



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025

The Market Theatre Foundation

Request for Quotation:

REQUEST FOR A QUOTE FOR BASIC AND
INTERMEDIATE EXCEL TRAINING - MTF RFQ
385/2024 - 2025

Advertised on: 18 September 2025

Closing Date: 23 September 2025

Closing Time: 12:00

Tender Price: N/A

Tender can be delivered in Tender box situated at or emailed to:

138 Lillian Ngoyi Street, Newtown

rfq@markettheatre.co.za

Compulsory Briefing Session: N/A

Address: N/A

Company Name: _____



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

The Market Theatre Foundation is looking for Basic and Intermediate Excel Training.

The Market Theatre is renowned world-wide for brilliant anti-apartheid plays that have included *Woza Albert*, *Asinamali*, *Bopha*, *Sophiatown*, *You Strike the Woman You Strike a Rock*, *Born in the RSA*, *Black Dog – Inj'emnyama*, as well as the premieres of many of Athol Fugard's award-celebrating the past, but it is also confidently looking forward to playing a major cultural role in the 21st century for South Africa, and the African continent.

During the past four decades, The Market Theatre has evolved into a cultural complex for theatre, music, dance and the allied arts. Today, The Market Theatre remains at the forefront of South African theatre, actively encouraging new works that continue to reach international stages.

REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING

INTRODUCTION

The Market Theatre Foundation (MTF), a Schedule 3A Public Entity governed by the Cultural Institutions Act and an agency of the Department of Sport, Arts and Culture, seeks to appoint a qualified service provider to conduct a Basic and Intermediate Excel training for 11 MTF staff members.

PURPOSE

The purpose of this training is to enhance staff proficiency in Microsoft Excel, focusing on foundational to intermediate skills. This initiative aims to empower employees with practical knowledge and tools to improve data management, analysis, and reporting efficiency across departments. By strengthening Excel capabilities, the organization seeks to boost productivity, reduce errors, and foster a data-driven work culture that supports informed decision-making and operational excellence.

SCOPE OF WORK

The selected training provider will be expected to deliver Microsoft Excel training to the 11 staff members, focusing on basic to intermediate proficiency levels. The scope of work includes:

1. Training Delivery – Over Two days

- Provide instructor-led sessions (in-person) covering:
- Basic Excel functions: navigation, formatting, formulas, and data entry.
- Intermediate Excel Functions skills: charts, pivot tables, conditional formatting, data validation, and basic
- Include practical exercises and real-world examples relevant to the organization's work.



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

2. Training Materials

- Supply comprehensive training materials, including manuals, quick reference guides, and practice files.
- Provide access to recordings or supplementary resources for post-training review.

3. Assessment and Certification

- Issue certificates of completion / attendance to participants.

4. Reporting and Feedback

- Provide a summary report detailing attendance, assessment results, and participant feedback.
- Offer recommendations for follow-up

SELECTION CRITERIA

To ensure the delivery of high-quality Excel training that meets organizational needs, the following criteria will be used to evaluate and select the most suitable service provider:

1. Proven Track Record

- Four contactable reference letters where the same training was done.

2. Qualified Trainers

- Trainers must possess relevant certifications and practical experience in Excel instruction.
- Strong facilitation skills and ability to engage diverse learner groups.

3. Training Methodology

- Use of interactive, hands-on learning techniques.
- Inclusion of real-world examples and exercises aligned with organizational tasks.

4. Quality of Training Materials

- Provision of comprehensive and user-friendly materials, including manuals, quick guides, and practice files.
- Access to post-training resources such as recordings or support documents.

5. Cost Effectiveness

- Competitive pricing aligned with the scope and quality of services offered.
- Clear cost breakdown.

1. FUNCTIONALITY:

An assessment of functionality will be based on the evaluation criteria below. Each evaluation criteria will carry a weighting as indicated and the bidder will be required to score a minimum of 70 points out of 100 points for functionality to qualify: Any bidder that do not score 70 or higher will be disqualified.



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

Criteria	Scoring	Weighted score
Provide written contactable reference letters from previous companies/clients as evidence of previous related work for MS Excel Basic and Intermediate training successfully completed. The reference letters from the clients must be on the letterhead, must include a year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The reference letter must not be older than 5 years.	Company reference letter 10 points per letter. 3 signed contactable reference letters=30 points 2 signed contactable reference letters = 20 points. 1 signed contactable reference letter=10 point No reference letter=0	30
Lead Trainer/Facilitator experience, indicating relevant years of experience in MS Excel Basic and Intermediate Training.	15 years work experience in Excel training = 20 points 10 years relevant experience in executive coaching =10 points	20
Lead Trainer Qualification Bidders must attach relevant certified copies of the highest qualifications in IT/Computer Science/Training related field. Uncertified qualifications will not be accepted as authentic.	Minimum Diploma/Degree=30 points Certificate =20 points	30
Proof of accreditation or certification as a Microsoft Excel training professional	Proof of accreditation/certification =10 points	10
Training plan for Basic and Intermediate Excel over 2 days for 11 staff members	Plan=10 points	10
TOTAL POINTS		100

Supporting documents that needs to be completed in full and be sent back with your quote.

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form (See Attached)
- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

ANNEXURE A - Declaration of Interest



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2 Do you, or any person connected with the bidder, have a relationship
1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution?

YES/NO



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

2.1 I have read and I understand the contents of this disclosure;

2.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

ANNEXURE B

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations
2022



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



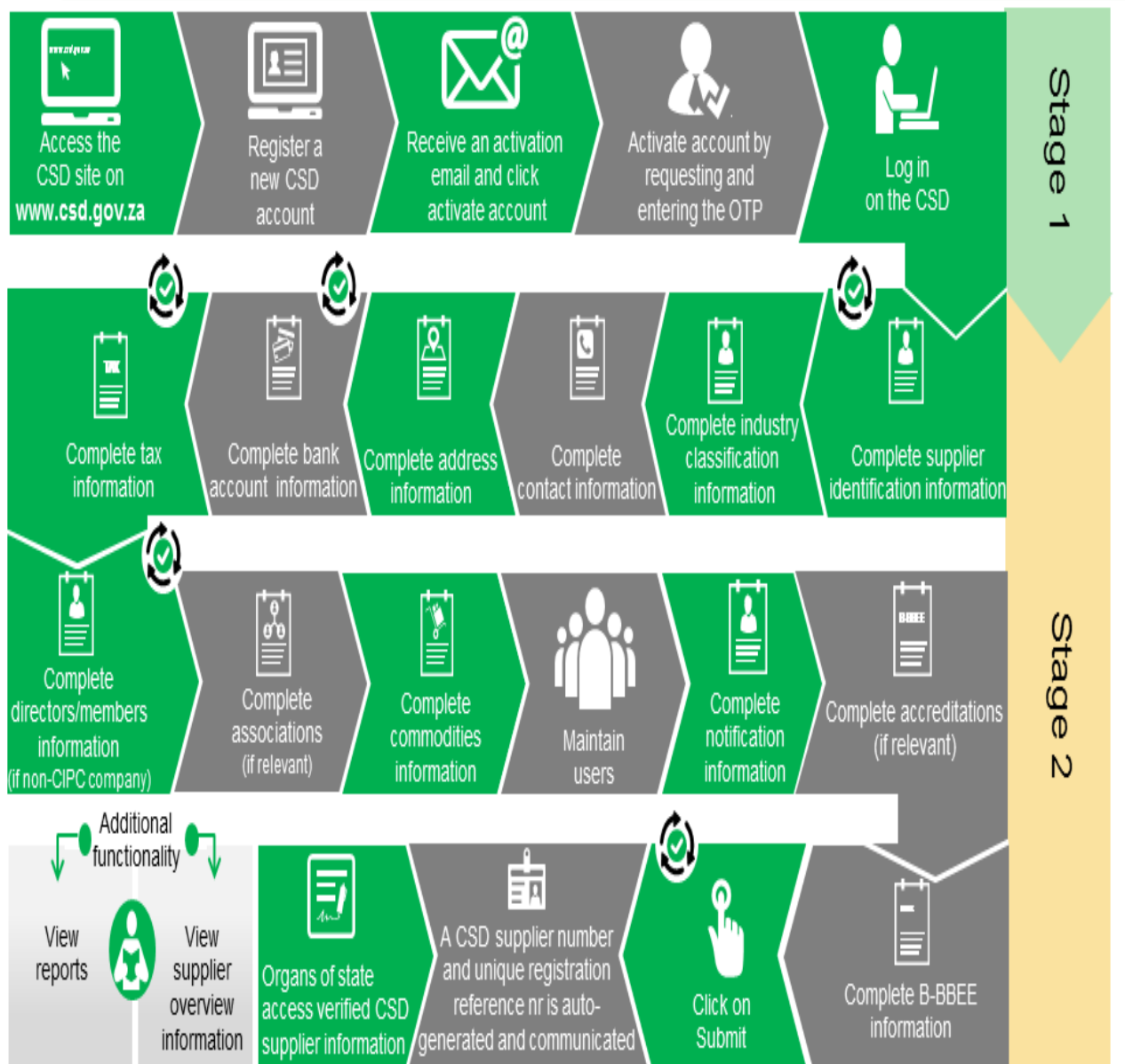
**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

Annexure C
CSD REGISTRATION PROCESS



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.



**REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING -
MTF RFQ 385/2024 - 2025**

ANNEXURE E
PRICING SCHEDULE



REQUEST FOR A QUOTE FOR BASIC AND INTERMEDIATE EXCEL TRAINING - MTF RFQ 385/2024 - 2025

Pricing Schedule

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below.

1. Pricing Schedule

Item No	Description	Unit	Qty	Total Amount
1.	Basic and Intermediate Excell Training	Each	11	R
2.	Comprehensive training materials	Each	11	R
3.	Issue certificates of completion / attendance to participants	Each	11	R
4.	Summary report detailing attendance, assessment results	Each	11	R
5.	Total Inclusive of Vat @ 15%			R