



**UMHLABUYALINGANA  
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973  
Tel: +27 35 592 0665 • +27 35 592 0680  
Fax: + 27 35 592 0672

RE- ADVERTISEMENT

Quote No: 10232

09/11/2022

REQUEST FOR QUOTATION OF: TRAINING OF ELECTRONIC FILLING SYSTEM

<u>NUMBER</u>	<u>DISCRIPTION</u>	<u>QUANTITY</u>
1	<p><b>ELECTRONIC FILLING SYSTEM( NQF Level 3 - 4</b></p> <p><b>Course's Objectives.</b></p> <ul style="list-style-type: none"><li>- Architecture of EDRMS</li><li>- Administration GUI</li><li>- Creating New Folders/ STOR</li><li>- Configuration of STORS</li><li>- Creating Roles</li><li>- Creating Users</li><li>- EDRMS Solution Overview</li><li>- Imaging Module</li><li>- User Management</li><li>- Active File Tracking</li><li>- System Audits</li><li>- Full Functionality</li><li>- Disposal Management</li></ul> <p><b>Accreditations</b></p> <p>Proof of accreditation:</p> <p>Accredited with;</p> <ul style="list-style-type: none"><li>• Data STOR system</li></ul>	3



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Kindly deposit your Bidding documents in the tender box situated next to the reception at umhlalbuyalingana municipality, R22 Manguzi main road, Kwangwanase 3973 not later than 16 November 2022 at 12h00, marked "**Quote No:10232, Bidding documents available for collection at the SCM Offices.**"

Quotations above R30 000 will be evaluated on the basis 80:20 point system as stipulated in the preferential procurement policy framework (Act 5 of 2000) and the Municipality's Supply Chain Management policy and procedures.

  
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**MRS NP Mkhabela**  
**ACTING CHIEF FINANCIAL OFFICER**