



## **NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELICOE AVENUE, ROSEBANK 2196  
TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

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### **REQUEST FOR PROPOSALS FOR A SERVICE PROVIDER TO PROVIDE OFFICE 365 VIRTUAL TRAINING TO NEDLAC's END USERS**

#### **1. PURPOSE**

The purpose of this RFP is to seek a service provider to provide Training on Office 365 enable Nedlac's users to be able to perform different tasks by using O365 application, and be able to use the apps effectively.

#### **2. System background**

Nedlac's has an online exchange (O365) hybrid with an on-premise exchange server 365 E1

#### **3. RFQ Specifications**

The successful service provider must submit a proposal that includes the following Office 365 Virtual Training on the following APPs:

- One-drive (to securely store all your files in one place, share them with others)
- MS Teams (how to fully utilise teams and its added benefits)
- SharePoint (how to create SharePoint site, share and collaborate)
- Microsoft planner and Microsoft Yammer
- Power Automate

#### **4. REQUIREMENTS**

- Service provider must be certified to provider Microsoft training
- At least three examples of previous similar work
- Three contactable references.
- Service provider be a partner and possess the necessary qualification to do O365 training.
- Fully complete SBD forms
- CSD summary report
- SARS TCC Pin



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### **5. Important information:**

- Failure to submit the information requested above will result in a disqualification of the proposal.
- All the SBD documents must be completed, signed and submitted. Failure to do so will disqualify the bid.
- The training can be scheduled for a full day with 2 separate sessions to enable all users to attend one of the two days.

### **6. Costing:**

The quotation must include all costs and be including VAT.

*Proposals must be submitted electronically.*

*By no later than 23 March 2021 at 12H00*

*No late applications will be accepted.*

*Quotation should be submitted [Joyce@nedlac.org.za](mailto:Joyce@nedlac.org.za)*