REQUEST FOR QUOTATIONS – MINUTE TAKING AND REPORT WRITING

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 01 September 2023 at 11h00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241

Enquiries:

Miss L. Jongidiza (043-704 9207/0833691965)

Miss B. Madliki (043-704 9267)

ljongidiza@bccollege.co.za

brendam@bccollege.co.za

Date: 24 August 2023

Expected Delivery Date:

<u>RE: QUOTATION REQUEST</u>

Kindly provide us with the quotation for 10 staff members that are interested to attend Minute taking and Report writing short course at your institution

No	Item	Item Description	Quantity
	Training for 10 Staff Members	• Minute Taking & Report Writing Training • Duration 2 days • SAQA Accredited • Venue- In House	10

- Quotations must be dated, signed and stamped.
- Quotations must be accompanied by the following documents:
  - Signed quotation with banking details,
  - Certified BBBEE Certificate,
  - SBD forms,
  - Valid Tax Clearance Certificate and

A valid accreditation with a relevant SETA for training offered.

Signed by: _____
Skills Development Facilitator: L. Jongidiza

Signed by: _____
AD: Human Resource Administration: N Mhlola-Miza

Signed by: _____
DP: Corporate Services: Z Chola

Signed by: _____
SCM: Manager

ADMIN CENTRE
Cnr Lukin Road & King Street
Private Bag 9016
East London, 5200
Tel: (043) 704 9352
Fax: (043) 743 4254
Email: ceo@bccollege.co.za

COLLEGE CAMPUSES

SCHOOL OF BUSINESS:
EAST LONDON CAMPUS
Lukin Road, East London
Private Bag 9016
East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0116
Email: elcadmin@bccollege.co.za

SCHOOL OF ENGINEERING
JOHN KNOX BOKWE CAMPUS
Mfaxa Street, Nu1, Mdantsane
Private Bag X24
Mdantsane, 5219
Tel: (043) 761 1792
Fax: (043) 761 4803
Email: jkbadmin@bccollege.co.za

SCHOOL OF OCCUPATIONAL TRAINING
ST MARKS CAMPUS
St Marks Road, 5200
East London
Private Bag 9016
East London, 5200
Tel: (043) 743 6554
Fax: (043) 743 9650
Email: training@bccollege.co.za

www.bccollege.co.za

Relevant Vocational Education for a Changing World

Minute Taking & Report Writing Course Outline

- Master the fundamentals of good speed writing skills

- Be able to apply the essential phases of your writing process to help you to write a minute with ease
- Promote writing that is easy to read, understand and act upon
- Know how to hook your audience and keep their attention throughout
- Learn how to effectively prepare for meetings with a fault free meeting checklist
- Know how to convey your message effectively without being too verbose which results in confusing your audience.
- Alternatively, avoid being too precise, resulting in the omission of important information
- Adopt tools to manage a meeting with confidence by understanding your duties and responsibilities as a secretary / PA
- Investigate the readability and the use of writing essentials within your limit time to clarify your objectives and make a good impression on your reader
- Offer effective practical writing solutions and choices
- Use basic grammar to ensure your message is conveyed effectively and professionally
- Get up-to-the-minute hints