



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-Tender with completed SBD 4.**

**Delivery address:**

The Presidency  
Union Buildings  
Government Avenue  
Pretoria  
0002

**Request for Quotation: Microsoft Excel Intermediate**

Detailed description of the service required	Quantity
<b>Name of course: Microsoft Excel Intermediate</b>	<b>20</b>
<b>Preferred training dates:</b> to be confirmed	
<b>Course Duration:</b> 5 days	
<b>Programme Outcomes:</b> <ul style="list-style-type: none"><li>• Prepare and produce a spreadsheet to provide a solution to a given problem.</li><li>• Adjust settings to customize the view and preferences of the spreadsheet application to suit the solution created for the given problem.</li></ul>	

<ul style="list-style-type: none"> <li>• Work with multiple worksheets to suit the solution to the given problem.</li> <li>• Apply formulae to worksheets to provide alternative solutions to the given problem.</li> <li>• Apply simple built-in functions of the spreadsheet application to the given problem.</li> <li>• Apply formatting to a spreadsheet applicable to the given problem.</li> <li>• Use special effects to improve the presentation of the spreadsheet.</li> <li>• Evaluate a spreadsheet to comply with the given problem</li> </ul> <p><b>Unit Standard:</b> Training provider should offer Unit Standard based programme</p> <p><b>Unit Standard Title:</b> Microsoft Intermediate Excel</p> <p><b>NQF Level:</b> 3</p> <p><b>Credits:</b> 6</p> <p><b>Certificate:</b> Certificate of competence must be issued after learner is found to be competent.</p> <p><b>Course material:</b> All course material to be supplied by the provider</p> <p><b>NB:</b> Venue and catering must be included</p>	
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## THE INVITATION TO QUOTE EVALUATION CRITERIA

- ❖ **The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.**

- **Phase 1: (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.**
  - **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

- **Phase 2: Mandatory Requirements and Disqualification Administration Requirement's**

### **a) Mandatory Requirements**




- Service provider must be accredited with Education and Training Quality Assurance (ETQA)
- Proof of accreditation must be attached. Attach a valid certificate or letter from the body.

**Only bidders who met mandatory requirements will be considered for Disqualification Administration Requirement's**

### **b) Disqualification Administration Requirement's**

**Only bidders who submitted quote according to the below will be considered for phase 3**

- 🚩 **Quotation *validity* period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award**

-  Quotes must be submitted as per the prescribed closing dates.
-  Supplier must be registered on CSD (Central Supplier Database)
-  Bid/quotations submitted **after** closing date will not be considered

- o Phase 3: **Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100


Table 1: Specific goals for the tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

**NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100**

### General requirements

-  SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3

- ✚ Tax matters must be compliant on CSD before final award if **not you will be notified to correct within 7 working days failure that you will be disqualified**
- ✚ Banking details must be verified if **not you will be notified to correct within 7 working days failure that you will be disqualified**