

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	02 November 2021	REQUISITION NUMBER	REQ0004174
CLOSING DATE:	05 November 2021	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: To render training on Ms sharepoint 2016		Quantity required
<p>Microsoft SharePoint 2016 Courses:</p> <ol style="list-style-type: none"> NE-55193: Introduction to SharePoint 2016 for Collaboration and Document Management Course, including exam NE-55197: Microsoft SharePoint Server 2016 for the Site Owner/Power User Course, including exam <ul style="list-style-type: none"> The courses must be accredited (Microsoft Accredited) and costs must include exam fees Must be virtual facilitator-led online course <p>Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <ol style="list-style-type: none"> NE-55193: Introduction to SharePoint 2016 for Collaboration and Document Management <p>Introduction This one-day class is designed for SharePoint team members and end users who need to know how to use the team collaboration, document management and social features of Microsoft SharePoint 2016. This class features live inline interactive labs where the student interacts with both SharePoint and other students.</p> <p>1 Course Objectives After completing this course, students will be able to:</p> <ul style="list-style-type: none"> Navigate SharePoint sites Manage content in lists and libraries Create and edit Alerts Collaborate using Tasks lists, Calendars and Document libraries Work with libraries, including upload, download, editing, content approval, check out/in and versioning Use the SharePoint social features Use OneDrive for Business <p>Course Content Module 1: SharePoint Overview Module 2: Accessing SharePoint Module 3: SharePoint Libraries Module 4: SharePoint Lists Module 5: SharePoint Search Module 6: SharePoint Social Features Module 7: Newsfeed Module 8: One Drive for Business</p> <p>Associated Certification & Exam</p> <ul style="list-style-type: none"> On successful completion of this course students must receive an attendance certificate. Exam must be included (certification exam) 		1

2. NE-55197: Microsoft SharePoint Server 2016 for the Site Owner/Power User Introduction This 2-day class is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2016 sites. This class compliments the NE-20339-1 course by providing IT Pros with the foundation of permissions and site collection management. Prerequisites Before attending this course, students must have: <ul style="list-style-type: none"> Have strong SharePoint 2010-2016 end user skills or have attended course NE-55193: Introduction to SharePoint 2016 for Collaboration and Document Management or similar Good Microsoft Office skills, including Word, Excel, PowerPoint and Outlook Course Objectives After completing this course, students will be able to: <ul style="list-style-type: none"> Manage Sites and Site Collections Add users and groups and manage site, list, folder and item security Add and configure web parts Configure site options including theme, title, description and icon Configure site navigation View site activity reports Customize lists and libraries Configure Check out/in, Content Approval and Versioning Create and modify pages and web part pages Course Content Module 1: The Role of the Site Owner Module 2: Users, Groups and Permissions Module 3: Site and Site Collection Features Module 4: Managing Sites and Pages Module 5: Working with Lists and Libraries Module 6: Monitoring Site Activity Module 7: SharePoint Apps and Add-ins (Optional) Associated Certification & Exam <ul style="list-style-type: none"> On successful completion of this course students must receive an attendance certificate. Exam must be included (certification exam) 		
Expected date of delivery:	Training to take place in November, December 2021 or January 2022	
Contract or once-off:	Once-off	
Technical / Mandatory requirements:	N/A	
Other information:	Delegates to be able to ask questions throughout the course	
SECTION TO BE COMPLETED BY SUPPLIER		
2. SUPPLIER DETAILS		
Supplier name:		
CSD number:		
Contact person:		
Contact number:		
Email:		
VAT number (if applicable):		
Physical address:		

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements. Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:

Signature:

Date: