



REQUEST FOR QUOTATION “RFQ”

RFQ NO:	NCCETC RFQ 011-2024 - LEARNERSHIPS: End User Computing																																																					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	END USER COMPUTING - SAQA Qualification ID: 61591 - Qualification Title: National Certificate End User Computer - Minimum Credits: 60 - NQF Level 3 - Quantity of Learners: 30 <table><thead><tr><th>ID</th><th>UNIT STANDARD TITLE</th><th>CREDIT</th></tr></thead><tbody><tr><td>117925</td><td>Describe the concepts of (ICT) and use of its components in a healthy and safe manner</td><td>3</td></tr><tr><td>117923</td><td>Use (GUI) –based presentation application to prepare and produce a presentation according to a given brief</td><td>5</td></tr><tr><td>116937</td><td>Use (GUI) based spreadsheet application to create and edit spreadsheets.</td><td>4</td></tr><tr><td>116931</td><td>Use (GUI) based web-browser to search the internet</td><td>4</td></tr><tr><td>117924</td><td>Use (GUI) based word processor to format documents</td><td>5</td></tr><tr><td>116936</td><td>Use (GUI) based database application to work simple databases</td><td>3</td></tr><tr><td>116930</td><td>Use (GUI) based presentation application to enhance presentation appearance.</td><td>5</td></tr><tr><td>116940</td><td>Use (GUI) based spreadsheet application to solve a given problem.</td><td>6</td></tr><tr><td>116942</td><td>Use (GUI) based word processor to create merged documents</td><td>3</td></tr><tr><td>119078</td><td>Use (GUI) based word processor to enhance a document through the use of tables and columns</td><td>5</td></tr><tr><td>116943</td><td>Using a (GUI) based spreadsheet application, enhance the functionality and apply graph.</td><td>3</td></tr><tr><td>11241</td><td>Perform basic business calculations</td><td>6</td></tr><tr><td>8973</td><td>Use language and communication in occupational learning programme</td><td>5</td></tr><tr><td>258879</td><td>Change the appearance of a spreadsheet</td><td>3</td></tr><tr><td></td><td></td><td></td></tr><tr><td>TOTAL</td><td></td><td>60</td></tr></tbody></table>			ID	UNIT STANDARD TITLE	CREDIT	117925	Describe the concepts of (ICT) and use of its components in a healthy and safe manner	3	117923	Use (GUI) –based presentation application to prepare and produce a presentation according to a given brief	5	116937	Use (GUI) based spreadsheet application to create and edit spreadsheets.	4	116931	Use (GUI) based web-browser to search the internet	4	117924	Use (GUI) based word processor to format documents	5	116936	Use (GUI) based database application to work simple databases	3	116930	Use (GUI) based presentation application to enhance presentation appearance.	5	116940	Use (GUI) based spreadsheet application to solve a given problem.	6	116942	Use (GUI) based word processor to create merged documents	3	119078	Use (GUI) based word processor to enhance a document through the use of tables and columns	5	116943	Using a (GUI) based spreadsheet application, enhance the functionality and apply graph.	3	11241	Perform basic business calculations	6	8973	Use language and communication in occupational learning programme	5	258879	Change the appearance of a spreadsheet	3				TOTAL		60
ID	UNIT STANDARD TITLE	CREDIT																																																				
117925	Describe the concepts of (ICT) and use of its components in a healthy and safe manner	3																																																				
117923	Use (GUI) –based presentation application to prepare and produce a presentation according to a given brief	5																																																				
116937	Use (GUI) based spreadsheet application to create and edit spreadsheets.	4																																																				
116931	Use (GUI) based web-browser to search the internet	4																																																				
117924	Use (GUI) based word processor to format documents	5																																																				
116936	Use (GUI) based database application to work simple databases	3																																																				
116930	Use (GUI) based presentation application to enhance presentation appearance.	5																																																				
116940	Use (GUI) based spreadsheet application to solve a given problem.	6																																																				
116942	Use (GUI) based word processor to create merged documents	3																																																				
119078	Use (GUI) based word processor to enhance a document through the use of tables and columns	5																																																				
116943	Using a (GUI) based spreadsheet application, enhance the functionality and apply graph.	3																																																				
11241	Perform basic business calculations	6																																																				
8973	Use language and communication in occupational learning programme	5																																																				
258879	Change the appearance of a spreadsheet	3																																																				
TOTAL		60																																																				
PURPOSE FOR GOODS REQUIRED:	NSF PROJECTS : COMMUNITY EDUCATION AND TRAINING CAPACITY BUILDING AND OCCUPATIONAL PROGRAMME PHASE 2022-2025(LEARNERSHIPS)																																																					
	Please submit the following: ☐ Quotation ☐ Valid Registration As Non-Profit Organization ☐ Valid B-BBEE Certificate ☐ Valid Tax Clearance Certificate ☐ Copy of latest municipal services account for business as proof of residence ☐ CSD report																																																					
ISSUING DATE:	20/06/2024																																																					
BRIEFING SESSION VENUE:	Compulsory		Not compulsory X																																																			

BRIEFING SESSION:	TIME:	N/A	DATE:	N/A
CLOSING:	TIME:	13:00	DATE:	24/06/2024
EVALUATION CRITERIA	1. Price and B-BBEE		Price: N/A	
			B-BBEE: N/A	
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Ms N Benson 053 753 0000			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Email to: NBenson@NC.CETC.edu.za. All quotations need to be signed and on an official letterhead.			