



ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION

- Q 2021/041: SUPPLY AND DELIVERY OF WARM MEALS FOR DISASTER MANAGEMENT INCIDENTS FOR THE PERIOD ENDING 30 JUNE 2022
- Q 2021/059: SUPPLY AND DELIVERY OF FIRE RETARDANT / WETTING AGENT FOR THE PERIOD ENDING 30 JUNE 2022
- T 2021/043: GROUND CREWS FOR FIRE FIGHTING AND FIRE RELATED FUNCTIONS FOR THE PERIOD ENDING 30 SEPTEMBER 2022
- T 2020/049: EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023
- T 2020/046: CULINARY TRAINING, CUSTOMER CARE TRAINING, EVENTS MANAGEMENT TRAINING, "INTRODUCTION TO WINE" COURSE, FIRST AID LEVEL 1 & 2, EXHIBITION TRAINING AND CULTURAL SITE GUIDE TRAINING COURSES FOR A 12-MONTH PERIOD X 2

I Lorna van Niekerk hereby acknowledge receipt of the following original tender and quotation documents:

Received by [Signature] Date 22/11/2021

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002653



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

TENDER NUMBER: T 2020/049
EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023

COMPANY NAME: KEEP THE DREAM 285
POSTAL ADDRESS: PO BOX 3540,
PAARL,
7620

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:
Financial and Strategic Support Services
Supply Chain Management
Tel: 086 126 5263
Fax: 086 688 4173

T 2020/049
EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD
ENDING 30 JUNE 2023

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A. TENDER NOTICE

Tenders are hereby invited from suitably qualified service providers for health education sessions on farms and at rural schools in the Cape Winelands District Municipal area.

A compulsory information session with all prospective bidders will be held on Monday, 07 December 2020 commencing at 10h00 at the Bird Street office building, cnr Langenhoven Street and Bird Street, Stellenbosch.

Technical enquiries regarding this bid may be directed to Mr Karen Esau at tel. 021 870 3228.

Closing date: 11:00 on Friday 08 January 2021.

Tender documents, in English, are available free of charge on the websites: www.capewinelands.gov.za or <https://etenders.treasury.gov.za>. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch, upon payment of a non-refundable fee of R220,00 per document.

All prospective bidders must ensure that they are registered and accredited on the CWDM's Supplier Database and the Central Supplier Database, prior to the closing date of the tender.

Duly completed tenders must be enclosed in a (separate) sealed envelope and endorsed with the relevant tender number and description on the envelope/s. The sealed tenders must be placed in the official tender box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch on the abovementioned time and dates.

Tenders will be opened in public as soon as possible after this closing time.

**HF PRINS
MUNICIPAL MANAGER**

B. GENERAL CONDITIONS AND INFORMATION

Inviting of tenders by the Cape Winelands District Municipality (CWDM), all relevant bid documentation, submitting of tenders by prospective bidders, evaluation / awarding of tenders and all subsequent contractual responsibilities regarding supply and delivery of goods and/or services, will be managed in terms of and MUST comply with:-

- Chapter 11 of the Municipal Finance Management Act, 2003 (Act no.56 of 2003);
- Municipal Supply Chain Management Policy of the CWDM;
- Supply Chain Management: A guide for Accounting Officers of Municipalities (Guide for AO's);
- Any relevant Regulations / Circulars issued by the National Treasury, from time to time, and
- Any Special Conditions detailed in this Contract (SCC) – *referring to, but not limited to: paragraphs B.1. - 17. and C to P.*

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail (chapter 4.5.2.9 – Guide for AO's)

1. Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept any tender in whole or part.

The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

The Municipality reserves the right to accept more than one tender (in the event of a number of items being offered).

2. Validity Period

The fact and action of handing in a tender to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a tender remains valid and available for a period of ninety (90) days, calculated from the closing date as advertised for the tender, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the tender during this period.

3. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form.

It will be expected from Suppliers to update registration details every 12 months from date of registration. Payment will not be effected if supplier information is outdated.

The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

4. Completion of Tender Documents

The official tender form must be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder.

Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.

The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

Any ambiguity has to be cleared with contact person for the tender before the tender closure.

5. Authorised Signatory

A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

6. Site / Information Meetings

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

7. Quantities of Specific Items

If tenders are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

8. Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

9. Contact with Municipality after Tender Closure Date

Bidders shall not contact the Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Municipality, it should do so in writing to the Municipality. Any effort by the firm to influence the Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

10. Opening, Recording and Publications of Tenders Received

Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

Telexed, faxed or e-mailed tenders will not be accepted.

The tender forms should be carefully completed and no errors will be condoned after tenders have been opened.

The Bidder will be liable to take out **forward cover** to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

11. Evaluation of Tenders

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

12. Subcontracting

The Contractor shall not subcontract the whole of the contract.

Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

Any consent granted or appointment of a subcontractor shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

13. Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

14. Past Practices

The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councilor with this or any past tender.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favors, hospitality or any other benefit in any improper way, with this or any past tender.

15. Persons in the service of the state

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

16. Broad-based black economic empowerment (B-BBEE) status level certificates

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies of the original, not a photo-copy of another certified copy thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder.

Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.

Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.

AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA (until the expiration of the period prescribed by the DTI)

Bidders who qualify as EMEs

- Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

These certificates are identifiable by a SANAS logo and a unique BVA number.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on http://www.sanas.co.za/directory/bbee_default.php.

The relevant BVA may be contacted to confirm whether such a certificate was issued.

As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity;
- The registration number and, where applicable, the VAT number of the measured entity;
- The date of issue and date of expiry;
- The certificate number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo;
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity.

Registered auditors approved by IRBA

The format and content of B-BBEE Status Level Verification Certificates issued by registered auditors approved by IRBA must -

- Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo;
- Clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE;
- Reflect relevant information regarding the identity and location of the measured entity;
- Identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores;
- Record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution; and
- Reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing B-BBEE approved registered auditor to the list of all approved registered auditors. The list is accessible on <http://www.thedti.gov.za> and / <http://www.irba.co.za>.

The relevant approved registered auditor may be contacted to confirm whether such a certificate was issued.

Accounting officers as contemplated in section 60(4) of the CCA;

These certificates will be issued on the accounting officer's letterhead with the accounting officer's practice number and contact number clearly specified on the face of the certificates.

The content of B-BBEE Status Level Verification Certificates issued by accounting officers as contemplated in the CCA is detailed in paragraph 4.8.5 below.

VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.

In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential bidder to qualify as an EME.

- For example the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME is required to submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME that is regarded as a Specialized Enterprise, is required to submit a sworn affidavit confirming their annual turnover/ allocated budget/ gross receipt of R 10 million or less and level of percentage of black beneficiaries to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

ELIGIBILITY AS QUALIFYING SMALL ENTERPRISES (QSE)

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.

- A QSE with at least 51% black ownership qualifies as a Level 2 contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit confirming their annual turnover/ budget/ gross receipt of R 50 million or less and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

IN ORDER TO BE AWARDED PREFERENCE POINTS, ANEXURE H. QUESTIONNAIRE AND ANNEXURE K. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED

17. Application

These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract may be laid down and included to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

18. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding documents and specifications.

19. Information and Inspection

The service provider shall not, without the District Municipality's prior written consent, disclose the agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the District Municipality in connection therewith, to any person other than a person employed by the service provider in the performance of the agreement. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The service provider shall permit the District Municipality to inspect the supplier's records relating to the performance of the service provider and to have them audited by auditors appointed by the District Municipality, if so required by the District Municipality.

20. Governing Language

The governing language shall be English. All correspondence and other documents pertaining to the agreement that is exchanged by the parties shall also be written in English.

21. Payments

Payments shall be made by the District Municipality within **thirty (30)** calendar days of receiving the relevant **invoice / statement provided** by the supplier.

Payment will be made in Rand unless otherwise stipulated.

22. Prices and Evaluation of bids

Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this Tender.

The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the tender, from a country dealing in currency other than that of South Africa.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING:

- Relevant specifications
- Value for money
- Capability to execute the contract
- PPPFA & associated regulations

23. Termination for default

The District Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement;

If the service provider fails to perform any obligation(s) under the contract; or

If the service provider in the judgment of the District Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract

In the event the District Municipality terminates the contract in whole or in part, the District Municipality may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the District Municipality for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

Where the District Municipality terminates the contract in whole or in part, the District Municipality may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

If a District Municipality intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the District Municipality may regard the service provider as having no objection and proceed with the restriction.

Any restriction imposed on any person by the District Municipality will, at the discretion of the District Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the District Municipality actively associated.

If a restriction is imposed, the District Municipality must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

The name and address of the supplier and / or person restricted by the District Municipality;
The date of commencement of the restriction;
The period of restriction; and
The reasons for the restriction

These details will be loaded in the National Treasury's central database of service provider or persons prohibited from doing business with the public sector.

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Termination for Insolvency

The District Municipality may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Municipality.

25. Settlement of Disputes

If any dispute or difference of any kind whatsoever arises between the District Municipality and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the District Municipality or the service provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

The District Municipality shall pay the service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

26. Applicable Law

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

27. Notices

Every written acceptance of a bid and any other notices shall be posted to the service provider concerned by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice;

The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

28. Taxes and duties

A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the District Municipality.

No contract shall be concluded with any tenderer whose tax matters are not in order.

No contract shall be concluded with any tenderer whose municipal rates and taxes and municipal services charges are in arrears.

29. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

Where the value of an intended contract will exceed R 1 000 000.00 (R1 Million) it is the bidder's responsibility to be registered with the South African Revenue Services (SARS) for VAT purposes in order to be able to issue tax invoices. CWDM will deem the price above R 1 000 000.00 (R1 Million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.

The VAT registration number of the District Municipality is 4700193495.

30. Tax Clearance Certificate

A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate with the bid documents unless the member is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the member on record.

If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

31. Municipal Rates, Taxes and Charges

A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

32. Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number must be included with the tender. The Municipality will verify the bidder's CIDB registration during the evaluation process.

33. Letter of Good Standing from the Commissioner of Compensation

A valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof for the bidder on record. The onus is on the bidder to ensure that the Municipality has a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof on record.

A letter of good standing for "tender purposes" from the Department of Labour will also be accepted.

If no such document/s as specified by the Municipality is submitted, the bid will be disqualified.

C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

- (a) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (b) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
- (c) The General Conditions of Contract will form part of all bid documents and may not be amended.
- (d) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC will prevail

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 **"Local content"** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **"Project site,"** where applicable, means the place indicated in bidding documents.
- 1.21 **"Purchaser"** means the organization purchasing the goods.
- 1.22 **"Republic"** means the Republic of South Africa.
- 1.23 **"SCC"** means the Special Conditions of Contract.
- 1.24 **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 **"Supplier"** means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 **"Tort"** means in breach of contract
- 1.27 **"Turnkey"** means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 **"Written" or "in writing"** means hand-written in ink or any form of electronic or mechanical writing.

2. APPLICATION

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. STANDARDS

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. PERFORMANCE SECURITY

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. PACKING

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. DELIVERY AND DOCUMENTS

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. INSURANCE

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. TRANSPORTATION

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. INCIDENTAL SERVICES

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. SPARE PARTS

- 14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

16.5 Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

17. PRICES

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

8. VARIATION ORDERS

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. For construction related goods, services and/or infrastructure project, contracts may be expanded or varied by not more than 20%. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. ASSIGNMENT

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. SUBCONTRACTS

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. TERMINATION FOR DEFAULT

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) The period of restriction; and
- (iv) The reasons for the restriction

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. ANTIDUMPING AND COUNTERVAILING DUTIES AND RIGHTS

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. FORCE MAJEURE

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. TERMINATION FOR INSOLVENCY

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. SETTLEMENT OF DISPUTES

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. LIMITATION OF LIABILITY

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. GOVERNING LANGUAGE

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. APPLICABLE LAW

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. NOTICES

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. TAXES AND DUTIES

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. TRANSFER OF CONTRACTS

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. AMENDMENT OF CONTRACTS

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. PROHIBITION OF RESTRICTIVE PRACTICES

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

The applicable **80/20** preferential points system as set out in Preferential Procurement Regulations 2017 will be used to evaluate individual tenders.

Regulation R 32 of 20 January 2017 provide for a preference points system


80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)]

The points are awarded as follows:

- 80 points is awarded for the **lowest price** if it complies with the Tender / Formal Written Price Quotation conditions.
- Additional points are awarded for attaining the **B-BBEE status level** of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

E. INVITATION TO BID - MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
Tender number:	T 2020/049	Closing date:	06/01/2021	Closing time:	11h00
Description	EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH					
SUPPLIER INFORMATION					
Name of bidder	KEEP THE DREAM 285				
Postal address	PO BOX 3540, PAARL, 7620				
Street address	14 SEPTEMBER ST, WELLINGTON, 7655				
Telephone number	Code	082	Number	0841053	
Cell phone number	0820841053				
E-mail address	keepthedream285@gmail.com				
VAT registration number	4150288449				
Tax compliance status	TCS PIN:	C4155F92DB	OR	CSD No:	MAAA0054184
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no		B-BBEE status level sworn affidavit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are you the accredited representative in South Africa for the goods / services / works offered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes enclose proof]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	1		Total bid price	R See Price Schedule	
Signature of bidder			Date	8/12/2020	
Capacity under which this bid is signed	DIRECTOR				
TECHNICAL INFORMATION MAY BE DIRECTED TO:					
Contact person	Karin Esau				
Telephone number	021 870 3228				
E-mail address	karen@capewinelands.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewinelands.gov.za				

TERMS AND CONDITIONS FOR BIDDING – PART B

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. All bids must be submitted on the official forms provided–(not to be re-typed) or online
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. Is the entity a resident of the republic of South Africa (RSA)? Yes No
- 3.2. Does the entity have a branch in the RSA? Yes No
- 3.3. Does the entity have a permanent establishment in the RSA? Yes No
- 3.4. Does the entity have any source of income in the RSA? Yes No
- 3.5. Is the entity liable in the RSA for any form of taxation? Yes No

If the answer is “no” to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

**NB: failure to provide any of the above particulars may render the bid invalid.
No bids will be considered from persons in the service of the state.**

Signature(s): .....

Name(s): OSCAR DEAN MARTIN.....

Capacity for the Tenderer: DIRECTOR.....

Date: 08/12/2020.....

F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

1. BACKGROUND

This Environmental Health Awareness programme seeks to empower rural communities to improve environmental conditions in and around their homes by promoting personal hygiene and encourage the effective use of water and sanitation services to reduce the disease burden upon beneficiary communities.

This will be achieved through participatory learning methodology; the provision of accurate information will translate into beneficial practices to address environmental health hazards in their living environments. Sessions will preferably accommodate groups of 10-15 adults on farms and children at rural primary schools within the Cape Winelands District area. The following modules should be addressed in a 1-hour session with each group.

- 1.1 Module 1 General health and hygiene training
- 1.2 Module 2 Sanitation
- 1.3 Module 3 Water conservation

2. CONTENTS OF SESSION: Participatory Hygiene and Sanitation Transformation:

The approach is a participatory learning methodology that seeks to empower communities to improve hygiene behavior. To encourage positive utilization of water and sanitation service and maintenance of these services to reduce the disease burden on these rural communities. (Presentations should be in either Afrikaans, English or Xhosa, depending on the language preferences of the relevant group)

2.1. Module 1 General health and hygiene training

- 2.1.1 One of the biggest problems encountered in many communities is their ignorance of microbes and the spreading of diseases and other factors related to public health.
- 2.1.2 There is a definite link between poor sanitation and certain diseases, e.g. diarrhoea, hepatitis, etc. The emphasis must be on personal hygiene habits, e.g. maintaining cleanliness, washing of hands after using the toilet, etc.
- 2.1.3 The behavioral patterns in respect of sanitation, that may endanger a person's health and his/her environment, must be determined and addressed.
- 2.1.4 Display and/or distribute relevant Environmental Health Educational Material e.g. posters and pamphlets supplied by Cape Winelands District Municipality.
- 2.1.5 Health Education is regarded as being successful, when individuals understand and apply the knowledge and skills they were taught.
- 2.1.6 Effective learning, through the use of appropriate teaching tools e.g. PowerPoint, video, etc. and subject relevant educational material, is essential.
- 2.1.7 The general, domestic hygiene principles must be appropriate and age specific for the relevant audience.
- 2.1.8 Prevention of the spreading of microbes, in the household environment, by proper waste removal and anti-littering practices and conduct.

2.1.9 To influence and/or change the attitude of people in respect of sanitation and hygiene.

2.2 Module 2 Sanitation

2.2.1 In most cases the provision of sanitary facilities, without the appropriate health and hygiene education, results in the failure of projects or the abuse of these facilities. It is therefore important that health education must be link to the current Water and Sanitation project of Cape Winelands District Municipality.

2.2.2 This session (module) should include a discussion on the correct use of sanitation facilities. Choosing appropriate teaching methods and tools is of utmost importance, since people at all levels must relate to and understand the information.

2.2.3 This session will also focus on the cleansing and maintenance of sanitary facilities, so that it will result in the households taking ownership of these facilities.

2.3 Module 3 Water conservation

2.3.1 To provide information to the communities about the importance of water for humankind's survival.

2.3.2 To encourage communities to actively participate in the conservation and protection of their water sources, e.g. Water Week and other related initiatives.

2.3.3 To positively change community attitudes with regards to water safety and their environment.

2.3.4 To emphasize the importance of water conservation.

2.3.5 To make communities aware of the consequences of water pollution and preventing the pollution of water sources.

2.3.6 Use of appropriate teaching tools and educational material such as pamphlets, posters etc.

3. REQUIREMENTS OF SERVICE PROVIDER.

3.1 Training and experience

3.1.1 The service provider must have formal training qualification in community training and or education.

3.1.2 **Certified** proof of such qualifications must be attached failure to do so will result in the bidders bid being disqualified.

3.1.3 A list of previous clients where training were rendered by the bidder must be attached and full contact details must be supplied. Failure to do so will result in this bid being disqualified.

3.2 Project Expectations

3.2.1 It will be expected of the relevant service provider to liaise and coordinate all activities with the project manager as well as the EHP representing various areas throughout the district

3.2.2 The service provider must make the necessary arrangement for training at the various identified premises/communities.

3.2.3 Service provider will be expected to provide training in accordance with the training modules that will be provided by the MHS division.

- 3.2.4 The service provider will be expected to distribute pamphlets and posters supplied by the municipality.
- 3.2.5 The service provider is to provide his/her own training tools such as easels, electronic equipment etc.
- 3.2.6 Service provider to provide his/her own transport to be reimbursed according to approved tariffs as per approved bid.
- 3.2.7 The bidder must keep attendance registers of all attendees and all attendees to sign on such attendance registers.
- 3.2.8 Signoff form to be completed and signed by the person in charge of the premises.
- 3.2.9 It will be expected of the service provider to provide photos of training events.

3.3 Financial Arrangements

- 3.3.1 Claims for work completed must be submitted once per month.
- 3.3.2 The service provider will be expected to meet with the project manager once a month upon submission of claims.
- 3.3.3 Claims should include kilometers travelled in respect of the project as well as the cost per training session as approved in this bid.
- 3.3.4 All claims must be supported by the following documents:
 - a. A formal invoice reflecting kilometers claimed as well as number of training sessions completed.
 - b. Attendance registers of training completed.
 - c. Completed signoff form for each session claimed.
 - d. Photos in digital format to be supplied for training sessions completed.

4. EVALUATION CRITERIA

- 4.1 Qualifications of bidder
- 4.2 Previous work experience
- 4.3 Price

RETURNABLE SCHEDULE 1:

Please indicate previous projects or contracts similar in nature to this project that you as service provider have been involved with.

Listed projects with invalid or incorrect contact details for the employer and information not supplied in the format as requested below will be disqualified in this regard.

Project Manager	NAME:						
Employer/ Client	Contact Person	Telephone number	Description of Contract	Value of Contract (Inclusive of VAT)	Contract Start Date	Contract Completion date	
Cape Winelands District Municipality	Mr Andre Van Der Merwe	021 888 5829	Hygiene Sessions on Farms	R 80 000.00	July 2014	JUNE 2015	
Cape Winelands District Municipality	Mr Hendrik Keyser	021 870 3207	Hygiene Sessions on Farms	R 80 000.00	July 2015	JUNE 2016	
CITY OF CAPE TOWN	MS LEANDER VAN OORDT	021 4002292	Awareness & Waste minimisation Sessions in Informal settlements	R 190 000.00	Sept 2019	June 2020	
Cape Winelands District Municipality	Ms Shireen Grootboom	023 626 3191	Pesticide Training on Farms	R 100 000.00	Sept 2011	June 2012	

G. FORM OF OFFER

OFFER

The Cape Winelands District Municipality, identified in the acceptance signature block, has solicited offers to enter into a Contract in respect of the following works:

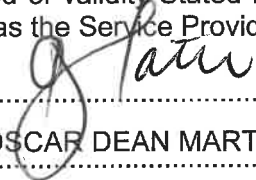
T 2020/049: EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023

The bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender and offers to perform all of the obligations and liabilities under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted

This offer may be accepted by the Cape Winelands District Municipality by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity Stated in the Conditions of Tender, whereupon the bidder becomes the party named as the Service Provider in the Conditions of Contract.

Signature(s): 

Name(s): OSCAR DEAN MARTIN

Capacity for the Tenderer: DIRECTOR

Name of organization: keepthedream285@gmail.com

Name and Signature of Witness: KAREN MARTIN  Date: 08/12/2020

For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted

PRICE SCHEDULE				
ITEM	DESCRIPTION	AMOUNT INCLUDING VAT		
		2020/2021	2021/2022	2022/2023
Health Education Sessions on Farms in 5 local Municipal Areas. Cost per session				
1	Stellenbosch	R 569.25	R 669.25	R 769.25
2	Drakenstein	R 569.25	R 669.25	R 769.25
3	Witzenberg	R 569.25	R 669.25	R 769.25
4	Breedevalley	R 569.25	R 669.25	R 769.25
5	Langeberg	R 569.25	R 669.25	R 769.25
Travel cost per km				
1	Stellenbosch	R 3.61	R 4.61	R 5.61
2	Drakenstein	R 3.61	R 4.61	R 5.61
3	Witzenberg	R 3.61	R 4.61	R 5.61
4	Breedevalley	R 3.61	R 4.61	R 5.61
5	Langeberg	R 3.61	R 4.61	R 5.61
Follow-up sessions report				
1	Stellenbosch	R 569.25	R 669.25	R 769.25
2	Drakenstein	R 569.25	R 669.25	R 769.25
3	Witzenberg	R 569.25	R 669.25	R 769.25
4	Breedevalley	R 569.25	R 669.25	R 769.25
5	Langeberg	R 569.25	R 669.25	R 769.25
Business Address				

Cape Winelands District Municipality
TRIP REPORT
 Opened at 11h00 on
 09 JAN 2021
 Witness:

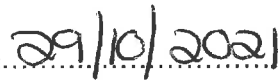

H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderers offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

ACCEPTANCE (to be completed by the Cape Winelands District Municipality)	
T 2020/049: EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023	
 Mr. P Williams Executive Director: Community Development & Planning Services	 Date
 Me. E Niemand Witness	 Date

I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	Voornaam / First name / Amagama	ID Nr./No. Inombolo	State Employee Number
MARTIN	OSCAR	7312045133081	N/A
GOLDING	ALLISTER	8312105143086	N / A

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (Act 53 of 2003)

LW! Om Voorkeerpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgelê word tesame met die **MBD 6.1 Eisvorm** vir punte.

NB! To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card must be submitted with the **MBD 6.1 Claim Form**.

QAPHELAI! Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, kufuneka ukuba isicelo sakho sekopi eqinisekisiweyo ye Balanced Broad-Based Black Economic Empowerment Score Card ihambe kunye nefomu eyi **MBD 6.1 Claim Form**.

Vir meer inligting besoek: / For more information please visit: / Inkcukach ezithe vetshe uzakuzifumana aph:

KEEP THE DREAM 285

Besigheid of persoon se naam:- / Business or person's name:- / Igama leshishini okanye lomntu

- **1.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigte diskriminasie gebaseerd op **ras**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobuhlanga**. 100 %
- 2.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigte diskriminasie gebaseerd op **geslag**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokwesini**. 0 %
- 3.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigte diskriminasie gebaseerd op **gestremdheid**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**. 0 %
- 4.** Persentasie aandeelhouing van persone geklassifiseer as **jeug**. (18 – 35 Jaar oud).
Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 Years old)
Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba **lulutsha** (18 – 35 Yeminyaka) 0 %
- 5.** Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit ? In / Uit In/Ngaphakathi
Is your business established within the area of jurisdiction of the District Municipality? In / Out Uit/Out/Ngaphandle / Ngaphandle
- 6.** Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee Ja/Yes/Ewe
Do you make use of local labour (job creation)? Yes / No Nee/No/Hayi
Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi Nee/No/Hayi

J. DECLARATION OF INTEREST – MBD 4 B

(On behalf of the company and its directors/ members/ trustees/ principle shareholders²)

1. No bid/database registration will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid/database registration. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/database registration in respect of owners/shareholders² of the company.**

3.1	Full Name of bidder or his or her representative	OSCAR DEAN MARTIN
3.2	Identity Number (person submitting this declaration)	7312045133081
3.3	Position occupied in the Company (official/director/trustee/shareholder ²):	DIRECTOR
3.4	Company Registration Number	2010/000207/08
3.5	Tax Reference Number	9052689198
3.6	VAT Registration Number	4150288449
3.7	The names of all directors/ members/ trustees/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

3.8	Are you or any director/ member/ trustee/ principle shareholder presently in the service of the state?	Yes	<input checked="" type="checkbox"/> No
3.8.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.9	Have you or any director/ member/ trustee/ principle shareholder been in the service of the state for the past twelve months?	Yes	<input checked="" type="checkbox"/> No
3.9.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	No
------	--	-----	---------------

3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	No
------	---	-----	---------------

3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.12	Is any spouse, child or parent of the company's directors/ members/ trustees/ principle shareholders or stakeholders in the service of the state?	Yes	No
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3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	Yes	No
------	--	-----	---------------

3.13.1	If yes, furnish particulars.		
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3.14	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	Yes	No
------	--	-----	---------------

3.14.1	If yes, furnish particulars.		
--------	--	--	--

3.15	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	<input checked="" type="checkbox"/> No
3.15.1	If yes, furnish particulars.		

3.16	Was the supplier or any director/ member/ trustee/ principle shareholder convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	<input checked="" type="checkbox"/> No
3.16.1	If yes, furnish particulars.		

3.17	Does the supplier or any director/ member/ trustee/ principle shareholder owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	<input checked="" type="checkbox"/> No
3.17.1	If yes, furnish particulars. The municipality may not do business with individuals/businesses, including that of all the owners/partners/members/directors, whose municipal rates and taxes and/or service charges are in arrears for more than three (3) months unless arrangements have been made with the municipality to settle such arrears. Refer to SCM Regulation 38(d). (Certified copies of your <i>most current</i> accounts/statements and/or proof of any arrangement to be submitted every three months – provide individual information in the schedule under par. 4.		

3.18	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	<input checked="" type="checkbox"/> No
3.18.1	If yes, furnish particulars.		

4	<p>MFMA Circular No 62 of July 2013 require bidders to submit the names of their directors/ trustees/ shareholders, their individual identity numbers, personal tax reference numbers and employee numbers of those who are in the service of the state as defined in the Municipal Supply Chain Management Regulations as part of their bid submissions. A shareholder is defined as a person who owns shares in the company and is actively involved in the management of the company or business, and exercises control over the company.</p>							
	Full name of directors / trustees / shareholders	Identity Number	% Share-holding in company	Personal Tax Reference Number	State Employee Number (Persal)	Municipal rates & services account numbers (3.17.1) <i>Municipal clearance or most recent service account must be attached as evidence</i>		
1	OSCAR DEAN MARTIN	7312045133081	0	3670180144	N/A	221402400012		
2	ALLISTER CRAIG GOLDING	8312105143086	0	1877782142	N/A	RENTING		
3								
4								
5								
6								
7								
8								
9								
10								

I, the under signed, certify that the information furnished on this declaration form is true and correct. I accept that my/my company's bid/registration may be rejected and in addition to the rejection that action may be taken against me/ my company should this declaration prove to be false.

Signature

Date

Capacity of Signatory

Name of Bidder/Company/CC Name

MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:

¹ MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Commissioner of Oaths						
Signed and sworn to before me at <u>WELLINGTON S.A.P.S</u>						
on this the <u>08</u> day of <u>DECEMBER</u> 20 <u>20</u> by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.						
Commissioner of Oaths	<u>C.S.T.</u>					
Position:	<u>C.S.T.</u>					
Address	<u>28 JAN VAN RHEBEEK</u> <u>DRIVE</u> <u>WELLINGTON</u> <u>7655</u>					
Tel:	<u>021 864 8440</u>					
Apply official stamp of authority on this page:						
<table border="1"><tr><td>SUID-AFRIKAANSE POLISIEDIENS</td></tr><tr><td>GEMEENSKAPDIENSSENTRUM</td></tr><tr><td>08 DEC 2020</td></tr><tr><td>COMMUNITY SERVICE CENTRE WELLINGTON</td></tr><tr><td>SOUTH AFRICAN POLICE SERVICE</td></tr></table>		SUID-AFRIKAANSE POLISIEDIENS	GEMEENSKAPDIENSSENTRUM	08 DEC 2020	COMMUNITY SERVICE CENTRE WELLINGTON	SOUTH AFRICAN POLICE SERVICE
SUID-AFRIKAANSE POLISIEDIENS						
GEMEENSKAPDIENSSENTRUM						
08 DEC 2020						
COMMUNITY SERVICE CENTRE WELLINGTON						
SOUTH AFRICAN POLICE SERVICE						

This document is compulsory, in terms of Regulation 44 of the Supply Chain Management Regulations, to do business with any municipality – If not endorsed by a Commissioner of Oaths, or failure to submit it, will disqualify your business from the acquisitioning process. (Must be submitted annually)

K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: T 2020/049

EDUCATIONAL SESSIONS ON FARMS AND AT RURAL SCHOOLS FOR THE PERIOD ENDING 30 JUNE 2023

.....
(Bid Number and Description)

in response to the invitation for the bid made by: CAPE WINELANDS DISTRICT MUNICIPALITY do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:..... KEEP THE DREAM 285 that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

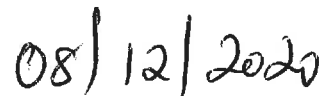
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms 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.



.....
Signature

DIRECTOR

.....
Position



.....
Date

KEEP THE DREAM 285

.....
Name of Bidder

³ 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.

L. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (MBD 6.1)

This document serves as a claim form to qualify for preference points in respect of Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and must accompany an original certified copy of the applicable certificate.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore only the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
Price	80
B-BBEE status level of contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black

Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE PREFERENCE POINT SYSTEM

A maximum of 80 points is allocated for price on the following basis: 80/20

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: 1 = 20. (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	<input checked="" type="checkbox"/>
-----	--	----	-------------------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: ...KEEP THE DREAM.285.....

8.2 VAT registration number: 4150288449

8.3 Company registration number: 2010/000207/08

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

RENTERS FACILITATION SERVICESFOR KEEP THE DREAM IN SECTOR.

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: DRAKENSTEIN MUNICIPALITY
 Registered Account Number: 221402400012
 Stand Number: 001/080/00014024/0000/0000/0000

11

8.8 Total number of years the company/firm has been in business:

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

Signature of Bidders:

DATE:

08/12/2020

ADDRESS:

PO. BOX 3540, PAARL, 76220

WITNESSES:

- 1.
- 2.

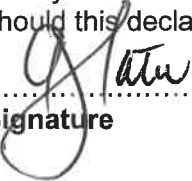
M. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
O.MARTIN	14 SEPTEMBER ST, WELLINGTON, 7655	221402400012	DRAKENSTEIN
A. GOLDING	6 HOSPITAL ST, PAARL, 7646	RENTING	DRAKENSTEIN

NB: Please attach certified copy/copies of the Municipal Account(s)

DECLARATION:

I, the undersigned (name) OSCAR DEAN MARTIN
 Certify that the information furnished above is correct. I accept that the state may act against me should this declaration prove to be false.


 Signature

08/12/2020
 Date

DIRECTOR
 Position

KEEP THE DREAM 285
 Name of Bidder

N. AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr/Mrs OSCAR DEAN MARTIN
 acting in his/her capacity as DIRECTOR
 of the business trading as KEEP THE DREAM 285
 to sign all documentation in connection with Tender.....T.2020/049.....

Name of members / directors	Signature	Date
OSCAR DEAN MARTIN		08/12/2020
ALLISTER CRAIG GOLDING		08/12/2020

Note: If bidders attached a copy of their Authorized Signatory it is not necessary to complete this form.

O. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - Been convicted of fraud or corruption during the past five years;
 - Willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - Been listed in the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No12 of 2004)
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

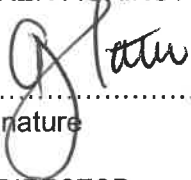
Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		X
4.1.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		X
4.2.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>		X
4.3.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		X
4.2.1	If so, furnish particulars:		
4.3	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		X
4.3.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) OSCAR DEAN MARTIN.....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.


.....
Signature

08/12/2020
.....
Date

DIRECTOR
.....
Position

KEEP THE DREAM 285
.....
Name of Bidder

P. CREDIT ORDER INSTRUCTION

It is the policy of the Cape Winelands District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

DETAILS OF FIRM/INSTITUTION

Name	K	E	E	P	T	H	E	D	R	E	A	M	2	8	5				

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK	N	E	D	B	A	N	K							
NAME OF BRANCH	P	A	A	R	L	M	A	L	L					
BRANCH CODE	1	5	4	8	0	5								
ACCOUNT NUMBER	1548022373													
TYPE OF ACCOUNT	0	1	1 = Cheque 2 = Savings											

I/we hereby request and authorise the Cape Winelands district municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Cape Winelands District municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

OD MARTIN
INITIALS AND SURNAME:

[Signature]
AUTHORISED SIGNATURE:

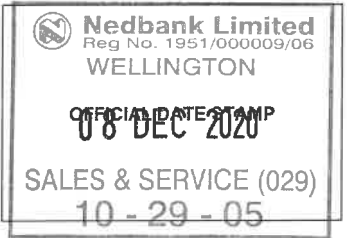
08/12/2020
DATE:

0820841053
TELEPHONE NUMBER:

FOR BANK USE ONLY

I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

[Signature]
AUTHORISED SIGNATURE



FOR FULL SUPPLIER ACCREDITATION ALL PARTS MUST BE COMPLETED AND SIGNED:

Q. COMPULSORY DOCUMENTATION / CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT: (Failure to submit this documentation shall lead to disqualification)

Form G - Form of offer Is the form duly completed and signed?	G	X	No	
Form J – Declaration of Interest (MBD4) Is the personal declaration from each and every owner / member / director duly completed, certified and signed?	Yes	X	No	
Form K – Certificate of Independent Bid Determination (MBD 9) Is the form duly completed and signed?	Yes	X	No	
Form L – Preference Points Claim – (MBD 6.1) Is the form duly completed and signed?	Yes	X	No	
Form M – Municipal Rates and services Is a certified copy of the <u>bidder's and those of its director's</u> municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	Yes	X	No	
Form N – Authority for Signatory Is the form duly completed and is a certified copy of the resolution attached?	Yes	X	No	
Form O – Declaration of Past Supply Chain Practices (MBD 8) Is the form duly completed and signed?	Yes	X	No	
Tax Clearance Certificate Is an original certificate attached?	Yes	X	No	
Additional documents applicable to this specific tender:				
Company profile Is a company profile indicating relevant project experience and a list of clients for whom these projects were undertaken attached?	Yes	X	No	
COIDA Letter of Good Standing Is your letter of Good Standing attached?	Yes	X	No	

Failure to submit the following certificate will not lead to disqualification, but the tenderer will score 0 points for B-BBEE during the evaluation of tender offers.

B-BBEE Certificate Is a certified copy of the B-BBEE or Original certificate attached?	Yes	X	No	
--	-----	---	----	--

I, OSCAR DEAN MARTIN confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: 

Date: 08/12/2020

R. CAPABILITY OF BIDDER

This schedule is to determine the capability of the bidder to execute the contract. Failure to complete this section shall lead to disqualification

Company Name	Cape Winelands District Municipality
Description of project	Hygiene Sessions on Farms
Contact person name	Mr Andre Van Der Merwe
Contact person telephone number	021 888 5829
Value of project	R 80 000.00

Company Name	Cape Winelands District Municipality
Description of project	R 80 000.00
Contact person name	Mr Hendrik Keyser
Contact person telephone number	021 870 3207
Value of project	R 80 000.00

Company Name	CITY OF CAPE TOWN
Description of project	Awareness Sessions in Informal settlements
Contact person name	MS LEANDER VAN OORDT
Contact person telephone number	021 4002292
Value of project	R 190 000.00

Company Name	Cape Winelands District Municipality
Description of project	Pesticide Training on Farms
Contact person name	Ms Shireen Grootboom
Contact person telephone number	023 626 3191
Value of project	R 100 000.00



TAX COMPLIANCE STATUS
PIN Issued

KEEP THE DREAM 285 NPC
PO BOX 3540
PAARL
7620

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 9052689198

Always quote this reference number when contacting SARS

Issue Date: 2020/03/20

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Keep The Dream 285 Npc
Trading Name	KEEP THE DREAM
Tax Reference Number(s)	IT - 9052689198 Vat - 4150288449 PAYE - 7180786172
Purpose of Request	Tender
Request Reference Number	0018190197TS2003200923244
PIN	C4155F92DB
PIN Expiry Date	20/03/2021

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

VALUE ADDED TAX
Notice of Registration

KEEP THE DREAM 285 NPC
PO BOX 3540
PAARL
7620

Enquiries should be addressed to SARS

Contact Detail

SARS 0800 00 7277
Alberton Website: www.sars.gov.za
1528

Details

Taxpayer Reference No: 4150288449

Always quote this reference number when contacting SARS

Date: 2020-10-30



Dear Taxpayer

NOTICE OF REGISTRATION

The South African Revenue Service (SARS) confirms registration of the following taxpayer:

Registered name: KEEP THE DREAM 285 NPC
Trading name: KEEP THE DREAM 285 NPC
Taxpayer registration number: 2010/000207/08
Taxpayer reference number: 4150288449
Date of Registration: 2019-11-12

Your tax obligation

The taxpayer has been registered for Value-Added Tax with effect from 20131201 and a 2 month(s) tax period with the following category has been allocated:

Periods of two months ending on the last day of January, March, May, July, September and November.

The taxpayer must use the Invoice basis to account for the tax payable.

Payments in respect of VAT must be made under cover of a VAT 201 return to SARS by the 25th of the month after the end of the tax period. eFilers have until the last business day of the month to make payment. If payment is not paid in full by the due date, a ten percent penalty and interest at the prescribed rate is levied.

Where the payment date falls on a weekend or public holiday, the due date is the last preceding business day.

Kindly notify SARS of any change to your registered particulars within 21 business days of such change.

Should you have any queries please call the SARS Contact Centre on 0800 00 7277. Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



2019093630

CALL CENTER NO: 0860 105 350

REG NO : 990000964745
FAX NO : 0123456789
ISSUE DATE : 2020-08-14
CERTIFICATE NO : 2019093630

KEEP THE DREAM 285
PO BOX 3820
WELLINGTON

LETTER OF GOOD STANDING

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that:

KEEP THE DREAM 285

has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

Nature of business : BUSINESS DEVELOPMENT & CONSULTING

Expiry date : 2021-04-30

IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intend to defraud or misrepresent facts contained therein.

PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:

<https://cfonline.labour.gov.za/VerifyLOGS>

Yours faithfully

COMPENSATION COMMISSIONER

W.As. 48

Compensation House, Cnr Hamilton and Soutpansberg Road, PO Box 955, Pretoria, 0001 Fax:(012)357-1817 Website:<http://www.labour.gov.za>





mictseta

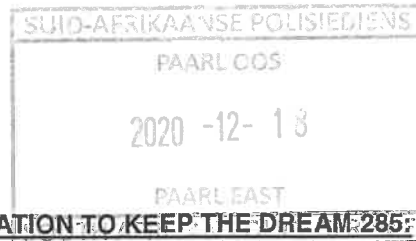
Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

25 March 2019

KEEP THE DREAM 285 t/a KEEP THE DREAM

14 September Street
Wellington
Cape Town
7655



Dear Sir/Madam

CONFIRMATION AND AWARD OF FULL ACCREDITATION TO KEEP THE DREAM 285:
ACCREDITATION NUMBER: ACC/2012/01/878.

In terms of the ETQA Regulations No: R 1127 of 1998 of the SAQA Act 58 of 1995, the MICT Seta is granted the responsibility to accredit and quality assure constituent education and training providers that deliver education and training that falls within the primary focus of the MICT Seta.

On the 25 March 2019, a final decision was taken to award the status of **FULL ACCREDITATION** to **KEEP THE DREAM 285** for Information Technology training from **25 March 2019** until **24 March 2024**.

ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
49077	National Certificate: Information Technology: End User Computing	Level 3	130
48872	National Certificate: Information Technology (Systems Development)	Level 5	131
78964	Further Education and Training Certificate: Information Technology: Technical Support	Level 4	163
78965	Further Education and Training Certificate: Information Technology: Systems Development	Level 4	165

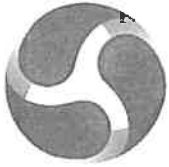
ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
116932	Operate a personal computer system	Level 1	3
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	Level 1	4

The approved delivery site herein listed and attached in the final report is confirmed.

WESTERN CAPE PROVINCE 14 September Street Wellington Cape Town 7655	DIE OORSPRONKLIKE DOKUMENT WAT AAN MY WES OORGELEWES IS, IS 'N WYSIGING OF VERANDERING OF DIE OORSPRONKLIKE DOKUMENT. WILK BRING IS NIE. I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.
	HANDTEKENING/SIGNATURE: <i>[Signature]</i> MAGSNOMMER / FORCE NUMBER: 5889431 TANG / RANK: Cst NAAM IN DRUKSKRIF / NAME IN PRINT: ZAROLE' MEYERS

Physical Address: Block 2, Level 3 West, Gallagher Estate, 19 Richards Drive, Midrand | Postal Address: P O Box 5585, Halfway House, 1685
Tel: (011) 207 2600/3 | Fax: (011) 805 6833 | Call Centre: (011) 207 2600

Board Members: Ms U Exner, Mrs NG Khumalo, Ms N Khumalo, Mr LD Liphoko, Ms NM Maheneza, Mr SR Mantlhakga, Mr CM Mervin, Mr T Mookeng, Mr TD Morobe, Mr TE Mzileni, Mr S Ngubane (Chairperson), Ms M Radebe, Ms ZN Phakathi, Mr MI Phasha, Mr C Philliso (Acting CEO)



mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

The MICT Seta ETQA must be immediately notified of any changes with respect to the facilitator(s), assessor (s), moderator(s) and delivery site(s) and the respective contact details.

The MICT Seta congratulates **KEEP THE DREAM 285** on this momentous achievement.

A copy of the final report will be forwarded to you in due course.

Yours sincerely

ATHALIA MAABANE

Acting Senior Manager: ETQA

CHARLTON PHILISO

Acting Chief Executive Officer

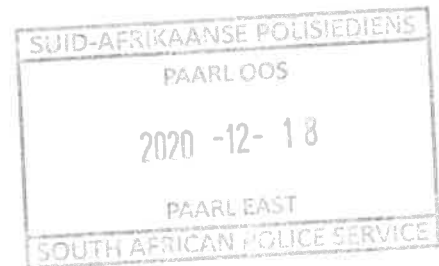
EK SERTIFISEER DAT HIERDIE 'N WERKELIKE KOPIE VAN DIE OORSPRONKELIKE DOKUMENT IS. EK SERTIFISEER VERDER DAT WYSGEMIS OF VERANDERING OF DIE OORSPRONKELIKE DOKUMENT NIKS BRANSIONE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDIC TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE 86889631

MAGSNOMMER / FORCE NUMBER 86889631 RANG / RANK CSI

NAAM IN DRUKSKRIF / NAME IN PRINT Zandile Meyers



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SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	OSCAR DEAN MARTIN
Identity number	7312045133081

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	KEEP THE DREAM 285
Trading Name	KEEP THE DREAM
Registration Number	2010/000207/08
Enterprise Address	PO BOX 3540 PAARL, 7620


- I hereby declare under oath that:
 - The enterprise is 100 % black owned;
 - The enterprise is 0 % black woman owned;
 - Based on the management accounts and other information available on the 2020 financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

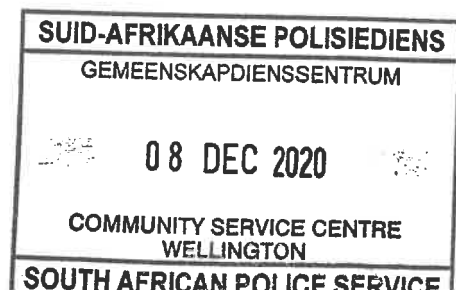
100% black owned	Level One (135% B-BBEE procurement recognition)	✓
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

- The entity is an empowering supplier in terms of the dti Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: 

Date: 2020-12-08


 Commissioner of Oaths
 Signature & stamp





CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0054184	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Supplier type	CIPC Company	Financial year start date	01 Mar 2017 00:00:00:000
Supplier sub-type	Non Profit Company	Registration date	07 Jan 2010 00:00:00:000
Legal name	KEEP THE DREAM 285	Created by	keepthedream285@gmail.com
Identification type	South African Company/Close Corporation Registration Number	Created date	14 Mar 2016 21:07:47:000
Government breakdown	Non Profit Company	Edit by	keepthedream285@gmail.com
Business status	In Business	Edit date	31 Mar 2020 10:44:09:527
Country of origin	South Africa	Restricted Supplier	No
South African company/CC registration number	2010/000207/08		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1			
Main group	Education	Core industry	Education
Division	Education	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1			
Contact type	Administration,Bid Office	Cellphone number	082 084 1053
Is this your preferred Contact?	Yes	Fax number	0866632013
Name(s)	Oscar	Do you want this contact to also be a CSD user ?	Yes
Surname	Martin	Created by	keepthedream285@gmail.com





CSD REGISTRATION REPORT

Identification type	South African Identification Number	Created date	14 Mar 2016 20:10:26:000
Prefer communication via email	Yes	Edit by	keepthedream285@gmail.com
Email address	keepthedream285@gmail.com	Edit date	07 Feb 2018 13:00:21:607
Telephone number	0820841053		

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Ward Number	1
Address line 1	PO Box 3540	Country	South Africa
Address line 2	Paarl	This address S/A payment	Yes
Suburb	Paarl SP1	Created by	keepthedream285@gmail.com
Province	Western Cape	Created date	14 Mar 2016 21:07:47:923
Municipality	Drakenstein	Edit by	keepthedream285@gmail.com
City	Paarl	Edit date	07 Feb 2018 13:00:21:543
Postal code	7620		

ADDRESS 2

Is this a preferred address?	No	Ward Number	11
Address line 1	14 September Street	Country	South Africa
Address line 2	Newtown-Wes, Wellington	This address S/A postal	Yes
Suburb	Newtown-Wes	This address S/A payment	Yes
Province	Western Cape	Created by	keepthedream285@gmail.com
Municipality	Drakenstein	Created date	14 Mar 2016 21:07:48:080
City	Wellington	Edit by	keepthedream285@gmail.com
Postal code	7655	Edit date	12 Nov 2016 23:45:01:483

SUPPLIER BANK ACCOUNT



TEL 021-8074500
FAX 021-8728054
EMAIL records@drakenstein.gov.za
BTW REG NR / VAT REG NO 4500109717

MARTIN OD/KM
SEPTEMBERSTRAAT 14
WELLINGTON
7655

ACCOUNT NUMBER	221402400012
EMAIL ADDRESS	keepthedream285@gmail.com
CLIENT VAT REGISTRATION NO	
TAX INVOICE NO	221402400012/202011
STAND NUMBER	001/080/00014024/00000/0000/0000
LOCATION	AFRICANA COURT 14(SEPTEMBERSTRAAT)
DEPOSIT	350.00

ACCOUNT SUMMARY AS AT 2020/11/26	PAYMENT DATE	2020/12/15
BALANCE - PREVIOUS ACCOUNT		3877.82
LESS PAYMENTS (2020/11/19)	THANK YOU	-3900.00
YEARLY SERVICES - PAYABLE BY 2020/10/15		-
SUB TOTAL PREVIOUS ACCOUNT		-22.18
INTEREST		16.33
RECEIPT CORRECTIONS		-
JOURNAL CORRECTIONS		-
REFUNDS		-
ARRANGEMENT: BALANCE -	INSTALMENT 2020/11	-
CURRENT ACCOUNT	NOVEMBER 2020	1486.15
PAYABLE BY	2020/12/15 (1480.30)	1480.30 ROUNDED
HANDOVER AMOUNT		-

Options to obtain your monthly municipal statements:

- Electronic access to your municipal account is available at the following address - <https://constellationrms.com>
Your personal username is – 221402400012 Your password is – D00012m!
A password change will be requested after initial login.
- For statements to be e-mailed to you, kindly forward a request to customercare@drakenstein.gov.za accompanied by your name, surname, telephone number and e-mail address as well as your unique municipal account number(s).
- Your Municipal Account will be mailed to your billing address on a monthly basis, should you not make use of the e-mail option.


Convenient ways to pay your monthly municipal account:

- Visit the customer service enquiry desk closest to you and complete a debit order form or request a form from customercare@drakenstein.gov.za. Drop the completed form at any customer service enquiry desk.
- For EFT or electronic banking payments: Kindly select "Drakenstein Billing and Sundries Account" from the drop-down menu at FNB, ABSA, Capitec, Nedbank and Standard Bank and load your unique municipal account number as reference to make payments. Kindly allow at least two (2) days when paying from any other bank than FNB.
- For Banking Applications and Cell Phone Banking Payments: Kindly follow the above steps and make your payment.
- ATM transfers: When you have loaded the municipality as a beneficiary as per 2 above, you may also select to make ATM transfers from your bank account directly to the municipal account without the need to withdraw funds.
- Credit and debit card as well as cash payments can be made at the municipal cashiers and tellers.


Due Date and late payments:

- All accounts are due as indicated above. Kindly note that amounts due must be paid even in the event of a dispute or query. Non-payment or late payment may result in the restriction or disconnection of water and/or electricity, in which case interest and connection fees may be charged in order to restore or reconnect the service.


PAYPOINTS: DRAKENSTEIN MUNICIPALITY OR AT SUPPLIERS MENTIONED BELOW

	BANK ACCOUNT NUMBER: 6270 231 2349 Current Account	ACCOUNT NUMBER	<input type="text" value="221402400012"/>
	BRANCH CODE: 250-655	AMOUNT DUE	<input type="text" value="1480.30"/>



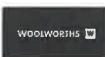



>>>> 9 1521 2214 0240 0012 6

 www.easypay.co.za

Interest will be levied at the Prime bankrate on all payments made after the due date.



SEE OVERLEAF

MESSAGE
The GV 2020 process has commenced. Data collectors with ID's and PPE will be conducting physical property inspections in your area.
For more information contact 021 807 4534.

Keep the Dream

PO Box 3540

PAARL

7620

Tel: 082 084 1053

Fax: 086 663 2013

E-Mail: keepthedream285@gmail.com

MICTSETA Registration Number: ACC/2012/01/878



08 December 2020

AUTHORITY FOR SIGNATORY

By resolution the board of directors of Keep the Dream 285 passed on 8th December 2020 the *fr* Mr Oscar Dean Martin has been duly authorised to sign all documents in connection with the Ter T 2020/049 and any Contract, which may arise there from on behalf of the Bidding Entity, namely, **Keep the Dream 285**

SIGNED ON BEHALF OF THE BIDDING ENTITY Keep the Dream 285:

NAME: *Allister Craig Golding*

SIGNATURE: 

IN HIS/HERS CAPACITY AS: *DIRECTOR* of *Keep the Dream 285*

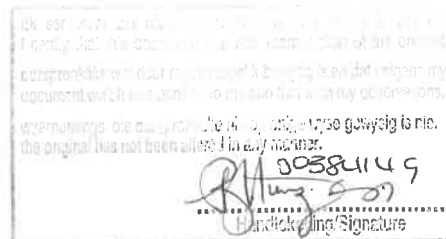
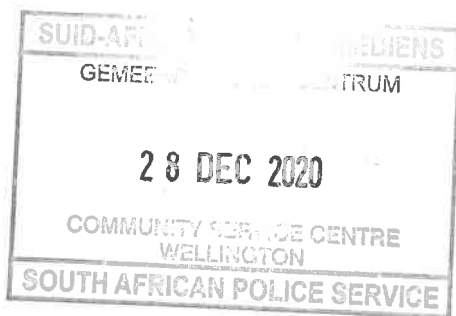
DATE: 08th December 2020

AUTHORISED PERSON'S SPECIMEN SIGNATURE OF *Oscar Dean Martin*



AUTHORISED PERSON'S SPECIMEN INITIAL 

Signed on the 8th December 2020 at Paarl.





Proposal for:

**EDUCATIONAL SESSIONS ON
FARMS AND AT RURAL
SCHOOLS FOR THE PERIOD
ENDING 30 JUNE 2023**

Tender Number: T 2020/049

Proposed Work schedule for the approval of the Project Manager

Background

Keep the Dream 285 is a Section 21 organisation and a provider of education, training and development solutions.

Its vision is the effective development of manpower towards results for business, civil society and the social sector and attaining improved attitudes, higher quality of life and the promotion of vocational status.

*Keep the Dream operates according to values of integrating services into the bigger picture. The accepted code of ethics guiding its work includes the principles of honesty, integrity, fair dealing, professionalism and accountability. **It has a clear set of operational principles that ensures loyal and dedicated services to clients.***

Keep the Dream will have a briefing Session with the designated official and or the project management team of the project from the City of Cape Town: Solid Waste Department.

PROJECT ACTIVITY DESCRIPTORS

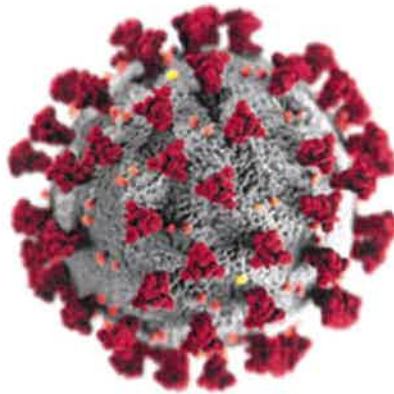
Project Planning and development for the proposed work plan.

Identify and collaborate with various role players and stakeholders of the area to like the Environmental Health Practitioners and School Principals of the Area.

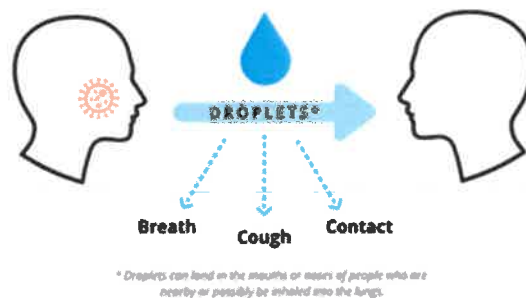




Covid 19



Keep the Dream will build into their presentation awareness of the pandemic to the benefit of the participants.



Keep the Dream understands the current lockdown regulations that is enforce by the National Government and will adhere to these requirements. All our team members are trained regarding Covid 19 Protocols.

The Adherence of Covid Protocols, will be in place.

- Participants will be screened daily with and information captured.
- Participants will need to wear a mask upon entry the facility.
- Participants will sanitise their hands each time they enter the facility.

Keep the Dream

PO Box 3540
PAARL
7620
Tel: 082 084 1053
Fax: 086 663 2103
E-Mail: keepthedream285@gmail.com



Access control form: Covid 19 questionnaire to be completed by all

Name and Surname:

Contact details:

ID NO: Time & Date:.....

Please answer the table below:

Do you have any of the following respiratory symptoms?

1) Fever (>38 degrees Celsius) or flu history?		
2) Cough (Suddenly)	Yes	No
3) Sore Throat	Yes	No
4) Difficult in breathing	Yes	No
5) Loss of smell and/or taste	Yes	No
6) Body aches	Yes	No
7) Nausea, vomiting, diarrhoea	Yes	No
8) Fatigue/weakness	Yes	No
AND in the last 14 days		
9) In the last 14 days in your community were you in close contact or living with any person of the following a) A person with flu-like symptoms or b) A confirmed COVID-19 person or a person under investigation for COVID? Close contact means you were face to face (less than 1 meter) with the person or you were in a closed space (car, taxi or house) with the person for at least 15 minutes	Yes	No
10) Have you been admitted with severe pneumonia in the last 14 days	Yes	No
11) Have you worked in or attended a health care Facility where COVID patients are treated	Yes	No

Signature:

Date:

The Contact Session with the participants will consist of the following but not limited to:-

- (i) General Health and Hygiene Sessions
- (ii) Sanitation
- (iii) Water Conservation

Session Introduction

Keep the Dream understands the outcomes of this project. Due to our vast background and experience we will assess the level of understanding of each group and will present our sessions accordingly with the same outcome as prescribe in the tender document.

Our Session will start with a practical demonstration of washing all participants hands. All participants will be asked to wash their hands in front of everyone with running water.

This will be a point of reference to all modules of the training session.



Module (i) General Health and Hygiene Training

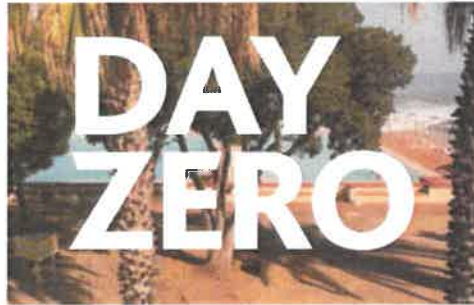
- (a) The ignorance of microbes and the spreading of diseases and other related factors to the public health.
- (b) The Link between poor sanitation and certain diseases. The emphasis will be on personal hygiene habits – Reference to the practical part of the presentation will come into play.
- (c) Behavioural patterns in respect of sanitation, that may endanger a person health and the environment will be determined and address.
- (d) Keep the Dream will Display and or Distribute relevant Environmental Health Educational Material as supplied by the client.
- (e) Keep the Dream will uphold effective learning, through the use of appropriate teaching tools for e.g. PowerPoint Presentations, Videos, pamphlets etc. and subject relevant educational material.
- (f) Keep the Dream will keep the general, domestic hygiene principles must be appropriate and age specific for the relevant audience.
- (g) The Message of Prevention of the spreading of microbes in the household environment by proper waste removal and anti-littering practices and conduct will be part of the session.
- (h) The educational sessions will try influence and/or the attitude of the participants in respect of sanitation and hygiene.

Module (ii) Sanitation

- (a) Keep the Dream will emphasis on the segment of the Session the importance of the proper use of sanitation facilities and not to abuse such. Keep the Dream will linked the current Project of the Cape Winelands District Municipality directly to the Sessions.
- (b) The Session will include the correct use of such facilities. Keep the Dream will use correct and appropriate method to relay the message. The level of understanding will be taken into consideration for each Session.
- (c) Keep the Dream will also focus on the cleansing and maintenance of the facilities with the outcome of taking ownership in mind.
- (d) Keep the Dream will also have an appointment with the Service Provider who is responsible for the installation of the VIP structures to incorporate such information into this part of the training session.

Module (iii) Water Conservation

The Practical exercise will again come into play and the Facilitator will be able to use it as a point of reference during this part of the Session.



Participants will be led to the past day zero campaign and what they remember about it.

- (a) Keep the Dream will provide information to participants about the importance of water for humankind's survival.
- (b) Keep the Dream will encourage communities to actively participate in the conservation and protection of their water resources.
- (c) Keep the Dream will incorporate in the training segment the attitudes of communities in regards to water safety and their environment.
- (d) The training Session will emphasise the importance of water conservation.
- (e) Awareness of the consequences of water pollution and the preventing the pollution of the water sources.
- (f) Keep the Dream will make use of appropriate teaching tools and educational material such as pamphlets, Posters, Videos etc.

Reporting Documentation: Examples

Example 1:

SESSIES AANGEBIED

Order No: _____

Verwysings No: _____

Plaasnaam	Tipe Sessie	Bywoningsyfer	Datum Aangebied	Kilometers gereis	Opmerkings

Example 2

GESONDHEIDSVOORLIGTING

BYWONINGS REGISTER

Plaas: _____

Datum: _____

Eienaar / Bestuurder: _____



Handtekening: _____


Kontak Nommer/s: _____

Volw / Kinders

Naam en Van	

Additional details pertaining to the Project Management components / requirements

Role	Responsibility
Scheduling	<ol style="list-style-type: none"> 1. The Keep the Dream will facilitate and coordinate the project, during the stipulated period. 2. Upon appointment, the Keep the Dream will attend and arrange a project management meeting with the Project Manager.
Resources management and Client interface / Communications	<ol style="list-style-type: none"> 1. Keep the Dream will ensure that their staff reflects the diversity and languages of the people living within Cape Town. E.g. Xhosa, English and Afrikaans.  <ol style="list-style-type: none"> 2. Keep the Dream will ensure they include a staff member that has the ability to engage with the target audience, creating a vibrant learning atmosphere. 3. All communications; whether by phone, face-to face meetings and e-mail will be the responsibility of the service provider.
Administration / Secretariat	<ol style="list-style-type: none"> 1. Record keeping of all engagement will be kept. Options can be discussed with the project manager. 2. All administration must be dealt with by the Keep the Dream such as, keeping of minutes of all meetings, formal and non-formal meetings including emails. This will include logistical arrangements with the project manager.
Logistics	<ol style="list-style-type: none"> 1. Keep the Dream will ensure that they will have sufficient material and equipment onsite during the training sessions. 2. Equipment such as projectors, sound equipment 

Quality and project review	<ol style="list-style-type: none">1. Keep the Dream will submit an evaluation and closing report on this project.2. Keep the Dream will Provide a File of evidence in the form of a register and photographic evidence to the Project Manager.
Project co-ordination	<ol style="list-style-type: none">1. Co-ordination of all project activities including overall project planning must be done by Keep the Dream. 

Reporting and Portfolio of Evidence



Keep the Dream will develop a Portfolio of evidence for the Programme and will contain the following: - (but not limited to)

- Attendance registers / list
- Photographs
- Participants Comments
- Number of Engagements / Footprint we have touched
- Outcomes achieved



Keep the Dream do have sufficient resources (including human resources, electronic equipment, Audio visual equipment – PA system, Projectors, Screens) for the out roll of the project.

Keep the Dream will make use of all communications methods to stay in contact with the Project Management Team (in all forms of communication)

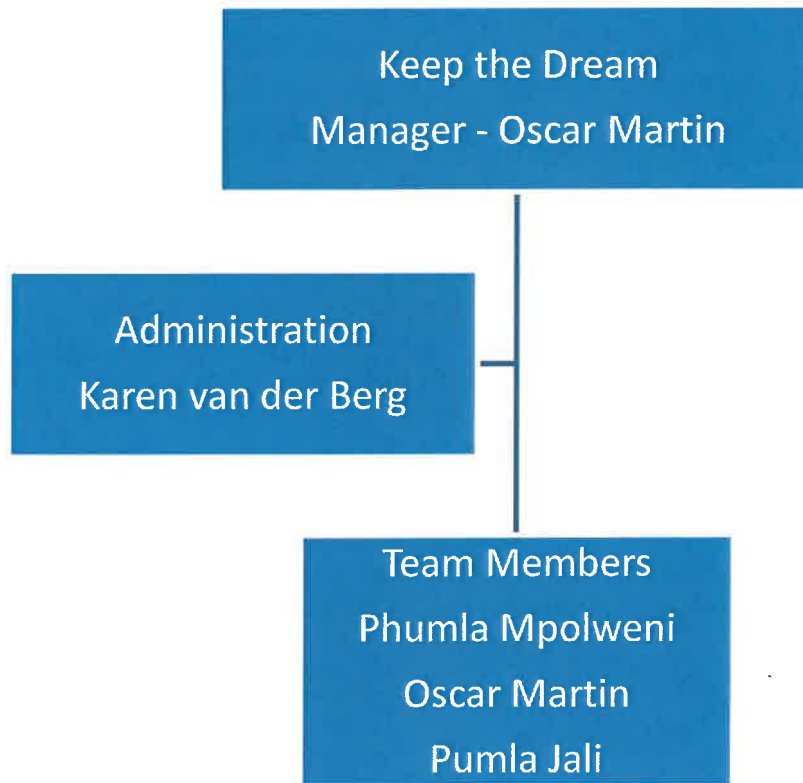
Contact will be made with and through the Sub Council Manager regarding our programme in the ward and or other community forums like the community development workers.

Our Team will wear a uniform for visibility in all areas where they are working.

Keep the Dream will be responsible for transport and or all other **logistical arrangements** for team members to and from the areas.

Community members will be addressed in the language of their choice be it English, Afrikaans or isiXhosa.

Staff Allocation and Line of Command



Photographic Evidence of Public Engagements



Should you have any queries, please do call.

Kind Regards

A handwritten signature in black ink, appearing to read 'Oscar Martin'. The signature is written in a cursive style with a large, stylized 'O' at the beginning.

Oscar Martin
Manager: Keep the Dream

Facilitation Services



PO Box 3540
PAARL
7620
0820841053



Profile of



Keep the Dream

PO Box 3540

PAARL

7620

Your Partner in Facilitation and Awareness.



Keep the Dream 285

PO Box 3540 - PAARL - 7620 T: 082 084 1053 F: 086 663 2013
E-Mail: keepthedream285@gmail.com
MICT SETA Accreditation Number: ACC/2012/01/878
Member of IWMSA: 3339009

Keep the Dream is a Section 21 Organisation.

Keep the Dream 285 is a provider of education, training and development solutions. We operate in various business sectors including the public and the private sector. Keep the Dream 285 maintains a high level of marketing, project management, research and development services with a quality management system to sustain our business initiatives and competitiveness.

VISION

- **The effective development of manpower towards optimal results for business, Civil Society and the Social Sector.**
- **Improved attitudes, higher quality of live and the promotion of vocational status.**

MISSION

To provide excellence in education, training and development services for sustainable development.

To create an association of professional organisations

VALUES

Integrating activities into the bigger picture

Abundance Thinking

Enjoying the journey

Background Of Keep the Dream 285

Keep the Dream 285 has been established in order to provide consulting and productive business development solutions to the public sector, organisations and the business sector.

We have a lean business structure which is geared towards management of projects with various scope and scale. This is achieved by partnering with a network of specialists from various disciplines of work. The benefit of this flexible structure allows us to provide a cost-effective, professional and specialist service without carrying the huge overheads of a large workforce. Simultaneously we provide opportunities for entrepreneurship and opportunities for our strategic partners and freelance consultants. We have delivered projects in various private, public and small businesses including the following projects:



Capacity Building Sessions



Household Food Project



Facilitation Sessions - Farms

Past Solid Waste Projects





Public Engagements



Exhibition in the Community



ECD Sessions



Community Sessions



Awareness: Swimming Pool



Festive Beach Project

1. City of Cape Town – Solid Waste Department
Cape Town, 8000
Contact Person: Ms Leander Van Oordt
Contact Telephone Number: 021 400 2292
Projects: Professional Service Provider – Solid Waste Awareness at Swimming Pools and Beaches including Blue Flag Beaches of the City of Cape Town.

2. City of Cape Town – Solid Waste Department

Cape Town, 8000

Contact Person: Mr Mayedwa Perhe

Contact Telephone Number: 021 400 4336

Projects: Professional Service Provider - Education and awareness of green litter bins in informal settlements. Waste Minimisation Khayelitsha. Awareness drive, Wesbank and Brentwood Park.

3. City of Cape Town – Solid Waste Department

Cape Town, 8000

Contact Person: Ms Leander Van Oordt

Contact Telephone Number: 021 400 2292

Project: Provision of Professional Services: Waste Management Neighbourhood Camp. Festive season waste awareness and education project. Waste Fashion Savvy Project.

4. City of Cape Town – Solid Waste Department

Hertzog Street,

Cape Town, 8000

Contact Person: Ms Leander van Oordt

Contact Telephone Number: 021 400 2292

Project: Professional Service Provider for Waste Educational Programmes in Schools, ECD Centres, Informal Settlements and Business Hubs.



5. RCL Project

City of Cape Town – Arts & Culture Department

PO Box

CAPE TOWN, 8000

Contact Person: Mr Albert Webster

Contact Telephone Number: 021 417 9097

6. Community Action Plan

MURP – City of Cape Town

PO Box

CAPE Town, 8000

Contact Person: Ms Hilda Oosthuisen

Contact Telephone Number: 021 850 4088

7. Bonteheuwel Cultural Plan

City of Cape Town – Arts & Culture Department

PO Box

CAPE TOWN, 8000

Contact Person: Mr Albert Webster

Contact Telephone Number: 021 417 9097

8. Parow Community Action Plan

Sub Council 4 Parow - City of Cape Town

PO Box

CAPE TOWN, 8000

Contact Person: Sub Council Manager Ms Ardela Van Niekerk

Contact Telephone Number: 021 444 0196

9. City of Cape Town

LED Department

PO Box

Cape Town, 8000

Contact Person: Ms Rumbidzai Chin'anga

Project: To establish an agro-business.

Keep the Dream develop a community project in Elsies River. The development includes the whole cycle of the production process of Vegetables and Herbs as in any Food Garden Project. Delegates were also trained in the making of home organic compost that can be used in the garden. Part of the business is to engage with the community to ensure a better level of success.

10. Department of Agriculture with implementation agent Casidra

Louws Avenue 22

Southern Paarl, 7622

Contact Person: Mr Michael Mackenzie

Contact Telephone Number: 021 8635029



Project:-

- The establishment of household food gardens in the Western Cape with the areas – Cape Metropole, Overberg and Cape Winelands.
- The Programme targeted 470 Beneficiaries from the aforementioned areas.
- Beneficiaries of the programme was trained equipped and teach to cultivate their own garden in a sustainable manner.
- The notable outcome of the programme was that all 470 Beneficiaries were still in the programme after a year of implementation.
- All tools issued were still in the position of the Beneficiaries.



11. City of Cape Town

Solid Waste Department

PO Box

Cape Town

8000

Contact Person: Mr Noël Johannessen

Contact Telephone Number: 021 4005924

Project:

Home Compost Research Project - Keep the Dream recruit 700 participants to be part of a yearlong research programme. Four areas in the Metropole were covered with 175 participants per area these areas were: Edgemoor, Scottville, Heathfield and Bongweni. Training was given to the last mentioned group.

12. City of Cape Town

Social Development and ECD

PO Box

Cape Town, 8000

Contact Person: Ms Nomfundo Mdingi

Contact Telephone Number: 021 444 0200

Project:

Assistance for existing Food Gardens in the directorate Poverty alleviations programme. Training for community members was given in the language of their choice. The making of compost was explored to benefit the delegates. The monitoring of these gardens was undertaken to the improvement of these gardens.

13. Cape Winelands District Municipality

PO Box 100

STELLENBOSCH, 7599

Contact Person: Ms Shireen Grootboom / Mr Rufus Swangaza

Tel: 023 6268300

Project: Training Facilitation Services of Pesticide Training in the area

Corporate Social Investment

As Part of Keep the Dream SCI Programme the organisation do assist in distributing clothes to needy communities, individuals in need and organisations.

Clothes are regularly farmed out to some areas of the Food Security Programmes and also in towns like Rawsonville, Mbekweni, Zwelentemba, Tulbagh and across the Cape Winelands area.

The Management found a few crèches in Fairyland area (PAARL) that need materials for the running of their organisations and a workshop was held to help them in this regard. No costs to the organisations were asked.





Working Principles, Ethics and Method Of Implementation

Working Principles

- a) Keep the Dream 285 will not work for an organization whose goals are not constant with our own beliefs.
- b) Keep the Dream 285 will not work on projects whose goals we do not understand, or cannot agree with.
- c) Before becoming part of a project, Keep the Dream 285 will first obtain agreement on what percentage of our time we must spend on continuing professional development, and what resources will be provided us for that purpose.
- d) Keep the Dream 285 will cooperate totally to help others in the project achieve their full potential.
- e) Keep the Dream 285 will not accept work without understanding what is to be done, and why, nor will we pass work to others without their similar understanding.
- f) All our work will always be open and available for critical comments and we will always stand ready to review the work of others in exchange for them returning the reviewing service to our work.
- g) As long as the above conditions are met, we will devote our services to achieving the goals of our project and the organization that has retained our services.



Code of Ethics

The purpose of the Keep the Dream 285 Code of Ethics is to foster mutual respect and trust amongst our staff, partners, clients and the public in general.

Industry relationships and partnerships form an integral part of the provision of services and are critical to the success of our business. This Code of Ethics has as its guidelines the principles of:

- Honesty
- Integrity
- Fair Dealing
- Professionalism
- Accountability

Should you require any further information, please do not hesitate to contact us.

A handwritten signature in black ink, appearing to read 'Oscar Martin'. The signature is stylized and cursive.

Oscar Martin
MANAGER
082 0841053

Keep the Dream

PO Box 3540

PAARL

7620

Tel: 082 084 1053

Fax: 086 663 2013

E-Mail: keepthedream285@gmail.com

MICTSETA Registration Number: ACC/2012/01/878



08 December 2020

THE MUNICIPAL MANGER
29 Du Toit Street
STELLENBSOCH
7599

Dear Sir,

Re: T 2020/049 – EDUCATIONAL SESSIONS ON FARMS AND RURAL SCHOOLS FOR THE PERIOD
ENDING 30 JUNE 2023

Herein with you will find our previous experience documentation for the above-mentioned tender.

Should you have any queries regarding our proposal or should you require any further information, please do not hesitate to contact us.

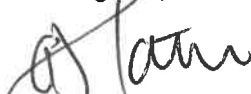
PREVIOUS RELEVANT EXPERIENCE OF KEEP THE DREAM

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name & phone number)</i>	COMPLETION DATE OF CONTRACT	VALUE OF CONTRACT
PROFESSIONAL SERVICE PROVIDER – Crossroads	CITY OF CAPE TOWN – SOLID WASTE Contact Person: MR Mayedwa Perhe Telephone Number : 021 400 2990	March 2020	R 100 000.00
Festive Beach Project – PROFESSIONAL SERVICE PROVIDER	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander Van Oordt Telephone Number : 021 400 2990	January 2020	R 89 000.00

Festive Beach Project – PROFESSIONAL SERVICE PROVIDER	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander Van Oordt Telephone Number : 021 400 2990	January 2019	R 90 000.00
Educational Sessions on Farms	Cape Winelands District Municipality Mr Andre Van Der Merwe 021 888 5829	June 2015	R 80 000.00
Educational Sessions on Farms	Cape Winelands District Municipality Mr Hendrik Keyser 021 870 3207	June 2016	R 80 000.00
Pesticide Training on Farms	Cape Winelands District Municipality Ms Shireen Grootboom 023 626 3191	September 2011	R 100 000.00
Cooking from the Canal Project	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander van Oordt Telephone Number:021 400 4336	June 2018	R184 000.00
HSP Project	City of Cape Town Contact Person: Mr Albert Webster Telephone Number: 021 417 4097	October 2016	R 34500.00
HSP Project	City of Cape Town Mr Albert Webster Telephone Number: 021 417 4097	Feb 2016	R 34500.00
PROFESSIONAL SERVICE PROVIDER - MASIPUMELELE	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander van Oordt Telephone Number: 021 400 4336	June 2018	R 139 000.00
CAP PAROW with the interpretation of Qualitative and Quantitative Information.	City of Cape Town – Sub Council Manager: Ms Ardela van Niekerk Contact Telephone: 021 4440196	June 2016	R107850.00
CAP Vahalla Park, Bonteheuwel and Bishop Lavis with the interpretation of Qualitative and Quantitative Information.	City of Cape Town – Sub Council Sub Council Manager: Mr Martin Julie Contact Telephone: 021 6958161	June 2015	R998950.00

Waste Minimisation Exhibitions on the home composting Project	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Jameyah Armien-Ally Telephone Number : 021 400 4336	June 2016	R99 000.00
Cooking from the Canal Project	CITY OF CAPE TOWN – SOLID WASTE DEPT Contact Person: Ms Leander van Oordt Contact Telephone Number :021 400 4073	June 2016	R 185 000.00
GREEN LITTER BIN PROJECT – PROFESSIONAL SERVICE PROVIDER	CITY OF CAPE TOWN – SOLID WASTE Contact Person: MR Mayedwa Perhe 021 400 2990	Nov 2015 – May 2016	R 118 000.00
Profesional Service Provider - SDECD	City of Cape Town – SDECD Ms Nomfundo Mdingi 021 444 2529	June 2015	R185 000.00
Green Grow Project	City of Cape Town – MURP Contact Person Ms Hilda Oosthuizen Contact Number: 021 850 4088	June 2016	R180 000.00
Waste Management Neighbourhood camp – Professional Service Provider	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander van Oordt 021 400 4073	Nov 2015 – Feb 2016	R 89 000.00
PROFESSIONAL SERVICE PROVIDER – Informal Settlements	CITY OF CAPE TOWN – SOLID WASTE Ms Leander van Oordt 021 400 4073	Nov 2014 To March 2015	R 161 400.00
PROFESSIONAL SERVICE PROVIDER – Waste Educational Programme	CITY OF CAPE TOWN – SOLID WASTE Ms Leander van Oordt 021 400 4073	April 2015 To June 2015	R 117050.00
PROFESSIONAL SERVICE PROVIDER – Waste Educational Programme	CITY OF CAPE TOWN – SOLID WASTE Contact Person: Ms Leander van Oordt 021 400 4073	April 2013 To June 2013	R 108770.00
HSP Project	City of Cape Tow Mr Albert Webster 021 417 4097	October 2015	R 34500.00

Kind regards,



Oscar Martin
Keep the Dream 285

Curriculum Vitae Of Oscar Dean Martin

Personal Information

Surname:	Martin
Names:	Oscar Dean
Date of Birth:	04/12/73
Identification:	731204 5133 081
Residential Address:	14 September Street WELLINGTON , 7655 WESTERN CAPE
Tel:	082 084 1053
Gender:	Male
Marital Status:	Married
Dependants:	Two
Languages:	Afrikaans; English
Drivers License	Code 08
Criminal Record:	None
Health:	Exceptional
Nationality:	South African

Educational Qualifications

Last School Attended:	Waveren High Ryk Tulbagh Street TULBAGH , 6820
Highest Grade Passed:	Grade 12 (Matric)
Course:	Computer Course Cape Computer School ATLANTIS, 7349
Completed:	30/09/1995
<hr/>	
Tertiary Education:	Academy OF Learning BELLVILLE
Qualification:	Administrative Diploma
Completed:	31.01.1997
<hr/>	
Course:	Lotus 123 for Windows PST. Cape Town, 8000
Completed:	26/08/1998

Tertiary Education: BUSINESS MANAGEMENT
TRAINING College of SA
BRYANSTON
Qualification: Diploma in Business Management
Completed: 13.11.2003

Course: Six Pillars of Self-Management
Ethical Leadership Institute
P O Box
Somerset-West
Completed: 07/11/2003

Course: **Skills Development Facilitator**
Sims Khula
Off Main Street PAARL, 7620

Course: **Assessor Training**
Assessment College of South Africa
PO Box 23845
Claremont, 7735
Completed: 23/08/2007
MICTSETA Assessor Number: RAS/00/2012/2193
AgriSeta Assessor: AGRI/ASS/0727/08

Course: Marketing Summit called MMS
presented by Executive
Development Academy (EDA)
Johannesburg
Marketing Summit- MMS
Facilitator: Niel Malan - CEO of EDA
Speakers at the Summit also were: Bill Gibson - Founder and CEO of
Knowledge Brokers International
Kim Meredith – CEO Spectrum

Employment History

Business Member: **Keep the Dream 285**
PO Box 3540, PAARL, 7620
Manager and Lead Facilitator and
Assessor. Administrator
The overall Marketing and
Customer Liaison Officer.

Duties include:

- Duties include the overall management of the business.
- Marketing of the business and the Care of Customers.
- *Mainly we are in the educating sector and facilitating is our core business.*
- Liaising with clients and manage different projects.
- **Facilitate Community Financial Education Programmes.**
- **Project Manage different Programmes with Key Clients including the City of Cape Town Solid Waste Department: PACE and Social Development ECD of the City.**
- **Project Manage Key Client Avocado Vision who was the Implementation Project Agent for a Department of Environmental Affairs in the Western Cape.**
- **Project Manage an Adult Education Skills Project for Overstrand Municipality – Overall Administration of the Project.**
- **Develop a Training Programme for the City of Cape Town – Call Centre Training.**
- **Develop and Train a Specialised Food Garden Training for the city of Cape Town.**
- **Develop and Train a Specialised Food Garden Training for the city of Cape Town – Water Scarcity.**
- **Develop and Train a Specialised Food Garden Training for the city of Cape Town – Using Recyclable Material.**
- **Project Manage, Develop and Implement Green Litter Bin Project as a Professional Service Provider for the City of Cape Town.**
- **Project Manage, Develop and Implement a Neighborhood Camp as a Professional Service Provider for the City of Cape Town.**
- **Project Manage, Develop and Implement as a Professional Service Provider for the City of Cape Town Solid Waste Educational Programme.**
- **Project Manage, Develop and Implement Green Grow Agricultural Project for the City of Cape Town.**
- **Facilitate Food Gardening and Composting Workshops for the City of Cape Town.**
- **Project Manage a Food Tunnel Project for the City of Cape Town.**
- **Develop and Implement programme for Drakenstein Municipality unemployed youth to Operate a computer (340 candidates up to date)**
- **Develop and Implement a Skills Programme for the City of Cape Town for youth to Operate a Computer and to better their employment possibilities (110 candidates in 5 Unit Standards Each)**
- **Project Manage, Develop, Implement Trained 46 Delegates to Operate a Computer for NPA**
- **Trained Candidates of the Department of Correctional Services.**

- **Assist Organisations with Quality Management Systems as required by the different SETA's ETQA departments.**
 - **Youth Camp Facilitator – Different Soft Skills develop and present to different youth group in a camp scenario.**
 - **Business Facilitator – Overstrand Municipality LED Department**
- Oscar Martin Project Manage and or Facilitate the following projects successfully.

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name & phone number)</i>
Computer Training	Bergrivier Municipality Contact Person: Mr Dyrran Baumeester Tel: 0229136055
Community Financial Education	Mr Nico Mettler Dennegeur Bemagtigings Organisasie Tel: 021 876 9100
Community Financial Education	Lomarins Contact Person:s Lanese Myburgh Tel: 021 874 9013
Project Manager	PAY Programme – Provincial Department of Health Contact Person: Mr Wesley Peters Contact Telephone Number: 021 483 3785
Local Economic Development	Overstrand Municipality Contact Person: Ms Veronica Mans Contact Telephone Number: 028 313 8100
Project Manager: Local Economic Development	City of Cape Town - LED Department Contact Person: Mr Timothy Page Contact Telephone Number: 021 417 0661
Facilitation Services	City of Cape Town - Arts & Culture Mr Albert Webster 021 417 4097
Computer Training And Food Garden Training	City of Cape Town – SDECD Contact Person: Ms Thembela Bantom Contact Telephone Number: 021 4440703
Overstrand Municipality	Overstrand Municipality HERMANUS Contact Person: Ms Karin van der Merwe Contact Telephone Number: 028 313 8113
Computer Training Drakenstein Municipality	Drakenstein Municipality Contact Person: Ms Hildegard Abrahams Contact Number: 021 807 4726
Computer Training	City of Cape Town – SDECD Contact Person: Ms Ruth Nugent Contact Telephone Number: 021 4001178
Western Cape Education Department	WCED – Caledon 15 College Street Contact Person: Ms Geraldine Gertse Contact Telephone: 028 214 7314

Butterfly House Project	Work Readiness Project Paarl East Keep the Dreams own Project
Drakenstein Municipality	Drakenstein Municipality Contact Person: Ms Jacky Maliti Tel: 021 8074500
Computer Training	City of Cape Town – SDECD Contact Person: Ms Thembela Bantom Contact Telephone Number: 021 4440703

Oscar Martin has project Manage and Facilitate the following project successfully and is highly experience to work with all level of the society the achieve the desired outcomes as set out in all of the Projects

Community Action Plan	City of Cape Town - Sub Council 4 Sub Council Manager: Ms Ardele van Niekerk 021 444 0196
Provincial Coordinator: Department of Environmental Affairs Project	National Coordinator Mr Henry Sebata Contact 011 614 0206
Community Action Plan - Bonteheuwel Coomunity Action Plan – Bishop Lavis Communtiy Action Plan - Nooitgedacht	City of Cape Town – Sub Council 5 Sub Council Manager: Mr Martin K Julie 021 695 8161
Solid Waste Workshop	City of Cape Town – Solid Waste Department Mr Jeffrey Finnies 021 4003245
Farm and Informal Facilitation Services	Ms Shireen Grootboom Cape Winelands District Municipality Tel: 023 626 2300
Educational Sessions on Farms and Rural Schools	Mr Hendrik Keyser Cape Winelands District Municipality Tel: 021 8711002
Boland Agri Workshops Fundamental Training – Agri Seta Projects as An Assessor Horticulture and Plant Production	Boland Agri Training Centre Mr Johannes Muller 023 2300144 / 081 593 0688
Workshops And Food Garden Training	Ms Nomfundo Mdingi Social Development and Early Childhood Development – City of Cape Town Tel: 021 444 0200
Camp Facilitation Services	Mr Nico Mettler DennegeurBemagtigings Organisasie Tel: 021 876 9100
HSP Programme	City of Cape Town - Arts & Culture Mr Albert Webster 021 417 4097
Green Grow Agri Business	Ms Hilda Oosthuizen City of Cape Town Tel: 021 850 4088

Projects include:

- **Professional Service – Waste Education and Awareness Campaign for Solid Waste Department City of Cape Town**
- **Community Engagement Project – Community Action Plan for the City of Cape Town SC5 ACTT5**
- **Horticultural Project for City of Cape Town – Lead Technical Facilitator for the Project.**
- **House Food Garden Project City of Cape Town across the Cape Town Metropole including mentoring the trained individuals.**
- **Household Food Security Programme – Provincial Co-ordinator of the Project**
- **Cape Winelands District Municipality – educational Sessions regarding household waste, water and sanitation on Farms and in schools in the district – Project Manager and Facilitator**

New outcomes as per new material - new developed training material by the Cape Winelands District Municipality (Wall Banner)

- Project Literacy Abet classes for adults – Project Manager and Facilitator
- Capacitating building workshop for National Youth Skill Development Programme – Project Co-ordinator Western Cape
- Workshops for Leaderships of Cape Winelands Youth Council – Lead Facilitator
- Workshops for the youth group – Lead Facilitator.
- Skills Program for the Department of Arts and Culture – Western Cape – To equip youth with a certain skill after the programme – Project Leader and Facilitator
- Boland Agri Training Centre – Core and Fundamental Unit Standard of horticulture And Plant Production Qualifications, Supervisory Training, Self-Management, HIV/AIDS Training and Health and Safety Training
- New Era Training – SHE Management Training

References:

Ms Nomfundo Mdingi
021 444 0200 / 083 384 6976

Mr Johannes Muller
Boland Agri Training Centre
023 2300144 / 081 593 0688



SOR Number : 49260

Statement of Results

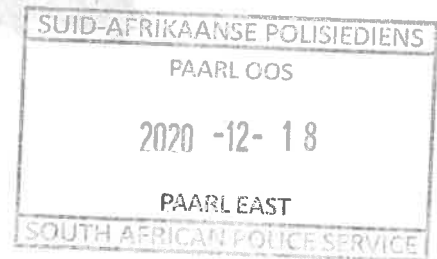
Learner Name : Martin Oscar Dean

Learner ID : 7312045133081

Miscellaneous Unit Standards

US Code	US Title	Credits	Endorsement Number	Assessment Date
115753	Conduct outcomes-based assessment	15	US-2464	23 Aug 2007

ETDP-SETA



VERIFISEER DAT WENNIG ...
ONSPRONKLIKE DOKUMENT ...
WYSLIND OF VERANDERING ...
BRING IS NIE.

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NAAM IN DRUKSKRIF / NAME IN PRINT: ZAVULE MEYER

Valentia Mashigo
ETQA Manager
ETDP SETA



TRAINING FOR THE REAL WORKING WORLD

Diploma

This is to certify that

OSCAR DEAN MARTIN
ID: 7312045133081

has successfully completed:

SINGLE SUBJECTS

Keyboarding
 Introduction to Micro Computers
 Introduction to Windows
 Excel 5.0 for Windows Level 1
 Basic Business Skills
 Introduction to Finance
 Diploma Course in Bookkeeping

[Signature]
 8689631
 RANG RANK CST

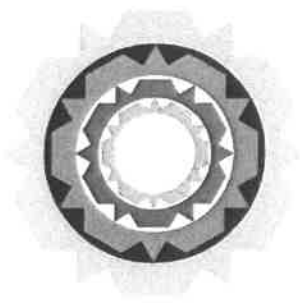
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 Completed on the 31st of January 1997



SUID-AFRIKAANSE POLISIEDIENS
 PAARL OOS
 2020 -12- 18
 PAARL EAST
 SOUTH AFRICAN POLICE SERVICE

[Signature]
Principal

[Signature]
National Executive



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CERTIFICATE OF
PARTICIPATION

This is to certify that

Oscar Martin

SUID-AFRIKAANSE POLISIEDIENS
PAARL OOS
2020 -12- 18
PAARL EAST
SOUTH AFRICAN POLICE SERVICE

Participated and successfully completed the City of Cape Town,

Waste Management Neighbourhood Watch Training Program.

Handwritten: Held in Cape Town on 19-22 February 2016

I CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT AND THAT NO CHANGES OR AMENDMENTS HAVE BEEN MADE TO THE ORIGINAL DOCUMENT.

NAME IN BLOCK LETTERS: JEFFREY FINNIES

NAME IN PRINT: JEFFREY FINNIES

HANDTEKENING/SIGNATURE: [Signature]

IDENTIFICATION NUMBER: 56889631

RANK: CPT

JEFFREY FINNIES
PROJECT MANAGER

22 February 2016

DATE

LEANDER VAN OORDT
HEAD: PUBLICATION AWARENESS
AND EDUCATION

Assessment College of South Africa (Pty) Ltd

Accreditation Number ETDP9963



ALWAYS ONE JUMP AHEAD



CERTIFICATE OF COMPETENCE

This is to certify that

Oscar Dean Martin

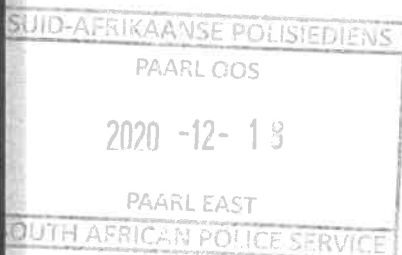
I.D. Number 7312045133081

has been assessed and found competent against the unit standard

Conduct Outcomes-based Assessment

(15 credits) Level 5, I.D. number 115753

on



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SEKOPPELIKE DOKUMENT
23 August 2007
VERIGET DAT HIER
SEKOPPELIKE DOKUMENT
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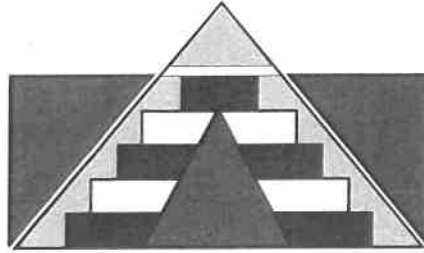
NAAM IN DRUKSKRIF ZANOKO' ME 46523 August 2007
NAME IN PRINT Date

Mwanuzwe

Chairman



IJL



INSTITUUT VIR JNR LEIERS

in samewerking met

ETHICAL LEADERSHIP INSTITUTE

SERTIFIKAAT VAN BYWONING

Hierdie sertifikaat word uitgereik aan:

Oscar Martin



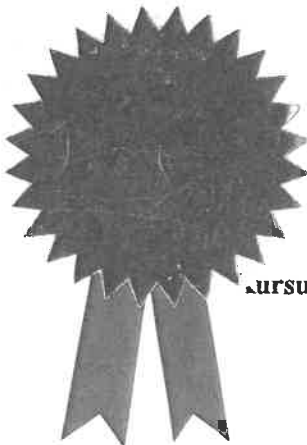
Wat 'n kursus voltooi het in
SES PILARE VAN SELFBESTUUR

Vir 'n opleidings tydperk van 2 DAE

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Meyer
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FORCE NUMBER 189681 RANG Cst
NAAM IN DRUKSKRYF ZANOKE MEYER
NAME IN PRINT



Kursusleiers: Doempie en Sandra van der Merwe

7 November 2003
Datum uitgereik



Serial Number: CC 000P

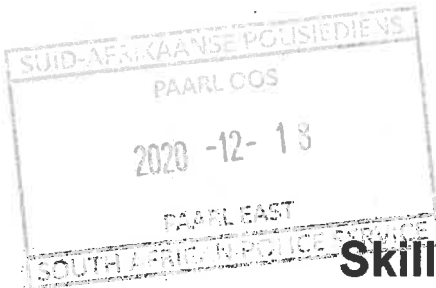


**SIMS
KHULA**
Training Pty Ltd

Certificate of Competence

This is to certify that

MARTIN OSCAR DEAN
731204 5133 081



Has successfully completed
The learning programme

Skills Development Facilitation

Unit Standard	NQF Level	Credits
US 15217	6	6
US 15218	4	4
US 15227	5	4
US 15228	5	10
US 15232	5	6

Endorsement nr: US-65978

Credits 30

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT AND I HAVE BEEN REFERRED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, TO THE BEST OF MY OBSERVATIONS, NO AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

[Signature]
Facilitator

[Signature]
HANDTEKENING/NATUUR

[Signature]
Head of Department

MAGSNOMMER / FORCE NUMBER: 56869631
RANG / RANK: CSE
NAAM IN DRUKSKRIF / NAME IN PRINT: ZANDE MEYERS

Date of Issue: **21/01/2015**



Registered with DHET as a FET College Reg. NO02010/FE07/107

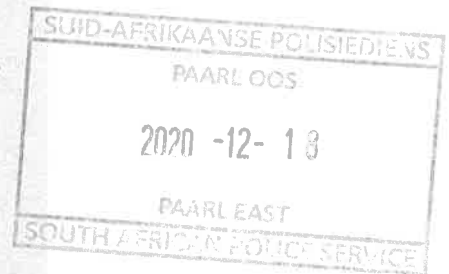
Certificate number: **SDF 000047**

PST

PRESENTATION SOFTWARE TRAINING

THIS CERTIFIES THAT

Oscar Martin



HAS SUCCESSFULLY COMPLETED
A COURSE ON

Lotus 1-2-3 for Windows
(Introduction)

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MACONOMMER / FORM NUMBER: 5689231 RANG / RANK: Cst
NAAM IN DRUKSKRIF / NAME IN PRINT: ZANDOE MEYER

26 Aug 1998

[Signature]
MJAUBSCHER

Date

Training Director



This certificate is awarded to
Oscar Dean Martin

for completion and attendance of Avocado Vision's
community training safety protocol workshop


Covid-19 Safety protocol for Community Training

SUID-AFRIKAANSE POLISIEDIENS
PAARL OOS
2020 -12- 18
PAARL EAST
SOUTH AFRICAN POLICE SERVICE
7312045133081

Facilitator's ID number

10th July 2020

Date issued


Henry Sebata
Avocado Vision
Managing Director.

WETSKOPPEL DIT NIE 'N WERKLIKKE OORSKOFTKOPPEL
WETSKOPPEL NIE 'N WERKLIKKE OORSKOFTKOPPEL
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HANDTEKENSIG. SIGNATURE *Henry Sebata*

MAGSNOMMER 5686681 RANG CPT
FORCE NUMBER 5686681 RANG RANK CPT

NAAM IN DRUKSKRIF ZANORE MEHEE
NAME IN PRINT ZANORE MEHEE



Diploma

SUID-AFRIKAANSE POLISIEDIENS
PAARL OOS
2020 -12- 13
PAARL EAST
SOUTH AFRICAN POLICE SERVICE

in

BUSINESS MANAGEMENT

EK SERTIFISEER DAT HIERBOVENAANDE WERK TOEGESTUURDE OORSPRONKLIKE DOKUMENT 'N WAARVANDER OORSPRONKLIKHEID EN WAARNEEMING VERVOLG IS. EK SERTIFISEER VERDER DAT WEGVERANDERING, VERANDERING, WYSIGING OF VERANDEERING OF DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS.

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Oscar Dean Martin

ID Number: 7312045133081

HANDTEKENTRAC/SIGNATURE

MAGSNOMMER / FORCE NUMBER: 56869621 RANG / RANK: Cst

NAAM IN DRUKSKRIF / NAME IN PRINT: ZANOLE MEYER

on this day, the 28th of November 2003,

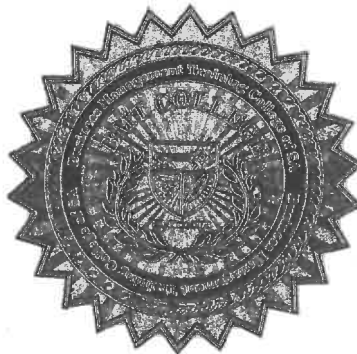
who has completed all the prescribed assignments and satisfied all the requirements as determined by the esteemed and duly empowered Board of Regents.

Assessed, moderated, quality assured
and awarded under the seal of Business Management Training College


Principal

200205-20944/IBM

Student Number




Vice Principal

041632

Certificate Number

CURRICULUM VITAE

OF

PHUMLA MPEKULA-JALI

PRIVATE & CONFIDENTIAL

PERSONAL INFORMATION

SURNAME: Mpekula-Jali
NAME: Phumla
TELEPHONE 071 5599 240
GENDER Female
RACE African
DRIVERS LICENSE: Code 08
472 Tom Street
ADDRESS: Tom Street
Nyanga , 7750
Email Address: phumlisamanagement508@gmail.com

EDUCATIONAL QUALIFICATIONS

INSTITUTE Peninsula Technikon
QUALIFICATION: National Diploma Public Administration majored in Human Resources
DATES: 2000
INSTITUTE: Peninsula Technikon
QUALIFICATION B Tech Public Administration
DATES 2001
INSTITUTE: Peninsula Technikon
QUALIFICATION Project Management & Train the trainer
DATE 2004
INSTITUTE In Tuition
QUALIFICATION Skills Development Facilitator
DATE 2004
INSTITUTE Assessment College/DNL

QUALIFICATION

Assessor and Moderator

INSTITUTE

Assessment College of South Africa (DNL Training)

QUALIFICATION

Personnel Profile Analysis in tandem. In respect of Recruitment & Selection of Personnel in any working environment.

INSTITUTE:

Faranani Consulting

QUALIFICATION

Mentor & Coaching Course.

**Member of : ASTD SA: HR*
Future**

WORK EXPERIENCE

EMPLOYER: Human Resource Consultant

DATES: Current

DUTIES:

Currently registered as an assessor/ moderator with Services Seta and MICT Seta.
Assist compile turnaround business and human resource strategies for companies
Assist compile skills development strategies for companies
Assist compile human resources strategies aligned to company objectives
Understand and able to work and navigate any Sector Education Training Authority. (SETA)
Oversee ETQA/LPA and SSP compliance.
Compile Quality Assurance Management documents.
Learning programme evaluation (Learning Material)
Apply for accreditation for learning programmes (Services Provider)
Registered as an Assessor/Moderator with Services Seta.
Liaise with Skills Development Providers on learning programmes and accreditation of programmes.
Managed to build solid relationship with various SETA's on matters of skills development.
Apply for funding to the various stakeholders within the skills development sphere.
Assess and moderate on programmes I have scope for.
Complete WSP/ATR for submission
Enforce adherence to policies and procedures of the companies and legislated policies.
Project management of skills programme and project deliverables

Monitor and evaluate learning projects (learnership, Skills Programme & Internship)
Compile and submit learning and develop reports as required by various stakeholders timeously.
Draft a work readiness programme encompassing theory and workplace.
Facilitate placement of interns to various companies and providing support to interns while on training or workplace exposure.
Manage existing client relationships for continuous good working relationship.
Advise on Employment Equity, retention, succession plan, BEEE and recruitment strategies.
Advise on issues of labour disputes, Change management, Talent Management and Compensation and benefits.

EMPLOYER: Home of Compassion Ministries

DATES: 01 June 2016 -31 December 2017

POSITION: HRD Manager

DUTIES: Oversee ETQA/LPA and SSP compliance of the NGO/NPO.
Apply for accreditation for learning programmes that are being provided
Liaise with Skills Development Providers on learning programmes and accreditation of programmes the NGO wants to train on.
Apply for funding to the various stakeholders within the skills development sphere.
Assess and moderate on programmes I have scope for.
Complete WSP/ATR for submission
Enforce adherence to policies and procedures of the company and legislated policies.
Oversee project management skills programme and project deliverables
Monitor learners on a learnership, Skills Programme & Internship
Compile and submit learning and develop reports as required by various stakeholders timeously.
Draft a work readiness programme encompassing theory and workplace.
Advise companies in ways of improving BEEE status and explain company benefits through various intervention to be implemented.

EMPLOYER: Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)

DATES: 1 September 2013

RESIGNED: 30 December 2015

POSITION: Regional Advisor

DUTIES: Oversee companies seeking accreditation within MICT SETA
Evaluate POE's of new companies seeking accreditation
Evaluate learning material submitted for accreditation
Site visit/compliance of new companies seeking accreditation found to have met the required standard.
Advise stakeholders on accreditation process and arrange capacity building if needed.
Advise stakeholders on how to apply for funding
Assist stakeholders in understanding and completing WSP & ATR
Management and assistance of Service Providers on Project management
Advice Service Providers on all matters of ETQA/LPA and SSP.
Verification of Moderator /Assessor report and learner's POE for certification purpose.
Monitor learners on a learnership, Skills Programme & Internship.
Monitor companies for compliance
Visit companies for re-accreditation when accreditation have expired
Attend career exhibitions
Advice on Employment Equity matters
Promote & Recruit companies that fall within MICT
Submit Reports as required
Site Visit Compliance for Service Provider's that have moved to new sites.
Outline the requirements of implementing a learning program to the employer and the training provider.
Provide advice and guidance on procedures for completion of workplace and learnership/internship agreements
Provide guidance and advice to employers on claiming SARS TAX rebates as employer incentives.
Conduct interviews on output of training and impact with role players
Compile Impact analysis report.
Advise companies on Retention and Succession Plan Strategy
Conduct the evaluation following vetting template, probing the employer for more information on the training applied for.
Manage all QCTO processes as may be required
Conduct stakeholder workshops across the relevant province
Attend graduation and Induction
Advise Service Providers on new BEEE Codes
Build solid relationships with public and private training providers.

Reason for Leaving: Resigned to relocate to Eastern Cape with my family.

EMPLOYER: Wholesale & Retail SETA

DATES: 2011- 2013 August

POSITION: Regional Co-ordinator

DUTIES: Liaison with various organizations pertaining submission/Approval of Workplace Skills Plan/Annual Training Plan.
Manage various regional development projects
Monitoring/Verification and evaluation of DG regional projects.
Evaluation of documents to have payment effected.
Continues interaction with funded companies for the benefit of DG deliverables.
Liaison with various service providers /institutions of higher learning, communities and Non-Governmental Organisations on relevant matters based on the provincial mandate (SSP)
Support W&RSETA in reaching its SSP targets through constant liaison with our regional stakeholders.
Support/advice stakeholders in meeting W&RSETA requirements (SSP)
Support/advice regional companies the implementation of their respective projects.
Ensure proper record keeping and management of administration.

EMPLOYER: PRASA/ Metrorail

DATES: March 2002 to Dec 2010

POSITION: Regional Training Manager –Metrorail(Prasa)

DUTIES:

- Oversee budget of 11mil – for +- 3500 employees and seven departments within the organization
- Infrastructure department and Rolling stock both department are technically orientated , Train Operations & Train Traffic control the organization's core function
- Oversee leadership programmes with Stellenbosch University and Gordon Institute of Business Science.
- Customer Services department , contact with customers is happening Support Services , which is your HR department ,Finance Department ,Information System, Business Development, Risk department lastly Protection Services . All mentioned departments have different training needs/plans needs which are submitted before end of each financial year.

- Facilitate interpretation of Training & Development strategies
- Align HR strategies to business strategies/growth
- Continual liaison with unions pertaining Capacity building of employees
- Oversee Succession planning
- Draft Retention plan for the region
- Initiate transfer of skills/Skills Development programmes(Capacity Building Programmes)
- Facilitate Skills audit within the organisation
- Build sound relationships with Management and Labour
- Build sound relationships with Higher Learning Institutions/ local High schools
- Emphasise use of learning and growth procedures and policies
- Investing in Human Capital through leadership programmes/continuous evaluation of learning intervention to monitor ROI.
- Manage Adult Basic Education within the organisation
- Liaise with Department of Education pertaining registered learners(ABET)
- Manage/approve internal/external bursary holder students
- Constant liaison with accredited service providers/Institutions for new learning interventions.
- Provide bursary to external students through a programme called Early Childhood Development.
- Facilitate delivery of accredited learning interventions (Train Driver, Train Control officers ,etc)
- Develop/Facilitate programmes align to NQF
- Our learning centres have been accredited by TETA and we've managed to get an MOU with SASSETA to train security intake in-house.
- Accreditation to recruit/train apprentice (Electrical Fitters) until they pass their trade test, managed to get a provisional accreditation for our Technical training centre to train Technicians. Managed to build a relationship with the School of Rail in training of Armature Winders ,Vehicle builders, Traction Linesman and Technical assistance to be done in-house to cut expenditure(Merseta)
- Managed to bring +- 1300 youth through learn ship programme to acquire different skills within our scarce & critical skills.
- Managed to achieve our Employment Equity Targets through various capacity building interventions
- Currently busy with accreditation of own Technical training manuals
- Constant liaison with trade unions pertaining issues of development (Training Committee/ Employment Equity Forum)
- Adherence to legislation Acts
- Manage internship programmes
- Liaise with line management pertaining developmental programmes for employees in implementing training interventions as identified in their respective individual developmental plans.
- Identify Trainee grades within scarce & critical skills for upward mobility of employees within the scope of Employment Equity (Up skilling transformational Programmes)
- Apply for Discretionary grants/Learner ships with the support/consultation with unions

- Performance Management
- Liaise with SETA/TETA
- Manage Employment Equity by compile a three year Regional Employment Equity for the past seven years. Inform and assist management on how to draw their departmental Employment Equity Plans based on their departmental strategies which have to support the organization's Employment Equity Strategy.
- Chairperson for Transformational projects/change management projects
 - Submission/ Compile Work Place Skills Plan (WSP) and Annual Report to TETA
 - Compile an Employment Equity quarterly report for Department of Labour(DOL)
 - Compile region monthly training reports

Previous Employment: City of Cape Town

Position: Training Officer

Dates: 1990 – March 1998

Duties: Facilitate/Hold awareness session (ABET) classes
 Facilitate life skills programmes
 Facilitate Induction programme
 Develop training material/life skills
 Liaise with unions and manager pertaining attendance of learners
 Provide monthly report to management
 Visit learners at various depots to provide support system

Reason for leaving: Went back to study full time

Previous Employment: Telkom

Position: Call centre agent

Dates: June 1998- July 2000

Duties: Selling of call identity to customer
 Assist customers in understanding the billing system
 Assist customers in applying for new Telkom service
 Provide full customer service to customers on various issues customers phone to inquire about.

Previous Employment: GEMS Finance Corporation Company

Position: Training Manager

Dates: 2000- March 2002

Duties: Develop company training material
Liaise with union (SAMWU) pertaining training of members on handling financial matters
Hold consultation session with union members
Market Gems products to union members

Reason for leaving: Retrenched

REFERENCES:

Mr Nceba Kusasa

021-449-5315/082-439-8290

Mr Oscar Martin

082 084 1053