



MAKHUDUTHAMAGA
LOCAL MUNICIPALITY

09/12/2020

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Accredited Service Providers are invited to provide the quotations for the below mentioned projects:

1. Provision of Accredited Intensive Computer Literacy Training for 39 People

PROJECT NO:LIM473/Computer Literacy Training/20/21/Quote26

INTENSIVE COMPUTER TRAINING

COURSE OUTLINE

1.THE COURSE SHOUT INCLUDE

- Computer Basics
- Computer Components
- What Makes Computer Network

2.MICROSOFT OFFICE

- Microsoft Word
- Excel
- PowerPoint

3. MANAGING COMPUTER CONTENTS

- Storing Items on your Computer
- Working with Folders
- Working with Files
- Analysing Numbers

4.SEARCHING FOR CONTENTS AND USIN HELP

- Searching for Data on your computer
- Windows Help and Support

5.CUSTOMIZING WINDOWS

- Shortcuts
- Gadgets
- System Setting

6.USING INTERNET

- Browsing the web
- Customising internet explorer
- Social Networking
- Outlook and Email Operations

7.NUMBER OF THE CANDIDATES

- 39 People

EQUIPMENT AND RESOURCES TO BE USED DURING TRAINING

The Municipality will provide computes ,venue and catering for candidates

NB THE SERVICE PROVIDER IS RESPONSIBLE TO PROVIDE HIS OWN ACCOMODATION AND CATERING

PROFESSIONAL BODY

The service provider should be able to provide MICT SETA certificate registered with ICDL South Africa and be recognised by Department of Higher Education and Training the Municipality has the right to check verification with DHET

DURATION OF THE TRAINING: 5 DAYS

Closing Date: 17 December 2020 @ 12H00.

Quotation must be submitted and be sealed in an envelope and marked with the relevant quotation Description and Quotation Number and be submitted in to **Municipal tender box** at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

Returnable Documents:

Quotation

Declaration of Interest Form downloadable from www.makhuduthamaga.gov.za.

Affidavit Confirming Municipal Rates and Taxes

CSD Report

For Enquiries Contact

SCM Unit: 013 265 8639- Ms Sekgoele R.M

Senior Manager: 013 265 8680- Mr Matlala MK

