



An area of unfound diversity

Xhariep
District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Website: www.xhariep.co.za; skaza@xhariep.gov.za

REQUEST FOR PROPOSALS: BASIC END USER COMPUTER TRAINING

Xhariep District Municipality hereby requests proposals from reputable Training Service Providers to conduct Basic End User Computer Training.

The appointed Training Service Provider will be required to conduct the training on the following:

- a) Microsoft Word
- b) Microsoft Excel
- c) Microsoft PowerPoint
- d) Internet and E-mail

Interested Training Service Providers seeking to submit Proposals will be required to demonstrate their experience in Computer Training and estimate Costing for the training.

It is imperative that interested applicants' proposals include the following:

- a) Company Profile
- b) Accreditation status as a Training Service Provider
- c) Monitoring and Evaluation systems

Closing Date: 19 November 2010 at 12:00

Enquiries: Mr MM Kubeka
Director Corporate Services
Tel: 051 713 9305

Address applications to: Mr TL Mkhwane
Municipal Manager
20 Louw Street
Trompsburg
9913

Reference No: COMPTRN/10/11

- All Training Service Providers are requested to collect and sign the request for proposals (RFP) and Specification documents from the Municipal Offices.
- Proposals must be deposited in the Bid box, during office hours between 07h30-16h30 at the Municipal Offices.
- Documents are obtainable from the XDM Supply Chain Management office at a **non-refundable** amount of R100.00

Documents may be obtained from: Xhariep District Municipality
20 Louw Street
Trompsburg
9913

No late, e-mailed or faxed proposals will be accepted. The Municipality is not compelled to accept the lowest proposal or any proposal.