlook, and PowerPoint. • Improve workplace productivity through the effective use of Microsoft Office applications. • Create, edit, save, and manage electronic documents and files on SharePoint and OneDrive. • Apply best practices when communicating and collaborating using Microsoft Outlook. Learning Outcomes Upon successful completion of the programme, participants should be able to: Microsoft Word (5 credits) including Assessment and Moderation • Create, edit, format, and print professional documents. • Apply page layouts, tables, headers, footers, page numbering, and styles.	

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- Insert images, shapes, SmartArt, and other objects.
- Perform basic document review using spelling and grammar tools.
- Save documents in different formats.
- Compile departmental reports

Microsoft Excel (6 Credits) including Assessment and Moderation

- Navigate worksheets and workbooks.
- Enter, edit, and format data.
- Perform basic calculations using formulas and common functions.
- Create and format tables.
- Sort and filter data.
- Develop basic charts and graphs.
- Prepare worksheets for printing.

Microsoft Outlook (5 Credits) including Assessment and Moderation

- Send, receive, and organize emails.
- Manage folders and email rules.
- Schedule meetings and appointments using the calendar.
- Create and manage contacts.
- Use tasks and reminders effectively.
- Apply professional email etiquette.

Microsoft PowerPoint (5 Credits) including Assessment and Moderation

- Create professional presentations.
- Apply themes and slide layouts.
- Insert images, charts, SmartArt, tables, and multimedia.
- Apply transitions and animations appropriately.
- Present and print presentations.

Number of Delegates

Total of **40/4** groups = **10** delegates per class
1st group **x10**

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2nd group x10

3rd group x10

4th group x10

Duration of Training

- Duration: Minimum of **10 Days per group of 10 delegates** due to no prior computer literacy of the delegates

Company Registration and Accreditation

The service provider must submit the following:

- MICT SETA accreditation
- CSD Vendor Certification
- SAQA-aligned learning programme.

Facilitator Requirements

The appointed facilitator(s) must possess:

- A recognized facilitator qualification.
- Demonstrable competency in Microsoft Office applications.
- Relevant Microsoft certification (e.g., Microsoft Office Specialist (MOS), Microsoft Certified Educator, Microsoft Certified Trainer (MCT), or equivalent qualifications).
- Registration as a constituent assessor (NQF Level 3) and/or moderator.
- A minimum of three (3) years' experience delivering Microsoft Office training.
- Experience in facilitating adult learning programmes within a corporate environment, with contactable references.

Training Methodology

The training should include:

- Facilitator-led classroom instruction.
- Practical hands-on exercises.
- Individual and group activities.
- Workplace-based scenarios and case studies.
- Continuous practical assessments.
- Question-and-answer sessions.
- Individual learner support where required.

Assessment and Certification

- Learners must complete practical assessments throughout the programme.

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- A competency assessment must be conducted at the end of the training.
- Certificates of Attendance or Certificates of Competence (where applicable) must be issued.
- Certificates must be issued within **two (2) weeks** after successful completion of the training.

Training Deliverables

The successful service provider shall provide:

- A detailed training programme indicating daily start and end times.
- Training manuals and learner guides.
- Practical exercise files.
- Attendance registers.
- Assessment instruments and marking guides.
- Assessment results.
- Training evaluation reports.
- Certificates of completion.

Note below:

- Payment will only be processed upon successful completion of the training and submission of all required deliverables, including attendance registers, assessment results, invoices, and training certificates.
- Magalies Water reserves the right to monitor the quality of training throughout the programme.
- Magalies Water reserves the right to terminate the training and withhold payment should the training delivered fail to meet the requirements outlined in this specification.

1. Submission of Quotations

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline **Date by no later than 12h00** to the email below. Email: quotations@magalieswater.co.za.

No hand delivered quotations will be accepted, all quotations to be submitted to the email indicated on the RFQ.

2. Selection of Qualifying Quotation

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The selection of the qualifying quotation will be at Magalies water's sole discretion.
Magalies Water does not bind itself to accept any particular Quotation.

3. Documents required

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ADMINISTRATIVE REQUIREMENTS REQUIREMENTS:

- Quotation must have CSD vendor number **or** CSD report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be a minimum of 30 days or more from the date of issue.
- Quotation with physical address, date, contact details and banking details.

MANDATORY REQUIREMENTS REQUIREMENTS:

- Quotation must be line with the specification.
- Quotations received after the closing date will not be accepted.

***NB All non-responsive bids will be rejected.**

4. EVALUTION OF QUOTATION

All Quotations with a rand value equal to or below R50 million, will be evaluated in terms of the PPR 2022 using the 80:20 Preference point system.

CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100 points

Specific goal	Number of points (80/20 system)	Means of verification
Black people ownership equity	5	Central Supplier Database (CSD) report
Women equity	3	Central Supplier Database (CSD) report
Youth equity	2	Central Supplier Database (CSD) report

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Disability	2	Medical certificate or (CSD)
Promotion of small businesses	4	1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00.
Medium- 2 Points		2. Signed Financial Statements for transactions above R500 000.00
Small- 3 Points		
Micro- 4 Points		
Other- 0 Points		
Locality	3	Proof of address (tribal authority letter/ Lease agreement accompanied by municipal rates invoice/statement)
Military Veterans (MVA)	1	MVA force number/CSD
Total	20	

5. TERMS & CONDITIONS

- 5.1. Quotations received after the closing date will not be accepted.
- 5.2. All costs to be included in the quotation.
- 5.3. Delivery must take place at the specified place.
- 5.4. Quotations to be valid for a minimum of 30 days or more from date of issue.
- 5.5. The Government Procurement General Conditions of Contract shall apply.