



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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



TENDER NUMBER: T 2020/046

TRAINING PROGRAMMES FOR A 12-MONTH PERIOD

- CULINARY TRAINING
- CUSTOMER CARE TRAINING
- EVENTS MANAGEMENT TRAINING
- "INTRODUCTION TO WINE" COURSE
- FIRST AID LEVEL 1 & 2
- EXHIBITION TRAINING
- CULTURAL SITE GUIDE TRAINING COURSE

COMPANY NAME: Contour Training Academy (t/a Contour Enviro Group).....
POSTAL ADDRESS: PO BOX 1473.....
Gordons Bay.....
7140.....

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 2020/046
TRAINING PROGRAMMES FOR A 12-MONTH PERIOD

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A. TENDER NOTICE

Tenders are hereby invited from accredited service providers for the following training for a 12-month period.

- Culinary Training
- Customer Care Training
- Events Management Training
- Introduction to Wine Course
- First Aid Level 1 & 2
- Exhibition Training
- Cultural Site Guide Training Course

Technical enquiries regarding this bid may be directed to Elizabeth Nichols at tel. 0861 265 263

Closing date: 11:00 on Friday, 22 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 R 220.00 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**

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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 2020/046	Closing date:	22/01/2021	Closing time:	11h00
Description	TRAINING PROGRAMMES FOR A 12-MONTH PERIOD				
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	Contour Training Academy (t/a Contour Enviro Group)				
Postal address	PO BOX 1473, Gordon's Bay, 7140				
Street address	1st Floor, Oudehuis Centre, 122 Main Road, Somerset West				
Telephone number	Code	021	Number	023 0587	
Cell phone number	073 445 3285				
E-mail address	sabelo@contourgroupp.co.za				
VAT registration number	4400290088				
Tax compliance status	TCS PIN:	1124FGA2EA	OR	CSD No:	MAAA0076730
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	7		Total bid price	R 17169.95	
Signature of bidder			Date	18 Jan 2021	
Capacity under which this bid is signed	Managing Director				
TECHNICAL INFORMATION MAY BE DIRECTED TO:					
Contact person	Elizabeth Nicholls				
Telephone number	021 888 5156				
E-mail address	elizabeth@capewinelandsgov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewinelandsgov.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. Type text here
- 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):


Sabelo Lindani

Name(s):

Capacity for the Tenderer: Managing Director

Date: 18 Jan 2021

F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

1. Introduction

Tenders are invited for the various training needs for a 12-month period.

A. CULINARY TRAINING

This training is aimed at improving the services rendered by SMME's in the hospitality industry, such as caterers, restaurants and accommodation facilities within the District that host stakeholders, i.e. tourism delegations, private- and government.

B. CUSTOMER CARE TRAINING

Due to the increase of new tourism businesses entering the Industry, more local people are being employed in Guest Houses, Restaurants, Wine farms. In order for these people to do their work professionally they need to be properly trained in customer relations.

C. EVENTS MANAGEMENT TRAINING

This training is directed at SMMES in the hospitality industry, i.e. caterers, restaurants, home stays and B & B owners, or unemployed students with an interest in the events industry in the region.

D. INTRODUCTION TO WINE" COURSE

As a world class wine tourism destination, we need to ensure that staff working in the tourism industry is well trained and knowledgeable on the Wine Industry and the wines they are promoting.

E. FIRST AID LEVEL 1 & 2

The purpose of this learning programme is to equip learners with the necessary skills to assess the emergency situation and provide basic Life Support and Basic First Aid in order to stabilize casualties before transfer to emergency services.

F. EXHIBITION TRAINING

Exhibition training is aimed at entrepreneurs, tourism enterprises as well as marketing officials and tourism staff who are incorporating exhibitions into their marketing strategies.

G. CULTURAL SITE GUIDE TRAINING COURSE

This training is aimed at training SMME's, youth and unemployed people to become cultural site guides for their respected areas. To give prospective tourist a cultural experience within the region.

2. Evaluation and Awarding of bids

Bidders are allowed to submit a bid for each training respectively. Each training will therefore be individually evaluated and awarded.

3. Remuneration

- No upfront payments will be made.
- Payments to the Service Provider will be done after completion of each training initiative or unless a mutual arrangement is reached between Service Provider and the Municipality.

4. Evaluation of Service Provider Performance

- Service Provider should provide the municipality with a report, photos, statement of results and attendance registers after completion of each training.
- Training manuals should be sent to CWDM before training
- Training dates and venues to be communicated to CWDM before training commences
- Evaluation Questionnaires to be completed by learners and submitted to CWDM
- CWDM will also do spot visits to monitor training

A. CULINARY TRAINING				
Scope of tender	The Cape Winelands District Municipality is inviting accredited and certified THETA service providers to submit tenders for culinary training directed at SMMEs in the hospitality industry, i.e. caterers, restaurants, home stays and B & B owners, or unemployed students with an interest in the Culinary Arts, in the region.			
Background	<p>Tourism is regarded by many as a vehicle for job creation. It is a process by which government and non-governmental sector partner's work together to create better conditions for economic growth, poverty reduction and employment creation. In support of this process, and to create a competitive and sustainable tourism industry, it is imperative to support tourism initiatives that are in line with National, Provincial and Regional growth targets.</p> <p>In order to develop initiatives that are aimed at stimulating economic growth at a regional level, the Cape Winelands District Municipality embarked on a process to improve the skills of entrepreneurs in the hospitality industry to provide services of the highest quality and excellence. This process involves improving the services rendered by SMME's in the hospitality industry, such as, caterers, restaurants and accommodation facilities within the District that host stakeholders, i.e. tourism delegations, private- and government.</p> <p>Through this culinary training, SMME's in the Cape Winelands District will be better equipped to capitalize on the prospect of increasing tourism activity and service excellence</p>			
Accreditation	Only fully accredited and certified THETA facilitators, assessors and moderators are eligible to tender.			
Unit standards	SAQA ID	Title	Level	Credit
	7800	Maintain health, hygiene and professional appearance	2	1
	7793	Describe layout, services and facilities of the organization	2	1
	7799	Maintain a safe working environment	2	2
	7748	Handle and store food	2	2
	7660	Prepare vegetables for hot and cold dishes	2	2
	7705	Handle and maintain knives	2	2
	11235	Maintain effective working relationships with other members of staff	3	1
	7796	Maintain a secure working environment	3	1
	7637	Maintain hygiene in food preparation, cooking & storage areas	3	2
	7754	Prepare and cook basic fish dishes	3	3
	7757	Prepare and cook basic sauces and soups	3	4

	7810	Prepare and cook starch	2	1
Unit standards	7811	Prepare and cook basic vegetable protein dishes	2	1
	7816	Clean food production areas, equipment and utensils	2	1
	7809	Prepare and cook basic fruit dishes	2	1
	7762	Prepare and cook basic rice dishes	2	2
	7802	Prepare and cook basic egg dishes	2	2
	7807	Prepare and cook basic shellfish dishes	2	2
	7805	Prepare and cook basic pasta dishes	2	2
	7759	Prepare and cook basic pulse dishes	2	2
	7806	Prepare and present food for cold presentation	3	2
	7766	Prepare and cook basic dough products	3	3
	7790	Process incoming and outgoing telephone calls	3	3
	7768	Prepare and cook basic pastry dishes	3	4
	7817	Cook-Chill foods	3	4
	7819	Cook-Freeze foods	3	4
	7772	Prepare, bake and decorate basic cakes & biscuits	3	6
	7728	Prepare and cook basic meat, poultry, game or offal dishes	4	8
7755	Prepare and cook basic cold and hot desserts	4	4	
Learner criteria	<ul style="list-style-type: none"> All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. Transport to and from the training venue will be for the learners' own account. Learners should have a keen interest in the Culinary Arts and must be willing and able to attend all the classes for 40 day duration of the course. 			
Key outputs	<ul style="list-style-type: none"> Selection of adequate candidates to be trained. Selected candidates to be properly trained in providing high quality food and service to prospective clients. Successful candidates should be able to use unit standards acquired to pursue further studying should they wish to. 			
Venue	<ul style="list-style-type: none"> Training venue within Cape Winelands to save on transport costs. Venue must have a kitchen suitable for 15 students. Dates will be confirmed with the Service Provider. 			
Refreshments	<ul style="list-style-type: none"> Muffins and coffee in the morning at 08h00 Light cooked lunch with juice for the afternoon at 12h30 Crockery and cutlery also to be provided. 			
Course material	<ul style="list-style-type: none"> Inclusive of all food ingredients that are needed for the practical training 			
Uniforms	<ul style="list-style-type: none"> Provide Chef's Uniforms for Graduation ceremony 			
Certificate ceremony	<ul style="list-style-type: none"> Arrange a certificate ceremony on completion of training 			

Learners	• Minimum of 15 learners per training session
Course duration	• 40-day course
Project Cost	All the above-mentioned activities must be included in the cost per learner .

B. CUSTOMER CARE TRAINING				
Scope of tender	<p>As part of the development of new tourism products and businesses in our region, we need to enhance the skills levels of people working and servicing the Tourism Industry within our region. With the increase of new tourism businesses entering the Industry, more local people are being employed in Guest Houses, Restaurants, Wine farms etc. In order for these people to do their work professionally and give the visitors a good quality and value for money experience, they need to be properly trained in customer relations.</p> <p>We therefore need to train people in this industry to give quality service to our visitors, and thereby strengthen our brand as tourism destination.</p> <p>In addition, CWDM wishes to implement Customer Care Training for physically learners as well.</p>			
Accreditation	Only fully accredited and certified CATHSETA facilitators, assessors and moderators are eligible to tender.			
Unit standards	SAQA ID	Title	Level	Credit
	260178	<u>Relate diversity to customer service</u> <ul style="list-style-type: none"> Analyse important issues relating to diversity. Demonstrate an awareness of the need to accommodate diversity and special needs in a service environment. Plan for diversity and special needs in a service environment. 	4	5
	7703	<ul style="list-style-type: none"> <u>Provide Customer Information and Book External Services</u> Demonstrated knowledge and understanding Explain why it is important to give accurate information and how inaccurate information impacts on the company, the customer and the service provider. Explain the importance of a good general knowledge and the ways it helps the guest. Describe different sources of information and explain their use. Describe different ways of contacting service providers. Demonstrated ability to make decisions about practice and to act accordingly Attend to customers with minimum delay and in a polite and friendly manner and explain the importance of this. Given a range of inquiries, identify the customers' needs correctly and use appropriate sources of information to provide customers' with accurate information. (Range of sources of information: maps, timetables, directories, guides, organisations contacted by telephone) (Range of information: directions, travel information, local information, guest services, 	3	2

		<p>telephone numbers)</p> <ul style="list-style-type: none"> • Arrange booking for external services following correct procedure and explain the importance of doing this promptly. (Range of external services: transport, restaurant reservations, items to be delivered from external organisations) • Keep supplies and displays of customer information well maintained and current. • Given a range of unexpected situations decide on what action to take and give reasons for that choice. (Range of unexpected situations: special customer requests, rude/aggressive customers, tour fully booked, no booking found, cannot meet customer needs) • Carry out all work in an organised and efficient manner. • Demonstrated ability to learn from our actions and to adapt performance. Given a different type of establishment, (game lodge, bed and breakfast, and five star establishments) describe ways of providing customer information and booking services 		
	7710	<p><u>Deal with the Arrival of Customers</u></p> <ul style="list-style-type: none"> • Explain the importance of obtaining documentation correctly completed by the guest in terms of the legal requirements and impact on safety for the establishment. • Explain why a good knowledge of services and facilities is required and how this affects the promotion of the establishment. • Explain the importance of distributing guest arrival information to other departments. • Explain why it is important to greet guests in a welcoming manner, in terms of professionalism. • Explain the reasons for establishing credit details from a guest in accordance with organisational requirements. • Greet customers and interact with them in a polite and friendly manner at all times and explain the importance of doing this. • Given a range of services/ facilities, identify the guest's requirements correctly, determine the availability of the services and communicate this information clearly to the customer. (Range of services and facilities: sleeping accommodation, function, conference, exhibition rooms, leisure) • Offer and specify alternative services and invite guests to make a booking. • Make a booking using a manual or computerised system. • Complete the registration documentation correctly. • Given that a guest does not have a booking, decide on the method of payment in line with company credit procedures. • Promote the establishment's services and facilities at all appropriate times and explain the importance of doing this. 	3	2

	<ul style="list-style-type: none"> • Prepare guest's information before arrival and explain why this is important. • Retrieve customer's booking details from the booking system and check details with the customer. • Given a range of problems, decide what action to take to solve the problem and give reasons for that choice. (Range of problems: equipment/system failure, error in booking dates) • Carry out all work in an organised and efficient manner. • Given a different type of establishment (B&B, 2 star hotel, resort hotel) describe how performance would be adapted when dealing with the arrival of guests. • Given a range of guests (rude/aggressive guests, inebriated guest/guest with no booking found, but made in advance), describe how performance would be adapted when dealing with such guests. 		
	<p>7789</p> <p><u>Provide Customer Service</u></p> <ul style="list-style-type: none"> • Determine the requirements of a customer; treat them in a polite and friendly manner in order to improve customer care in accordance with organisational requirements. • Deal with customer complaints in accordance with organisational requirements 	14	8
	<p>8480</p> <p><u>Introduce South Africa to tourists</u></p> <ul style="list-style-type: none"> • Use basic information on South Africa and a local area to enhance a tourist's experience • Suggest and recommend alternative arrangements for clients based on changes in information • Advise clients on appropriate behavior based on knowledge of the context • Access sources of information in order to provide a service to clients 	4	7
Learner criteria	<ul style="list-style-type: none"> • All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. • Transport to and from the training venue will be for the learners' own account. 		
Key outputs	<ul style="list-style-type: none"> • Selection of adequate candidates to be trained. • Selected candidates to be properly trained in providing high customer care and service to prospective clients • Successful candidates should be able to use unit standards acquired to pursue further studying should they wish to. 		
Venue	<ul style="list-style-type: none"> • Cape Winelands will provide the venue • Dates will be confirmed with the Service Provider. 		
Refreshments	Service Provider to provide meals all 5 days: Muffins and coffee in the morning at 08h00 and a cooked lunch with juice for the afternoon at 12h30. Crockery and cutlery also to be provided.		
Course material	All training material to be provided to learners		
Learners	Minimum of 15 persons per training session		

Course duration	5 days
Service Provider	Group photo of all learners to CWDM Final report to CWDM on completion of the course
Project Cost	All the above-mentioned activities must be included in the cost per learner .

C. EVENTS MANAGEMENT TRAINING			
Scope of tender	The Cape Winelands District Municipality is inviting service providers to submit tenders for events management training directed at SMMES in the hospitality industry, i.e. caterers, restaurants, home stays and B & B owners, or unemployed students with an interest in the events industry, in the region.		
Accreditation	Only fully accredited and certified CATHSETA AND THETA facilitators, assessors and moderators are eligible to tender.		
Unit standards	SAQA ID	Title	Credit
	260177	Module 1 Function in the events industry	8
	261157	Module 1 Conduct events support services within specific event genres	10
	246740	Module 2 Care for customers	3
	244335	Module 3 Conduct security at an event	5
	115409	Module 4 Assist with tasks related to marketing, market research and promotion	7
	110296	Module 4 Adhere to professional conduct and business ethics in a Public Relations and Communication environment	4
	116594	Module 5 Function in a team	4
Learner criteria	<ul style="list-style-type: none"> All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. Transport to and from the training venue will be for the learners' own account. 		
Key outputs	<ul style="list-style-type: none"> Selection of adequate candidates to be trained. Selected candidates to be properly trained in providing high quality food and service to prospective clients. Successful candidates should be able to use unit standards acquired to pursue further studying should they wish to. 		
Venue	<ul style="list-style-type: none"> Cape Winelands will provide the venue Dates will be confirmed with the Service Provider. 		
Refreshments	Service Provider to provide meals all 4 days: Muffins and coffee in the morning at 08h00 and a cooked lunch with juice for the afternoon at 12h30. Crockery and cutlery also to be provided.		
Course material	<ul style="list-style-type: none"> All training material to be provided to learners 		
Learners	<ul style="list-style-type: none"> Minimum of 15 learners per training session 		

Course duration	• 4-day course
Project Cost	All the above-mentioned activities must be included in the cost per learner .

D. INTRODUCTION TO WINE	
Scope of tender	<p>The Cape Winelands, origin of some of the world's most popular wines, is a premier Western Cape visitor attraction. Wine tasting, winemaking tours, excellent cuisine and magnificent scenery collectively create an irresistible attraction for international and local travellers alike.</p> <p>In order for us to uphold our reputation as a world class wine tourism destination we need to ensure that staff working in the tourism industry is well trained and knowledgeable on the wines they are promoting. Even if it is only an introduction course on wine, wine origins, and how to identify and compare wines through taste, sight and smell.</p> <p>On completion of this course, students should be able to continue with the Certificate Wine Course should they have the passion for wanting to have a much more in-depth knowledge of Wine and acquire a Certificate qualification.</p>
Training Course	<p>The Introduction to Wine Course should comprise of two lectures complete with wine tastings as well as an exam. The lectures must be done in one full day starting at 08h30 and finishing at 16h30 with an hour lunch in between.</p> <p>All lectures should include wine tastings, course materials and four International tasting glasses.</p> <p><u>Lecture 1</u></p> <ul style="list-style-type: none"> • The five taste sensations • Cause and effect wine tasting • Grape Varieties • Storage and service • Tutored white wine tasting. <p><u>Lecture 2</u></p> <ul style="list-style-type: none"> • Viticulture • Harvesting of quality wine • Wine making practices • Tutored red wine tasting. <p><u>Exam</u></p> <ul style="list-style-type: none"> • Theory Examination (60 minutes)
Learner criteria	<ul style="list-style-type: none"> • All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. • Transport to and from the training venue will be for the learners' own account.
Venue	<ul style="list-style-type: none"> • Cape Winelands will provide the venue • Dates will be confirmed with the Service Provider.
Refreshments	<ul style="list-style-type: none"> • Muffins and coffee in the morning at 08h00 • Sandwiches with juice for the afternoon at 12h30 • Crockery and cutlery also to be provided.
Course material	<ul style="list-style-type: none"> • All training material to be provided to learners
Learners	<ul style="list-style-type: none"> • Minimum of 15 learners per training session

Course duration	• 2 day course
Project Cost	All the above mentioned activities must be included in the cost per learner .

E. FIRST AID LEVEL 1 & 2 – ACCREDITED	
Scope of tender	The purpose of this learning programme is to equip learners with the necessary skills to assess the emergency situation and provide basic Life Support and Basic First Aid in order to stabilize casualties before transfer to emergency services. With foreign and domestic visitors to our region it is essential that our tourism businesses' staff and owners have at least one person trained in first aid to assist visitors. It is of the utmost importance that visitors to our region feel safe in our district and that our citizens are knowledgeable on how to react in an emergency situation. Knowledge of this training could be the difference between life and death.
Accreditation	Department of Labour and Seta Accreditation to conduct First Aid Training Level 1 & 2
Unit standards	<u>Course Outline</u> <ol style="list-style-type: none"> 1. Emergency Scene Management 2. The Primary Survey 3. Management of shock 4. The Medical casualty <ul style="list-style-type: none"> • CPR for adult casualties (2010 Guidelines) • Choking for adults • Shock • Unconsciousness & Fainting • Breathing emergencies • Heart Attack • Stroke • Epilepsy 5. The Trauma casualty <ul style="list-style-type: none"> • Bleeding • Wounds • Burn wounds • Fractures • Head & Spinal injuries
Learner criteria	<ul style="list-style-type: none"> • All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. • Transport to and from the training venue will be for the learners' own account.
Venue	<ul style="list-style-type: none"> • Venue to be sourced by Service Provider • Dates will be confirmed with the Service Provider.
Refreshments	<ul style="list-style-type: none"> • Service Provider to provide meals all 3 days: Muffins and coffee in the morning at 08h00 and a cooked lunch with juice for the afternoon at 12h30. Crockery and cutlery also to be provided. An example of the lunch is as follows: Day 1: Chicken, rice and veggies Day 2: Fish, Salad and bread Day 3: Chicken pie and 2 veggies
Course material	<ul style="list-style-type: none"> • Training material to be provided to learners and photos and a final report to be submitted to Cape Winelands on completion of the course.
Learners	<ul style="list-style-type: none"> • Minimum of 15 learners per training session

Course duration	• 3-day course
Project Cost	All the above-mentioned activities must be included in the cost per learner.

F. EXHIBITION TRAINING	
Scope of tender	The Cape Winelands District Municipality is inviting service providers to submit a bid for exhibition training aimed at entrepreneurs, tourism enterprises as well as marketing officials and tourism staff who are considering incorporating exhibitions into their marketing strategies. The objective of the training programme is to introduce the participants to the benefits of participating in exhibitions.
Background	<p>Tourism is regarded by many as a vehicle for job creation. It is a process by which government and non-governmental sector partner's work together to create better conditions for economic growth, poverty reduction and employment creation. In support of this process, and to create a competitive and sustainable tourism industry, it is imperative to support tourism initiatives that are in line with National, Provincial and Regional growth targets.</p> <p>In order to develop initiatives that are aimed at stimulating economic growth at a regional level, the Cape Winelands District Municipality embarked on a process to improve the skills of entrepreneurs, tourism enterprises, tourism officials and managers in the Tourism Sector. Through this exhibition training programme,</p> <p>Cape Winelands aims at introducing the before mentioned target groups to the benefits of effectively marketing their businesses or destinations at exhibitions.</p>
Accreditation	Only fully accredited and certified THETA facilitators, assessors and moderators are eligible to apply for this Exhibition training, in this request for proposals.
Unit standards	<p>Module 1</p> <ul style="list-style-type: none"> • Understanding the importance of exhibitions as part of their marketing strategy; • Understanding the importance of exhibitions in the context of the Tourism Industry; • Why the enterprise should consider exhibiting and the advantages and disadvantages thereof; • Assessment of enterprise's exhibition readiness; and • How to choose the right exhibition. <p>Module 2</p> <ul style="list-style-type: none"> • Setting business objectives; • Developing an exhibition plan and budget; • Managing the Implementation of the exhibition plan and budget; and • Development of exhibition marketing strategy and material. <p>Module 3</p> <ul style="list-style-type: none"> • Installing of exhibition elements; • How to build your stand; • Performing stand duty; • Interacting with potential clients and business partners; and • Closing the deal. <p>Module 4</p> <ul style="list-style-type: none"> • Evaluation process; • Drafting evaluation report;

	<ul style="list-style-type: none"> Return on investment; Handling deliveries; and Follow up on meetings that took place during the exhibition.
Learner criteria	<ul style="list-style-type: none"> All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. Transport to and from the training venue will be for the learners' own account. Learners should have a keen interest in the Tourism Marketing field and must be willing and able to attend all the classes.
Key outputs	<ul style="list-style-type: none"> Selected candidates to be properly trained according to the above-mentioned Modules; and Learners should be able to effectively market their businesses or destinations at exhibitions after this training is done.
Venue	<ul style="list-style-type: none"> CWDM will provide the venue with Audio Visual Equipment should it be required. Dates will be confirmed with the Service Provider.
Refreshments	<ul style="list-style-type: none"> Service Provider to provide meals all 4 days: Muffins and coffee in the morning at 08h00 and a cooked lunch with juice for the afternoon at 12h30. Crockery and cutlery also to be provided.
Course material	<ul style="list-style-type: none"> All training material to be provided to learners
Learners	<ul style="list-style-type: none"> Minimum of 15 learners per training session
Course duration	<ul style="list-style-type: none"> 3-day course
Project Cost	<ul style="list-style-type: none"> All the above-mentioned activities must be included in the cost per learner.

G. CULTURAL SITE GUIDE TRAINING COURSE

Scope of tender	The Cape Winelands District Municipality is inviting service providers to submit tenders for a CULTURAL SITE GUIDE TRAINING COURSE.			
Accreditation	<ul style="list-style-type: none"> Accredited CATHSETA Service providers Accredited facilitator/s must be subject matter experts 			
Unit standards	The unit standards for CULTURAL SITE GUIDE training to include the following:			
	CULTURAL SITE GUIDE L2			
	SAQA ID	UNIT STD TITLE	LEVEL	CREDITS
	8478	Create a guided experience for customers	2	20
	8438	Conduct a guided cultural experience in a limited geographical area	2	20
Learner criteria	<ul style="list-style-type: none"> All learners eligible for this training should be literate and proficient in English; and must reside and operate within the Cape Winelands District. Transport to and from the training venue will be for the learners' own account. The group will be from in the area as identified by CWDM, so venue should be in the town center, so it is easily accessible by public transport 			
Key outputs	<ul style="list-style-type: none"> Selection of adequate candidates to be trained. Selected candidates to be properly trained in providing high quality 			

	<p>service to prospective clients.</p> <ul style="list-style-type: none"> • Successful candidates should be able to use unit standards acquired to pursue further studying should they wish to.
Venue	<ul style="list-style-type: none"> • Venue must be sourced by Service Provider. • Dates will be confirmed with the Service Provider.
Refreshments	<p>Service Provider to provide the following:</p> <ul style="list-style-type: none"> • Sandwiches and coffee in the morning at 08h00 and a cooked light lunch with juice for the afternoon at 12h30. Crockery and cutlery also to be provided.
Course material	<ul style="list-style-type: none"> • All training material to be provided to learners • All entrance fees on training tours and educational
Learners	<ul style="list-style-type: none"> • Minimum of 15 learners per training session
Course duration	<ul style="list-style-type: none"> • 20-day course
Project Cost	All the above-mentioned activities must be included in the cost per learner.

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 2020/046: TRAINING PROGRAMMES FOR A 12-MONTH PERIOD

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): Sabelo Lindani

Capacity for the Tenderer: Managing Director

Name of organization: Contour Enviro Group

Name and Signature of Witness:  Date: 18 JAN 21

PRICING SCHEDULE		Cost per learner	15% VAT	Total
A	Culinary Training	R		
B	Customer Care Training	R		
C	Events Management Training	R		
D	"Introducing To Wine" Training	R		
E	First Aid Level 1 & 2 Training	R		
F	Exhibition Training	R		
G	Cultural Site Guide Training	R 9713.00	R 1456.95	R 1169.95

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
 22 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 2020/046: TRAINING PROGRAMMES FOR A 12-MONTH PERIOD	
 Mr. P Williams Executive Director: Community and Development	15/11/2021 Date
 Me. E Niemand Witness	15/11/2021 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
Lindani	Sabelo Marais	8407155311086	N/A

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

LWI! 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.

NBI! 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**.

QAPHELA! 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:

The Department of Trade and Industry: <http://bee.thedti.gov.za/>
 South African National Accreditation System: <http://www.sanas.co.za/directory.php>
 Independent Regulatory Board of Auditors: <http://irba.co.za/index.php>

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

- **1.** Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigde 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 aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigde 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**.

%
- 3.** Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigde 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 **ngokobulwewe**.

%
- 4.** Persentasie aandeelhouding 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)

%
- 5.** Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit? In / Uit
 Is your business established within the area of jurisdiction of the District Municipality? In / Out
 Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili? Ngaphakathi / Ngaphandle

In/Ngaphakathi
 Uit/Out/Ngaphandle
- 6.** Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee
 Do you make use of local labour (job creation)? Yes / No
 Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi

Ja/Yes/Ewe
 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	Sabelo Lindani
3.2	Identity Number (person submitting this declaration)	8407155311086
3.3	Position occupied in the Company (official/director/trustee/shareholder ²):	Managing Director
3.4	Company Registration Number	2010/022893/23
3.5	Tax Reference Number	9291690189
3.6	VAT Registration Number	4400290088
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	<input checked="" type="checkbox"/> No
3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		
SA ID Number:	<input type="text"/>	Relation:	<input type="text"/>
Surname:	<input type="text"/>	Persal No:	<input type="text"/>
Full Names:	<input type="text"/>		
Organ of State:	<input type="text"/>	Position:	<input type="text"/>

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	<input checked="" type="checkbox"/> No
3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		
SA ID Number:	<input type="text"/>	Relation:	<input type="text"/>
Surname:	<input type="text"/>	Persal No:	<input type="text"/>
Full Names:	<input type="text"/>		
Organ of State:	<input type="text"/>	Position:	<input type="text"/>

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 <input checked="" type="checkbox"/>
3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		
SA ID Number:	<input type="text"/>	Relation:	<input type="text"/>
Surname:	<input type="text"/>	Persal No:	<input type="text"/>
Full Names:	<input type="text"/>		
Organ of State:	<input type="text"/>	Position:	<input type="text"/>

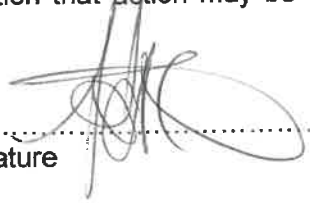
3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	Yes	<input checked="" type="checkbox"/> No
3.13.1	If yes, furnish particulars.		

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	<input checked="" type="checkbox"/> 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	Sabelo Lindani	8407155311086	100%	2178867145	N/A	N/A
2						
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 20 JAN '21

Managing Director
Capacity of Signatory

Contour Enviro Group
Name of Bidder/Company/CC Name

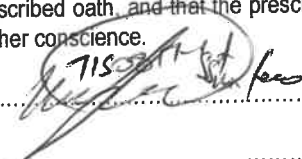
MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:

- 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 CORONOUS BAY

on this the 20 day of JANUARY 2021 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 

Position: Sgt

Address 2 VAN DER BYL STREET
CORONOUS BAY

Tel: 021 886 2677

Apply official stamp of authority on this page:

SUID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2021 -01- 20
SAPS CORONOUS BAY
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:

TENDER NUMBER: T 2020/046 TRAINING PROGRAMMES FOR A 12-MONTH PERIOD FOR CULTURAL SITE GUIDE TRAINING COURSE
.....
(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:..... **Contour Training Academy (t/a Contour Enviro Group)** 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

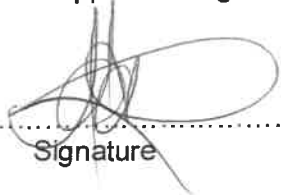
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

.....
 18 JAN 2021
 Date

.....
 Managing Director

Position

.....
 Contour Enviro Group

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = 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: = (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 least 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: Contour Training Academy

8.2 VAT registration number: 4400290088

8.3 Company registration number: 2010/022893/23

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

Conservation and Tourism Guiding Training

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX] Sabelo Western Cape Education and Community College Marais

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: City of Cape Town

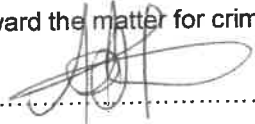
Registered Account Number: Office Rental

Stand Number:

8.8 Total number of years the company/firm has been in business: 4 Years

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: 19 Jan 2021

ADDRESS: 1st Floor, Oudehuis Centre, 122 Main Road, Somerset West

WITNESSES:

- 1. 
- 2. 

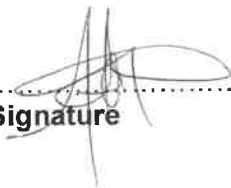
M. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
Sabelo Lindani	172 Fairview Golf Village	Renting	City of Cape Town
	St. Andrews Drive		
	Gordons Bay		

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

DECLARATION:

I, the undersigned (name) Sabelo Lindani
 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

18 Jan 2021
 Date

Managing Director
 Position

Contour Enviro Group
 Name of Bidder

N. AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr/Mrs Sabelo Lindani
acting in his/her capacity as Managing Director
of the business trading as Contour Enviro Group
to sign all documentation in connection with Tender TENDER NUMBER: T 2020/046

Name of members / directors	Signature	Date
Sabelo Lindani		18 Jan 2021

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 – MBD 8

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>		✓
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>		✓
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>		✓
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?		✓
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?		✓
4.3.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) Sabelo Marais Lindani 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

19 Jan 2021
.....
Date

Managing Director
.....
Position

Contour Enviro Group
.....
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	S	A	B	E	L	O	L	I	N	D	A	N	I												

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK	N	E	D	B	A	N	K							
NAME OF BRANCH	S	o	m	e	r	s	e	t	W	e	s	t		
BRANCH CODE	1	9	8	7	6	5								
ACCOUNT NUMBER	1	0	1	9	7	9	0	6	2	8				
TYPE OF ACCOUNT	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.

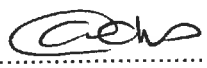
I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

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.

SM LINDANI
INITIALS AND SURNAME: 
AUTHORISED SIGNATURE: 20 JAN 21 021 023 0587
DATE: 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:


AUTHORISED SIGNATURE

Nedbank Limited
 Reg No. 1951/000009/06
 STRAND CBD
 20 JAN 2021
 OFFICIAL DATE STAMP
 RRB (640)
 16 - 99 - 45

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

I, Sabelo Marais Lindani..... confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: .....

Date: 21 Jan 2021.....

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	Western Cape Education and Community College
Description of project	Training 500 Nature Site Guides in the Western Cape
Contact person name	Ms Gwen Job
Contact person telephone number	071 543 4646
Value of project	R4.5 million

Company Name	Western Cape Education and Community College
Description of project	Training 500 Culture Site Guides in the Western Cape
Contact person name	Ms Gwen Job
Contact person telephone number	071 543 4646
Value of project	R4.5 million

Company Name	WWF_South Africa
Description of project	Training Nature Site Guides
Contact person name	Mr Sindisa Sigam
Contact person telephone number	+27 71 414 0671
Value of project	R130 000.00

Company Name	Cape Town Education and Environmental Trust
Description of project	Conservation Resource Guardianship-Learnership
Contact person name	Louise Matschke
Contact person telephone number	021 444 2794
Value of project	R500 000.00

COMPANY PROFILE



TENDER NUMBER: T 2020/046

**TRAINING PROGRAMMES FOR A 12-MONTH PERIOD
FOR CULTURAL SITE GUIDE TRAINING COURSE**

Submitted by Contour Training Academy

t/a Contour Enviro Group

Represented by Sabelo Lindani

January 2021

1st Floor Oudehuis Centre

122 Main Road

Somerset West

Tel: 021 023 0587

Mobile: 073 445 3285

Email: sabelo@contourgroup.co.za

Website: www.contourgroup.co.za



1. BACKGROUND:

Contour Training Academy (t/a Contour Enviro Group, CEG hereafter) is a high impact capacity development company based in Somerset West. CEG was founded by Mr. Sabelo Lindani and the company has a strong focus on environmental and tourism guiding training and development, environmental education, and awareness as well as environmental compliance for agriculture. CEG is driven by high quality standards and is awaiting the ISO 9001: 2015 Quality Management System certification from SABS.

The Company is accredited by CATHSSETA and has undertaken various environmental education and training interventions for various government entities as well as the private sector in the Western Cape. Contour Enviro Group is a level 1 BBEEE company and is 100 % black owned.

Sabelo Lindani, the founder and managing director of the company, has 14 years' experience in the conservation sector, including protected area management, training and ecological advice. Sabelo is a member of the World Commission on Protected Areas (WCPA), one of the commissions of the IUCN and serves as a deputy vice-chair under the regional leadership of the East and Southern Africa Region. He also serves in the Capacity Development group steering Committee of the Commission and has served as the regional leader for East and Southern Africa, developing and mentoring young professionals under the WCPA.

2. VISION:

Our vision is simply to “develop and inspire a love for nature.”

- In our work capacity, as individuals and as ambassadors for the environment as well as for CEG, we strive to instill a passion for and an understanding about nature in those we meet.
- It is our mission to leave a lasting impression and a legacy which speaks to the broader goal of protecting natural landscapes for future generations.
- Our passion and commitment to conservation must radiate through our quality of service and dedication to our work.



3. OUR SERVICES:

Our services range from accredited skills training and education programmes to the development of curricula based environmental education programmes.

Training and Education services include:

- Provision of CATHSSETA accredited tourism guiding & environmental skills training & mentorship programmes.
- Mentorship

4. TRACK RECORD:

4.1. Accredited Training

Contour Enviro Group has managed several training interventions for different government institutions in the Western and Northern Cape. Some of our clients have included the following organizations:

- South African National Parks
- CapeNature
- Grootbos Private Nature Reserve
- Cape Town Environmental Education Trust
- Western Cape Education and Training Community College
- WWF-South Africa

Since 2017 CEG has trained over 1000 conservators as well as tourism guides that included both Nature and Culture Site Guides.



TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name & phone number)</i>	COMPLETION DATE OF CONTRACT
1. National Certificate: Nature Conservation: Resource Guardianship	Cape Town Environmental Education Trust Louise Matschke - 021 444 2794	April 2019
2. 500 Nature Site Guide Skills Training	Western Cape Education and Community College Ms Gwen Job – 071 543 4646	Feb 2021
3. 500 Culture Site Guide Skills Training	Western Cape Education and Community College Ms Gwen Job – 071 543 4646	Feb 2021
4. Nature Site Guide Skills Training	WWF_South Africa Sindisa Sigam: ssigam@wwf.org.za 028 271 3362	January 2021
5. Field Ranger Skills Training	Grootbos Private Nature Reserve Ms Julie Cheetham-	March 2018



4.2. Quality Management and Safety

CEG takes quality management very seriously and since 2019 has undertaken to comply with ISO 2009: 2015 Quality Management System which has enabled the company to ensure that all systems are well developed and maintained. CEG is now waiting for the South African Bureau of Standards to award the final certification which validates our systems.

Our employees are trained as mountain guides and trainers and therefore take the issues related to safety very seriously. They are trained in Health and Safety Regulations as well as First Aid and some of them have police clearance since we work with young kids.

4.3. Monitoring and Evaluation

CEG is result-driven and every project that the company undertakes ensures that the impact is constantly measured. In the past three years CEG has trained over 1000 mountain guides across the Western Cape and educated over 6000 school learners. All our clients and beneficiaries have been given an opportunity to rate and give feedback to our programmes which is also in line with our ISO 9001:2015 requirements and more than 80% of the beneficiaries have given Contour Enviro Group a positive evaluation and feedback on how CEG has impacted them.



5. STAFF PROFILES

Sabelo Lindani – Managing Director:

Sabelo holds a B-Tech Degree in Nature Conservation and has wide-ranging experience in the environmental field including protected area management working for CapeNature as a conservation manager. He also has experience in environmental education and awareness, capacity development, youth development and community conservation. He previously worked for the City of Cape Town as an Ecological Coordinator and Reserve Manager for the Recreation and Parks Department, where his role was to teach and make local communities aware of Cape Town's natural environment. He is a trained nature site guide and has a certificate in environmental education. He is a registered CATHSSETA Assessor.

Corlie Hugo– General Manager:

Corlie started her conservation career with CapeNature 20 years ago and through her years at CapeNature she has gained operational and scientific experience in various aspects of conservation. Corlie holds a B-Tech Degree in Nature Conservation and is currently completing her Master's on the endangered African Penguin. Her focus and experience also include environmental education, youth development, invasive alien vegetation, fire management, marine ecology, compilation & implementation of operational plans as well as data collection, processing, and analysis. Her main role in CEG involves the development, implementation, and review of all the ecological projects as well as processing and analysis of data.

Catherine Kühn – Facilitator:

Catherine's background is in conservation, environmental education (EE) and tourism guiding. She holds a B-Tech Degree in Nature Conservation. Catherine is a registered tourist guide specializing in mountaineering, rock climbing and abseiling. She previously worked as an environmental educator for the Cape Leopard Trust working with schools and farm communities in the Cape Winelands, Overberg and West Coast Districts and has more than 7 years of experience in EE. Her role involves the development and implementation of various conservation, education, and training projects.



Apiwe Mhlawuli – Project Assistant (Ecological):

Apiwe has a B-Tech Degree in Environmental Management. He is also a registered candidate natural scientist with SACNASP. Apiwe completed his experiential learning with the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) where he gained experience in EIA's, administration of NEMA and other SEMA's, developing Environmental Management Programmes (EMPs), planning, and conducting capacity building and environmental education. Apiwe has previously worked for the City of Cape Town. He currently oversees all the quality management related matters at CEG. He speaks English and IsiXhosa fluently.

Busiswe Babi- Project Manager (Training):

Busiswe has a National Diploma in Nature Conservation and more than 7 years' experience as an outdoor and adventure education instructor while working for Outward Bound. She has been trained as a facilitator and assessor and is registered with CATHSSETA. She has worked for WESSA as a trainer and has tons of experience as an environmental educator. At CEG she oversees all the programmes related to training and capacity development.

Jonathon Wigley – Training Specialist

Jonathon has a National Diploma in Nature Conservation and a master's degree in Environmental Education (Rhodes University). Jonathon's Master's Thesis is titled: Understanding workplace-based learning contexts to inform curriculum development: The case of a Level 5 Environmental Education, Training and Development Practices Qualification. It focused on two case studies in the local government and agricultural sectors. Jonathon has 20 years of experience in the field of Education for Sustainable Development (ESD) and has developed training materials for and taught on several environmental qualifications and part qualifications, both accredited and non-accredited. He has been responsible for Project Management of complex learning interventions including the implementation of learnerships with hundreds of students located all over South Africa. Jonathon has strong research and writing skills, having conducted needs analysis research for several NQF qualifications. He is also highly familiar with the SAQA/NQF/SETA landscape having achieved SETA accreditation for several organizations and has also been appointed to bodies responsible for the development of NQF qualifications in both the environmental and agricultural sectors.



Eckhardt Kuhn – Facilitator

Eckhardt has studied Tourism Management and is a qualified and registered guide who has experience in training, leading groups of people and running environmental education programmes. He has certificates in abseiling and as advanced mountain leader as well as outdoor youth development. He speaks Afrikaans and English fluently.

Solomon Asiya - Project Assistant (Compliance)

Solomon has a National Diploma in Nature Conservation from Cape Peninsula University of Technology. He has worked for conservation organizations in the Northern Cape as well as the Western Cape particularly in the Witzenberg area. He has experience as an environmental educator as well as training.

Marshlin Samuels - Facilitator

He is a conservationist and a guide and has worked for CapeNature in the Cape Winelands area. He works for Contour Enviro Group as a Facilitator and on the environmental education programme where he assists in going to schools in both the Overberg and the Cape Winelands Districts.



6. PROPOSED PROGRAMME

6.1. Technical and Financial Capability

Contour Enviro Group is a results-driven organization and has done a lot of work in the past 4 years with focus in the area that this tender is focusing on. Largely because of this reason CEG is in the position to deliver this project with success.

6.2. Programme Overview

The deliverables for this project would be based on the curriculum as specified by South African Qualifications Authority. Contour Enviro Group is accredited to provide a full qualification in Tourism Guiding however for the purposes of this proposal the Culture Site Guide Skills Programme:

Unit Standard ID	Specific Outcomes
8478- Create a Guided Experience for customers	
	Establish needs, limitations and expectations of tourists
	Identify and assess locally accessible heritage resources and plan a guided experience
	Provide informed and entertaining commentary
	Apply a set of professional ethics
	Ensure the health and safety of tourists on the guided experience with legal requirements
	Ensure legal requirements pertaining to the guided experience are adhered to
	Reflect on the guided experience
8438- Conduct a guided cultural experience in a limited geographical area	
	Identify and assess the needs, limitations, interests and expectations of a target group of tourists.
	Demonstrate a sound knowledge of South Africa's rich and diverse heritage resources as reflected in local heritage resources.
	Identify and select cultural resources, heritage sites, and living cultural experiences appropriate to the group within the local area
	Access local oral and 'indigenous knowledge' and perspectives
	Reflect a commitment to authenticity, multiple perspectives on events, people and places, avoid simple stereotyping and respect the integrity of the resources and/or host communities.
	Construct itineraries appropriate to the interests and limitations of the group



The programme is run over a period of 4-6 months with 20 days theory (30%) and 70% practical. The practical has to take place at the venues selected by the client. **However, CEG can provide mentorship should the learner not have workplaces after the theoretical sessions. CEG has done this for other programmes including WWF_SA whereby CEG had to provide mentorship to learners that did not have work placements by exposing them to all the activities that would have been provided at workplace. However, this would have to be costed and priced separately if the municipality is interested in that service.**

A qualifying learner who has achieved this skills programme will be able to create and conduct a short-guided experience, based on local natural and cultural resources, that entertains and informs visitors. This skills programme will enable the learner to be a competent guide operating within a local area.

A qualifying learner will provide quality experiences to tourists and thus strengthen the profession and tourism in general. In addition, they will be positioned to further their learning, practice and career within the guiding sector, though, among others, the support and teamwork of members of the guiding sector - either at further levels or in other areas of practice. Expansion into other sectors of tourism is also possible.

Learning assumed to be in place.

It is assumed that learners wishing to enter a programme leading to this programme have literacy, numeracy and communication equivalent to NQF Level 1.

Exit Levels

On achieving this skills programme, the learner will be able to:

1. Conduct a guided experience within a specific area that entertains and educates tourists by interpreting cultural and natural environments.
2. Research, use and plan an itinerary themselves.
3. Present authentic, balanced interpretation of general aspects of South African society as well as specific sites and resources.
4. Apply procedures to protect the social and cultural integrity of the host communities.
5. Supply appropriate alternatives to problems and constraints, taking into account issues such as the constraints of the facilities, tourist expectations, and the requirements of the host community.
6. Apply a range of presentation techniques appropriate to the audience, context and client profile.
7. Monitor, reflect on and improve the content of the guided experience, their own performance and what they have learned about themselves.
8. Professionally and ethically conduct themselves in front of clients



Associated Assessment Criteria

Integrated assessment:

Integrated assessment at the level of this skills programme provides an opportunity for learners to show that they can integrate concepts, ideas and actions across unit standards to achieve competence that is grounded and coherent in relation to the purpose of the qualification.

Integrated assessment must judge the quality of the observable performance, but also the quality of the thinking that lies behind it. Assessment tools will encourage learners to give an account of the thinking and decision-making that underpin their demonstrated performance.

Some assessment practices will be of a more practical nature while others will be of a more theoretical nature. The ratio between action and interpretation is not fixed but varies according to the type and level of the programme.

A broad range of task-orientated and theoretical assessment tools may be used, with the distinction between practical knowledge and disciplinary knowledge maintained so that each takes its rightful place.

Assessors will check for:

1. The learner must demonstrate an ability to consider a range of options and make decisions about:

- a) Selecting appropriate sites and planning routes and activities for general tourist groups.
- b) Adapting their tour to meet a selected range of client and host requirements.
- c) Finding ways of respectfully presenting and communicating aspects of South Africa's political and cultural history including the good and the bad, the happy and the sad whilst fully recognising that there are aspects of heritage that are painful.

2. The learner must demonstrate an ability to:

- a) Assess client responses to their experiences and adapt and improve their tour to meet client needs.
- b) Reflect on information gathered prior to a tour and determine its appropriateness.
- c) Assess the success of a tour against expectations of a target client group, about theme, duration, value for money, benefit to the community/ies, accommodation, activities and other services provided.
- d) Evaluate own performance as part of a team, but mostly as the leader of the team.



Moderation

Moderation of assessment will be overseen by the relevant ETQA according to agreed ETQA procedures. Therefore, anyone wishing to be assessed against this skills programme may apply to be assessed by any assessment agency, assessor or provider institution which is accredited by the relevant ETQA.

Online Learning

CEG also has an online learning platform that is suitable particularly during covid-19 pandemic. This system allows CEG to continue with classes regardless of the restrictions and does not incur any extra costs.





Roll-Out Plan

Weekends	Class	Workplace	Finalize POE
Public holiday	Assessments	Moderation	CATHSSETA Admin

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Monday	Yellow	Green	Green	Green	Red	
Tuesday	Yellow	Green	Green	Green	Red	
Wednesday	Yellow	Green	Green	Green	Red	
Thursday	Yellow	Green	Green	Green		
Friday	Yellow	Green	Green	Green		
Saturday						
Sunday						
Monday	Green	Green	Green	Green	Orange	
Tuesday	Green	Green	Green	Green	Orange	
Wednesday	Green	Green	Green	Green	Orange	
Thursday	Green	Green	Green	Green	Orange	
Friday	Green	Green	Green	Green	Orange	
Saturday						
Sunday						
Monday	Green	Light Green	Yellow	Light Green		
Tuesday	Green	Light Green	Yellow	Light Green		
Wednesday	Green	Light Green	Yellow	Light Green		
Thursday	Green	Light Green	Yellow	Light Green		
Friday	Green	Light Green	Yellow	Light Green		
Saturday						
Sunday						
Monday	Yellow	Yellow	Green	Blue		
Tuesday	Yellow	Yellow	Green	Blue		
Wednesday	Yellow	Yellow	Green	Blue		
Thursday	Yellow	Yellow	Green	Blue		
Friday	Yellow	Yellow	Green	Blue		
Saturday						
Sunday						

The above programme is just an indication of how the programme could be planned and scheduled. However, it does not take into consideration the holidays and delays and learner challenges. This would however be adapted to suit and meet the needs of the client. **It can also be done over 20 consecutive days.**



7. RETURN ON INVESTMENT

It is our intention that the client will be able to realise the return on investment for this project through the following client identified areas as per the TORs.

- To recognize and understand factors of biodiversity and cultural significance within the municipality and their significance to eco-tourism.
- Explain the range of natural and cultural features in the area.
- Develop interpretation brochures for selected eco-tourism activities.
- To plan an eco-tour, taking into account factors such seasonality and communication with local and international tourism offices.
- Lead an interpretive tour that links the land, cultural activities and eco-tourism theme.





8. PROJECT MANAGEMENT TEAM

Name	Role	Activities
Sabelo Lindani	Assessor	Assessments
Corlie Hugo	General Manager	Oversee the implementation of the project and its quality
Busisiwe Babi	Training Manager/ Assessor	Management and implementation of the project
Catherine Kuhn	Facilitator	Implementation of the project
Ekhardt Kuhn	Facilitator	Implementation of the project
Letasha Hesqua	Assessor	Assessments
Lincoln Meyer	Assessor & Moderator	Assessment & Moderation

CEG, will dedicate the above-mentioned team should the company be successful in the tender selection. As mentioned above, CEG currently has access to over 20 professional trainers who have been verified and worked for Contour Enviro Group.



9. CONCLUSION

CEG is well positioned, in terms of the team of training experts in its employment, all of whom are fluent in at least 2 of the Western Cape languages, to take on the scope of work outlined in this proposal. The aims and objectives of the project fall within the vision and mission of the organization and are aligned with many previous projects that this organization has engaged in. In addition to all that we offer in terms of our expertise, we will follow a stringent monitoring and evaluation process to track the impact of our work. Should we be appointed as the implementers for this programme, the work will be carried out effectively and professionally and in ongoing collaboration and communication with the Client. We will report diligently and professionally on the progress of the programme as stipulated.



TC & B-BBEE

AFFIDAVIT



TAX COMPLIANCE STATUS

PIN Issued

CONTOUR TRAINING ACADEMY CC
PO BOX 1473
GORDONS BAY
7140

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: 9291690189

Always quote this reference number when contacting SARS

Issue Date: 2020/03/05

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	Contour Training Academy Cc
Trading Name	CONTOUR TRAINING ACADEMY CC
Tax Reference Number(s)	IT - 9291690189 PAYE - 7700802491
Purpose of Request	Good Standing
Request Reference Number	0020389821GS0503201313321
PIN	1124FGA2EA
PIN Expiry Date	05/03/2021

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

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	SPHELO LINDANI
Identity number	8407155311086

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	CONTOUR TRAINING ACADEMY
Trading Name (if Applicable):	CONTOUR ENVIRO GROUP
Registration Number:	2010/022893/25
Enterprise Physical Address:	2 ND FLOOR QUAETHUS CENTRE 722 MAIN ROAD SOMERSET WEST, 7130
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	CC
Nature of Business:	TOURISM & ENVIRONMENTAL
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act- (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is 100 % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 100 % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black Disabled % = _____ %
 - Black Unemployed % = 100 %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of FEB, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	✓
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. 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.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: 2021-01-20

*De 4628 x.c
M. M. M. M. M.
gk*

Commissioner of Oaths
Signature & stamp



ACCREDITATION DOCUMENTS

Postal Address
P.O. Box 1329, Rivonia,
2128, South Africa

Physical Address
01 Newtown Avenue,
Killarney, Johannesburg,
2193

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



Provider Name: Contour Training
Date: 24 February 2020
Telephone:
Cell phone Number 073 445 3285
Email Address info@contourtraining.co.za

Learning Programme Evaluation Report

Dear Sabelo Lindani

With reference to the above, please be advised that the CATHSSETA Sector Education and Training Quality Assurance Body has had an opportunity to look at your learning material and confirms that your learning programme has been approved with effect from the 02 March 2020 in line with your accreditation scope.

SAQA ID	Title(s)	Level	Credits	Action needed
TG/CULTSITEGD/2/0 039	Culture Site Guide SP	2	40	Refer to attached report
TG/NatSITEGD/2/002 9	Nature Site Guide SP	2	40	

Should you require further assistance in this regard, kindly contact the CATHSSETA ETQA Programme Evaluator.

Please collect your documents within 30 days from today, failing which, Cathsseta reserves the right to shred and destroy any documents not picked up.

Regards,

A handwritten signature in black ink, appearing to read "Dimpho Phungwayo".

Dimpho Phungwayo ETQA Manager Tel (011) 217 - 0600

Email: dimpho@cathsseta.org.za

Postal Address:
PO Box 1329, Rivonia
2128, South Africa

Physical Address:
01 Newtown Avenue,
Kilmarney, Johannesburg,
2193

Contact:
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



27 January 2020

Dear Training Provider

Re: Accreditation Extension

In accordance with the ETQA Regulation R1127, Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (Cathsseta) confirms that Contour Training Academy, accreditation number 613/P/000290/2015 has been re-accredited with the validity date of 01/04/2020 to 31/03/2023.

This letter must be read in conjunction with the original accreditation letter that stipulated the list of programmes that accreditation has been granted for.

Regards,

A handwritten signature in black ink that reads "Dimpho Phungwayo".

Ms Dimpho Phungwayo

ETQA Manager

27/01/2020

CVs & CERTIFICATES

FACILITATORS

CURRICULUM VITAE: SABELO LINDANI

Personal Details

Name: Sabelo Marais Lindani
Profession: Biodiversity Conservation Consultant
Date of Birth: 15 July 1984
Nationality: South African
Marital Status: Single
Driver's License: Code C1
Languages: English, IsiXhosa
Contact Details: M. +27 (0)73 445 3285 | E. sabelo@contourgroupp.co.za



Overview

Sabelo has a 4-year Bachelor's degree in Nature Conservation from the Nelson Mandela University. In the last 13 years he has held various positions as the Ecological Advisor for the City of Cape Town (Local Government), Protected Area Manager for the Western Cape Nature Conservation Board (Provincial Government) amongst others. He is a visionary and has a very strong ability to turn plans into action, strategic in approach and a very good learner. Over the past two years he has been running his own environmental consultancy where he has developed and implemented accredited training programmes as well as biodiversity conservation and monitoring programmes. He has trained and ran environmental education and awareness programmes for some national, regional and local conservation organisations. He also plays a few other roles within the World Commission on Protected Areas.

Key workplace competencies:

- Company leadership and team management
- Project management
- Strategic planning & strategy execution
- Mentoring & Skills Development
- Finding solutions to complex problems
- Flexibility and adaptability
- Finance management

Biodiversity Conservation:

- PA Management Effectiveness Assessments
- Environmental Management Systems
- Developing Management Plans
- Environmental Monitoring and Evaluation
- Biodiversity Stewardship
- Socio-economic & community development
- Eco-tourism
- Agricultural Environmental Management

Qualifications

Academic:

- Bachelor of Technology: Nature Conservation.
Nelson Mandela University

Professional Short Courses:

- Project Management
- ArcGIS
- Incident Command System (Type 3)
- Fire Boss
- Training Assessment

Work Experience

Company:	Contour Enviro Group – 2017- present
Role:	Independent Environmental Consultant
Consulting Projects and initiatives	<ul style="list-style-type: none"> • Developed and implemented Environmental Education and Awareness programmes for government and fruit exporting agricultural producers. • Trained Field Rangers for private and government conservation institutions. • Trained conservation staff for land restoration on Protected Areas. • Developed environmental management plans for fruit farmers. • Development and mentoring of conservation trainees. • Restoration of agricultural and conservation land. • Integrated Catchment Management (wildfire and invasive alien plant management)

Company:	Grootbos Foundation (www.grootbosfoundation.org)
Duration:	January 2018- May 2018 (part-time)
Role:	Head of Green Futures College
Duties:	<ul style="list-style-type: none"> • Staff Management • Recruitment and development of learners • Development of accreditation for the college

Forums and conferences:

2018 Salzburg Global Seminar (Austria) to give a talk about poverty and the effects to biodiversity in South Africa.
2018 Capacity Development Workshop- Switzerland

Company:	City of Cape Town (www.capetown.gov.za) Local Government
Duration:	June 2016- December 2017 (resigned to start own consultancy)
Role:	Ecological Advisor
Duties and achievements:	<ul style="list-style-type: none"> • Provide advice, guidance and support to the City Parks Department in terms of Biodiversity Management. • Development of Environmental Management Plans for conservation areas. • Develop and implement environmental awareness programmes • Assist in the coordination and the implementation of City's Integrated Metropolitan Environmental Policy, Local Biodiversity Strategy and Action Plan related to City Parks. • Develop and improve the quality of Annual Plan of Operations and maintenance plans of the Biodiversity Agreements sites. • Provide a consulting and advisory service across the department on environmental issues. • Comment on development projects with potential to affect biodiversity within the department. • Site assessments for biodiversity importance.
Forums and conferences:	<p>2016-World Conservation Congress in Hawaii 2017- IERM Conference (Institute of Environment and Recreation Management) to present about threats to biodiversity in the Cape Town Metropole.</p>

Company:	CapeNature (Western Cape Nature Conservation Board-Provincial Department)
Duration:	July 2012- June 2016
Role:	Conservation Manager (Hottentots Holland Nature Reserve)
Duties and achievements:	<ul style="list-style-type: none"> • Execute, co-ordinate and integrate overall management of the protected area including conservation, research, tourism, and community conservation components. • Increased the tourism revenue for the Protected Area. • Compilation and execution of all applicable management, operational policies, strategies, operational plans and business plans. • Planning and implementation of the Management Effectiveness Tracking Tool (METT-South Africa). • Ensure that the management of all reserve activities are in line and coordinated with area wide conservation initiatives plans and projects. • Manage and implement all conservation agreements and partnerships between the organization and neighboring landowners and other parties. • Ensure public participation and communication with interested and affected parties with regards to the management of the reserve. • Ensure effective staff management including support, performance, training, motivation and management of health and safety aspect. • Financial Management (turned around the financial status of the PA in 2 years) • Community development and involvement to the management of the protected area. • Work with universities doing research on the protected area.
Forums:	2014- Attended the World Parks Congress in Australia (topic was about building a relationship between conservation and local communities).
Awards and Recognition	Received Two Leadership Awards from CapeNature, 2015

Company:	City of Cape Town
Duration:	August 2007- June 2012
Role:	Assistant Reserve Manager (Steenbras and Harmony Flats Nature Reserve)
Duties and achievements:	<ul style="list-style-type: none"> • Implementation of METT-South Africa • Support research conducted on the protected area • Management and guidance of university students • Community development • Development of annual plan of operations • Staff management and development • Development of environmental education programmes • Development of management plan (Minister Approved)

Volunteer Work

WCPA	<ol style="list-style-type: none"> 1. Regional Focal Point, Young Professionals (East and Southern Africa Region) 2. Deputy Vice Chair (East and Southern Africa Region) 3. Steering Committee Member (Capacity Development Group)
CoalitionWILD	<ol style="list-style-type: none"> 1. Steering Committee Member 2. Mentor
Youth for the Environment	<ol style="list-style-type: none"> 1. Founder and Board Member
Salzburg Global Seminar	<ol style="list-style-type: none"> 1. 2018 Salzburg Global Seminar Fellow

References

Roy Ernstzen	Head of Conservation, City of Cape Town, Roy.Ernstzen@captown.gov.za , Mobile: +27 82 940 8735
John Waithaka	East and Southern Africa Regional Regional Leader (WCPA) john.m.waithaka@gmail.com
Brett Mydarl	Former Park Manager South African National Parks Mobile: +27 82 908 3149
Dian Dreyer	Regional Manager, CapeNature Ddreyer@capenature.co.za Mobile: +27 82 823 7415



Cape Peninsula
University of Technology

THE
DEGREE
BACCALAUREUS TECHNOLOGIAE

NATURE CONSERVATION

is awarded to

SABELO MARAIS LINDANI

student number

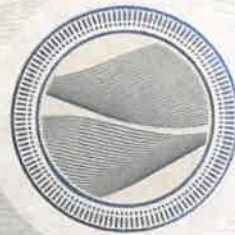
210250879

with effect from

01 DECEMBER 2010


Registrar


Vice-Chancellor



407 748

CURRICULUM VITEA OF BUSISIWE BABI

Postal Address 3 west Park
 West Drive
 King William's Town
 5600

Cell 0817586740

Mother's Contact 0846196350

Email busisiwebabi@yahoo.co.za

ID No. 9003170214089

Gender Female

Race Black

Languages IsiXhosa, English, Isizulu and Afrikaans

Licence Code B

EDUCATION

- ✓ Matriculated Senior Certificate 2008
- ✓ National Diploma in Nature Conservation: Cape Peninsula University of Technology 2014

CERTIFICATES

- ✓ Code B Driver's License.2014
- ✓ Introduction to Nature Reserves Duties: City of Cape Town Reserves Students Induction Camp. 2012
- ✓ Fire fighting: Environmental Wildlife Services. 2012
- ✓ First Aid: Level 1, 2 and 3 Outward Bound Training School.2017
- ✓ Work Integrated Learning (WIL) year: Cape Peninsula University of Technology. 2013
- ✓ In the top 10 agents on sales volume and client and customer technique for 3 months in a row
- ✓ Adventure Based Learning Leader. Adventure Recreation Association (ARA).2016
- ✓ Accredited Assessor: CATHSETA, LGSETA, FP&M and ETDPSETA

SITES I WORKED FOR AND RELEVANT EXPERIENCE I GAINED IN EACH

ZEEKOEVLIE NATURE RESERVE (City of Cape Town) Weekends and Varsity Holidays (May-July 2011)

Position held: Field ranger Volunteer

- ✓ Hippo capture
- ✓ River assessment
- ✓ Animal monitoring and surveys
- ✓ Night counts, surveys and data capturing
- ✓ Water/ River assessment

KENILWORTH RACE COURSE (City of Cape Town) Weekends and Varsity Holidays (April, June and July 2012)

Position held: Field ranger Volunteer

- ✓ Fire fighting
- ✓ Restoration of degraded area
- ✓ Amphibian Identification and surveys
- ✓ Plant identification and surveys (data collection, plant capturing and management of records)
- ✓ Identification of new plant species, endemic species and threatened species
- ✓ Environmental Education

STEENBRAS NATURE RESERVE (City of Cape Town) Varsity Holidays (September 2012)

Position held: Field ranger Volunteer

- ✓ Soil Erosion, Restoration of degraded sites and prevention strategies of future soil erosion.
- ✓ Plant Identification and surveys
- ✓ Alien Invasive Species Identification and Clearing
- ✓ Animal capture
- ✓ Night counts, surveys and data capturing

CAPE TOWN ENVIRONMENTAL EDUCATION TRUST (City of Cape Town) Work Integrated Learning Year (January- December 2013)

Position held: Education Officer Intern

- ✓ Conducted Environmental Education (weekends camps, school visits, community out-reach)
- ✓ Designed camping programmes
- ✓ Compiled, tracked, sorted all documents about the camping bookings on a weekly bases to create a monthly report to the manager
- ✓ Was responsible for filing and capturing of data on the database system
- ✓ Collecting different plants and animals for environmental education
- ✓ Assistance in administrative work (book keeping, sending emails, taking calls, wrote meeting agenda, handled camps bookings)
- ✓ Plant and Animal monitoring
- ✓ Recorded monthly compliance reports
- ✓ Compile semester report on threatened and endangered plants and animals on site
- ✓ Maintenance of garden and landscape area
- ✓ Responsible for hiking trails
- ✓ Managing co-workers (managed team, headed camps, headed meetings)
- ✓ Did presentations on future programmes and relevant work done.

SIGNAL HILL MARINE UNITE (South African National Parks) Weekends and Leave days (February - May 2013)

Position held: Field ranger Volunteer

- ✓ Permit checks (for fishers)
- ✓ Patrols (Responsible for compliance monitoring and enforcement support)
- ✓ Marine Life Survey
- ✓ Provided input to compliance monitoring and enforcement actions
- ✓ Identification and Mitigation of Alien Invasive Plants

TABLE MOUNTAIN (South African National Parks) Weekends and leave days (June - November 2013)

Position held: Field ranger Volunteer

- ✓ Culling
- ✓ Hiking trails

SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA): KING WILLIAM'S TOWN (March 2014)

Position held: volunteer

- ✓ Collection of injured animals
- ✓ Looking after animals on site (feeding and washing them)

SPACE FOR ELEPHANT FOUNDATION (July-October 2014)

Position held: Research assistant

- ✓ Elephant and Rhino monitoring using GPS and GIS to follow the animals around
- ✓ Plant Identification, threatened species and sites identification (Biodiversity Stewardship duties)
- ✓ Landscape duties (Gardening)
- ✓ Maintenance of the garden section on site
- ✓ Plant data collection using GPS system and sampling methods
- ✓ Collection of different plant species for Environmental Education
- ✓ Eco-school's co-ordinator, Environmental Education in schools around Pongola and Community Education on environmental issues.
- ✓ Reptiles Identification
- ✓ Animal and plant surveys

CALL CENTRE INTERNATIONAL -CCI (January 2015- November 2015)

Position held: Teller

- ✓ Sales agent to UK customers for Additional line devices (EE-Mobile)
- ✓ Sales agent to Australian customers for electricity and gas (Simply-Energy)
- ✓ Verification of sales
- ✓ Keeping recording of sales made

OUTWARD BOUND SOUTH AFRICA (Nov 2015-July 2016)

Position held: Instructor

- ✓ Conducting expeditions (hiking on different site and ecosystems, landscapes)
- ✓ Kayaking, canoeing, Swimming
- ✓ Rock Climbing and Abseiling
- ✓ Low and High ropes activities
- ✓ Group dynamics
- ✓ Conservation awareness programmes: Soil Erosion, Fauna and Flora Identifications, Animal Monitoring.
- ✓ Safety checks on high ropes activities, equipment used on courses.

- ✓ Centre clean up Develop and Conduct Environmental awareness programmes, schools and community outreach projects.

WESSA-Umngeni Valley Nature Reserve (August 2016 – June2017)

Position held: Education Officer

- ✓ Develop and Conduct Environmental Education and Training:
 - Water Quality
 - Flora and Fauna Identification
 - Micro-valley climate
 - Junior Field Guide course
- ✓ Develop and Conduct Adventure Learning, teambuilding and Leadership course:
 - Expeditions
 - Abseiling
 - Obstacle course and Group initiatives
- ✓ Prepare and plan for marketing
- ✓ Develop and Conduct Environmental awareness programmes, schools and community outreach projects.
- ✓ Create programmes and topics for different visitors to the education centre
 - School groups
 - Church groups
 - Surrounding communities
 - NGO's
- ✓ Reserve Duties
 - Animal counts
 - Fire Fighting (controlled field burns)
 - Alien clearing
 - Maintenance

Outward Bound Hong Kong and Dragonfly Hong Kong (August 2017- May 2018)

Position held: Education Officer/Instructor

- ✓ Develop and Conduct Environmental Education Programme
 - Water Quality
 - Flora and Fauna Identification
 - Micro-valley climate
- ✓ Develop and Conduct Adventure Learning
 - Climbing
 - Water Paddling
 - Mountain Hiking Trails
 - Abseiling
- ✓ Develop and Conduct Skills Development training
 - Low ropes course
 - High ropes course
 - Paddling system
 - Safety at work programmes.

Wessa-Durban (June 2018 – Current)

Position held: Training Officer

- ✓ Facilitation of accredited and non-accredited work skills training
 - Cape Nature, Resource Guardian NQF level 2

- YES WESSA, Tourism Guiding Skills Programme
- Co-ordinate logistics for the units training and workshops
- ✓ Assessing of accredited and non-accredited work skills training
 - Cape Nature-Resource Guardianship, Tourism Guiding
 - YES- Tourism Guiding
- ✓ Material development (manuals, learner workbooks, facilitation and assessment guides) by aligning it with relevant unit standards, with the Dept. of Education Curriculum, relevant SEATA's and SAQA requirements
- ✓ Mentorship and management of learners
- ✓ Planning and organizing programmes
- ✓ Mentor/Supervise facilitators and assistant assessors
- ✓ Do internal QMS responsibilities: conduct necessary administration prior to training
- ✓ QMS- Quality Management Support of the training we deliver
- ✓ Compile data recordings: monthly reports, Monthly recons and training statics.

INTERPERSONAL SKILLS

- ✓ Good client and co-worker relations
- ✓ Good written and verbal communication, negotiation, project management, conflict resolution and community liaison skills.
- ✓ Group motivator
- ✓ Negotiating skills
- ✓ Administrative skills
- ✓ Warm hearted, friendly, respectful and outgoing
- ✓ Open to giving and receiving sound advice
- ✓ Great Project Management skills and team leading skills
- ✓ Strong analytical and problem-solving skills
- ✓ Analytical and problem-solving skills
- ✓

PERSONAL TRAITS

- ✓ Maintains an appropriate and neat personal appearance
- ✓ Rarely absent from work
- ✓ Great leadership and project management skills
- ✓ Exhibits excellent habits of personal cleanliness and hygiene
- ✓ Good health and life-style
- ✓ Hard worker, enthusiastic, team player
- ✓ Willing to work in isolated sites
- ✓ Passionate about Conservation
- ✓ Love travelling and adventurous

WORK PERFORMANCE/ KNOWLEDGE

- ✓ Is knowledgeable and interested in all aspects related to job functions.
- ✓ Has great knowledge of Scientific principles that govern the conservation of the ecosystems and habitats
- ✓ Follows instructions delicately and passionately
- ✓ Financial industry background
- ✓ Knowledge in statistical software programmes
- ✓ Able to absorb pressure during harsh situations

- ✓ Assessor, Moderation skills.
- ✓ Material development skills
- ✓ Development facilitator skills
- ✓

ADDITIONAL INFORMATION

- ✓ Knowledge in SASS river health monitoring techniques
- ✓ Environmental Management Programme
- ✓ Environmental Legal Compliance
- ✓ Environmental and Conservation compliance legislation
- ✓ Law enforcement duties
- ✓ Great ecological background and research strategies
- ✓ Botanical Research And Herbarium Management System
- ✓ Knowledge in Landowner interaction on different biomes biodiversity and management issues.
- ✓ Good in developing and maintaining a good network and relationship with relevant local and regional stakeholders.
- ✓ Knowledge in GIS/MAPPING and use of GPS and Map work skills
- ✓ Computer Literacy (Excel, Word, Outlook and PowerPoint)
- ✓ Professional Assessor
- ✓ Professional Facilitator

REFERENCE

- ✓ Dr. Joesph Kioko. HOD, Nature Conservation, Cape Peninsula University of Technology.
kioko@cpu.ac.za. 082 808 7837, 021 460 3213
- ✓ Dr. Anthony Roberts. CEO, Cape Town Environmental Education Trust.
084 455 7706, 021 713 0510.
- ✓ David KG Shou. Coordinator at Outward Bound SA. kshou811126@gmail.com. 0727427785.
- ✓ Vivo Venter Line manager at Wessa-Umngeni Valley. Vivo.venter@wessa.co.za.
0333303931.0713256772.
- ✓ Lisa Wright. lisa.w@learnwithdragonfly.com. +85253419117
- ✓ Jim Taylor Education/training Manager: jimtaylor835@gmail.com. 0824580976
- ✓ Zombuso Mbatha. Project manager: Zombuso.mbatha@gmail.com . 0761083069
- ✓ Favez Tembon. Line Manager: Favez.tembon@wessa.co.za. +27 (0)76 108 2571

Curriculum Vitae

Catherine Esmé Kühn (*née* Philips)
Cell: 079 480 5999

ID no. 861125 0147 085
Email: cat.philo@gmail.com

Personal Information

Full name: Catherine Esmé Kühn
Date-of-Birth: 1986-11-25
Gender: F
Address: Dennehof Farm, R44, Franschhoek
Nationality: South African
Country of Birth: South Africa
Marital Status: Married
Language: Primary: English; Secondary: Afrikaans
Health: Excellent health & good fitness level
Criminal Record: None
Driver's License: SA Code B (8) first issued on 2007-06-10
SA Code C1 (10) issued on 2015-01-26
Years of driving experience: 12
Valid Passport: Yes, exp. date: 2027-02-19
Own Transport: Yes
Professional Drivers Permit: Yes, exp. date: 2019-03-12
Tourist Guide Registration: Mountain walking, single pitch rock climbing and abseiling
Tourist Guide Reg. Number: WC 8180

Education and qualifications

2014: Bachelor's Degree in Nature Conservation. Graduated with *Cum Laude*
Cape Peninsula University of Technology

2013: AQN (Adventure Qualifications Network) Qualified Abseiling (rappelling); Single pitch Rock Climbing; Advanced Mountain Leader and Walking Guide
Ventureforth International

2012: National Diploma in Nature Conservation
Cape Peninsula University of Technology

2012: Basic Ambulance Assistant course: Level 5
Ambutek

2012: THETA accredited National Certificate in Fitness Training
Exercise Teachers Academy

2004: Graduated with National Senior Certificate (Matric Endorsement)
Wynberg Girls High School

External courses/ skills programmes

April 2018: Basic Provider Course in International Trauma Life Support – Professional Emergency Care

March 2017: Basic Life Support (BLS-HCP) – The Resuscitation Council of South Africa

April 2016: Basic Life Support (BLS) – Resuscitation Council of South Africa

January 2016: Snake handling course - Cape Reptile Institute

February 2016: Emergency Care Level One – Professional Emergency Care
May 2015: Killarney Advanced Driving course on defensive driving – Killarney Training Centre
August 2014: Youth Leader Training Course- Mountain Club of South Africa
August 2014: The Alpha Course – The Methodist Church of South Africa
March 2012: Basic guidelines for the responsible use and application of herbicides – Yield agricultural business partners
February 2012: Spider and Scorpion Course – Jonathan Leeming (Author of Scorpions of Southern Africa)

Employment History & work experience

October 2014 - present: Environmental Educator at The Cape Leopard Trust:

Responsibilities: Plan, facilitate and guide interpretive and environmentally focussed camps, outings, day-trips, eco-clubs and holiday programmes with groups of children and adults in the Cederberg and Boland mountains and other wilderness areas in the Western Cape of South Africa. Regularly drive a 21-seater bus with participants. Regular maintenance of the camp-site in the Cederberg as well as the bus, and other vehicles. Design and implement education programmes, activities, lesson plans and learning material for the Cape Leopard Trust's education project. Engage regularly with our partners and constantly seek to find new partnerships. Regularly engage in public speaking; conducting presentations in front of school groups, other NGO's, and companies etc... Assist the CLT researchers in the field. Regular story and article writing for the website and / or newspapers; report writing; proposal writing; budgeting; data capture; administration; organising fundraising events; monitoring and evaluation; conducting interviews; reference writing; working with Microsoft word, power-point and excel.

2010 – present: Freelance mountain guide / rock climbing guide and camp facilitator:

Responsibilities: Safely guide clients on various walks and hikes in and around the Cape Peninsula. Guide clients on rock climbing and abseiling excursions on the mountain. Facilitate and run school camps.

Jan 2012 – Dec 2012: Nature Conservation student at Tswalu Kalahari Reserve: I completed my practical year for my CPUT Nature Conservation Diploma course at Tswalu and was employed by Tswalu as an intern. Tasks done and skills learnt included general reserve maintenance, transporting staff, project management, invasive alien vegetation clearing, fire-fighting, fauna and flora monitoring, animal rehabilitation, environmental education, assistance in fence patrols and fence maintenance, tracking, human-animal conflict management, general administration including report writing and office admin, other field work duties included assisting in game counting and game capture and research and monitoring.

2005 – 2009: Operations Manager at Boot Camp SA: Responsibilities: Manage bookings and administration; marketing; oversee staff; coordinate and run army-styled children's parties and corporate teambuilding events. Facilitate at events and ensure group safety. Instruct fitness training to groups of adults in an outdoor environment.

2005 – 2009: Facilitator at the Cape Leadership Centre: Responsibilities: Facilitate at various teambuilding events and sports events including 'Challenger world', for companies, schools and sports teams.

Volunteer Work

August 2012: Volunteered at TMNP (SANParks) in my internship year. Duties: Law and compliance activities including patrols in Silvermine reserve and other TMNP areas, path maintenance, alien vegetation clearing and general maintenance; environmental education in Masiphumelele.

2008 - present: Member of the Mountain Club of South Africa (MCSA) Search and Rescue team in the Western Cape and a member of Wilderness Search and Rescue (WSAR) Helicopter Technical Team since 2011, working with SAAF 22 Squadron, and Air Mercy Services Skymed team. This involves responding to

call outs anytime of the day or night and assisting and/or leading critical and often life threatening search and rescue operations in and around the Western Cape Mountains. Attending, organizing and occasionally facilitating rescue trainings.

Other achievements / Awards

December 2018: Article published in the Franschhoek Tatler
September 2017: Article published in SA Mountain Magazine
October 2013: Presented a poster on my Diploma research project at the Annual Oppenheimer - De Beers group Research Conference
June 2012: Employee of the month - Tswalu Kalahari Reserve

Research

2014: B-Tech Nature Conservation Research Project: *A post-fire study of the small mammals and their association with the vegetation at Olive Glen Mountain Farm, Klein Drakenstein Mountains, Western Cape.*

2012: Diploma Nature Conservation Research Project: *Seasonal distribution patterns of three charismatic large mammal species at Tswalu Kalahari reserve as determined by game drive sighting data.*

Special interests and hobbies

Special conservation interests: Small mammal research; fire/vegetation relationships; Human - wildlife conflict and finding solutions; pollinator - plant relationships; environmental education and awareness, community and social upliftment; wildlife corridors; orchids and other rare and endemic fynbos plant species; mountain catchment area conservation.

Hobbies and other: Rock climbing, hiking, mountaineering, camping, trail running, kloofing, mountain biking, botanizing, writing (articles, stories and poetry), singing and writing songs.

Referees

Mrs Elizabeth Martins

Founder of the Cape Leopard Trust's environmental education project and former Cape Leopard Trust education project coordinator.

Contact details: (+1) 707 695 1190; email: lizfromcapetown@gmail.com

Mrs Helen Turnbull

CEO of the Cape Leopard Trust

Contact details: (c) +27 (0)76 522 1201; email: contact@capeleopard.org.za

Mr Andrew Lowry

Retired lecturer: Department of Nature Conservation

Tshwane University of Technology, Pretoria, South Africa

Contact details: (h) + 27 012 663 3679; email: lowryav@gmail.com

ADVENTURE QUALIFICATIONS NETWORK

South Africa – United Kingdom

www.adventure-qualifications.com

This is to certify that:

Catherine Philips

8611250147085

Has fulfilled the requirements for:

TGD/ASGMnt/4/0038

Skills Program in Tourism Guiding
Adventure Guiding - Mountaineering

With Electives in:

9284/TG19 Mountain Walking - Limited Area
9283/TG20 Abseiling Less than Sixty Meters
9282/TG21 Abseiling More than Sixty Meters

Scope or Context:

Overnight off trail hiking below 2700m ASL

Confirmed by:

Andrew R Friedemann
Digitally signed by Andrew
Friedemann
Date: 2013.10.31 17:58:34 Z
Adobe Acrobat version: 11.0.5

Registered Organisation: - 613/P/000005/2004

Assessor Code: - WM - 613/A/000076/2005

Adventure Qualifications
NETWORK



Accreditation Number:
613/P/000005/2004

This is an internal completion certificate.
Formal certification of assessment will be
issued once verification has taken place.

AQN has accreditation with the Culture,
Art, Tourism, Hospitality and Sport Education
and Training Authority



Cape Peninsula
University of Technology

THE
DEGREE
BACCALAUREUS TECHNOLOGIAE

NATURE CONSERVATION

CUM LAUDE

is awarded to

CATHERINE ESME PHILIPS

student number

210163038

with effect from

01 DECEMBER 2014

A handwritten signature in black ink, appearing to be 'M. M. M. M.', written over a horizontal line.

Registrar

A handwritten signature in black ink, appearing to be 'M. M. M. M.', written over a horizontal line.

Vice-Chancellor



Curriculum Vitae
Eckhardt Kühn

ID no. 870625 5426 086

Cell: 076 236 2651

Email: eckhardt.kuhn.1987@gmail.com

Personal Information

Full name: Johann Eckhardt Kühn (preferred name – Eckhardt)
Date-of-Birth: 1987-06-25
Address: Dennehof Farm, R45, Franschoek
Nationality: South African
Country of Birth: Namibia
Marital Status: Married
Language: English & Afrikaans (both fluent)
Health: Excellent health & good fitness level
Criminal Record: None
Driver's License: Code B; issued 2007-10-23 and PDrP
Valid Passport: South African exp. Date: 2026-06-28
Own Transport: Yes
Tourist Guide Registration: WC 7161: Cultural, Nature, Mountain, Abseiling.

Education

2013: AQN (Adventure Qualifications Network) qualified abseil guide; advanced mountain leader and walking guide
Venture Forth International

2011: Certificate in Nature Site Guiding Level 1 and 2
The Nature College

2006 - 2008: Enrolled in a Diploma in Travel and Tourism Management,
Cape Peninsula University of Technology, Institution Boland College, Stellenbosch

2008: Certificate in Events Management
Cape Peninsula University of Technology, Institution Boland College Stellenbosch

2007: Certificate in Entrepreneurship and Business Management N4
Boland College, Stellenbosch

2007: Certificate in Cultural Regional Site Guiding
Cape Peninsula University of Technology, Boland College, Stellenbosch

2005: National Senior Certificate
Stellenberg High School
Completed Subjects: Afrikaans first language HG; English second language HG; Art HG; Maths SG; Science SG; Woodwork SG

External courses / Skills programmes

October 2017:	First Aid (Level 1) - <i>Wild Medix</i>
October 2017:	Beginner Level 1 Top Rope Climbing Coach – <i>Western Cape Climbing</i>
February 2016:	First Aid (Level 1) - <i>SA First Aid League</i>
August 2014:	Youth Leader Training Course - <i>UIAA Youth and Mountain Club of South Africa</i>
July 2013:	First Aid (Level 3) - <i>Wild Medix</i>
October 2009:	First Aid (Level 1, 2 & 3) - <i>Emergency Medical Training</i>
July 2006:	Certificate in Introduction to Wine - <i>Boland College, Lizette Muntigh</i>

Employment History & Work Experience

October 2018 to present: Entrepreneur for my business venture - Western Cape Mountain Sports: I have set up this venture to incorporate guided trips for tourists as well as interventions for youth including mountain biking and rock climbing skills coaching and camps. I have been marketing the business venture through social media platforms including Instagram and facebook. Another service falling under the company has been the building and design of mountain biking and hiking trails for private properties in the Cape Winelands. Other work has included film shoot work as a sports model and brand representative as well as rigging safety on various film shoots.

February 2017 to October 2018:

1. **Freelance Trail Builder and supervisor** for Ace of Spades Trail Building. Responsibilities included: Trail design, building and maintenance at the following locations – Jonkershoek; Tygerberg Mountain Biking Club (Hoogekraal; Fair-Cape & Skills Park); Durbanville. Other duties: Transport, oversee, manage and train the team of team of 4 – 8 workers.
2. **Freelance Mountain and culture guide** for Active Africa: Conduct hiking and culture related guided trips within the Western Cape.

October 2014 to February 2017: Activities Manager at Cascade Country Manor Hotel, Waterfall Road, Nederberg, Paarl. Responsibilities included but not limited to: Coordinate and plan all tourism, team-building and adventure-based activities at the hotel; marketing; operational and logistical management at events; liaising with neighbouring properties for access to expand trails; design, construct and maintain mountain biking trails, hiking and running paths, obstacle courses; invasive alien clearing and restoration work (as part of trail maintenance); general maintenance on the property; staff management; driver; assistant duty manager at the hotel.

2013 to 2014: Freelance Mountain Guide working for the following tourism companies: Venture Forth International, Frixion Adventures, Footsteps to Freedom & Active Africa.

2012 to 2013: Operations Manager at Bundi Adventures.

May 2011 to August 2011: Nature Site Guide at Kagga Kamma Private Game Reserve, Cederberg.

2010 to 2012: Freelance Guide, outdoor adventure educator, camp counsellor and facilitator for the following companies: Venture Forth International, High Africa, City Rock, Frixion Adventures, Back to Basics.

2009 to 2010: Outdoor Activity Coordinator, guide and facilitator - Entabeni Private Game Reserve, Limpopo.

Skill Sets

Software and computer literacy: MS Windows, MS Word, MS Publisher, MS Excel, MS Power-Point.

Technical skills: Skills include but are not limited to: Designing, planning and construction of mountain biking, running and hiking trails; operating chainsaws and other technical tools; mountaineering and mountain biking technical skills; general maintenance and hands-on farm or estate related duties.

Organizational: I am skilled in operations and events management, human resource management, staff management, administration, activity coordinating and logistical management.

Interpersonal skills: I work well with people from all different cultures and walks of life, especially youth and youth that have difficult backgrounds and family life.

Special Interests and Hobbies

I enjoy spending time in nature and my hobbies include all forms of mountaineering, hiking and mountain biking. I am an artist and enjoy drawing in my spare time. My art is a way to express my many passions and my belief.

Volunteer & other work

I am a member of the Mountain Club of South Africa (MCSA) and volunteer for the MCSA Mountain Rescue team. I have been involved in the youth development of the Paarl/Wellington Mountain Club section and have volunteered my time as a hike leader and camp leader. I have done volunteer and paid work as a camp facilitator and environmental educator for the Cape Leopard Trust. In July 2014, I was an assistant mountain guide on an expedition to Thailand with World Challenge - UK based company offering expeditions to youth.

Referees

Mr. Chris Goodwin
Director of Active Africa Adventures and Touring
Cape Town, South Africa
Contact details: (w) + 27 (0)21 788 6083; (c) + 27 (0)83 310 1747
Email: info@activeafrica.co.za

Mr. Patrick Roberts
Tygerberg Mountain Biking club
Contact details: (c) + 27 (0)71 196 8644
Email: ps.roberts01@gmail.com

Character Reference: Mrs. Helen Turnbull
CEO of the Cape Leopard Trust
Contact details: (c) +27 (0)76 522 1201
Email: contact@capeleopard.org.za

The Nature College



Theta Accreditation
6137068916904

This is to certify that:
Eckhardt Conradie
ID Number: 87625542688

Has successfully completed the Skills Programme:
Nature Site Guide Level 2
TGD/NatSGd/2/0029

THETA Certificate: 6137068911

16 Oct 2011

J Fourie MD

BOLAND

Sertifikaat Certificate

TOEGEKEN AAN AWARDED TO

JEK Conradie

VIR FOR

successful completion of the Tourist Guide course as a **CULTURE REGIONAL SITE guide (TG74)**

HQP Level 4 - Awarded by THETA City Members

Western Cape, including the GARDEN ROUTE

Signature: [Signature]

THE DIRECTOR

ADVENTURE QUALIFICATIONS NETWORK

Johann Conradie

87625542688

Has achieved the following Unit Standard:

Unit Standard: 25001-155

Successful completion of the Tourist Guide course as a **CULTURE REGIONAL SITE guide (TG74)**

Signature: [Signature]

THE DIRECTOR

ADVENTURE QUALIFICATIONS NETWORK

Johann Conradie

87625542688

Has fulfilled the requirements for:

Unit Standard in Tourism Guiding
Adventure Guiding - Mountaineering

Signature: [Signature]

THE DIRECTOR

CERTIFICATE

This is to confirm that:

Surname	Name	Country
CONRADIE	ECKHARDT	South Africa

Attended the **Youth Leader Training Course** held at **Marethwane Bush Camp, Magaliesberg** 15 - 19 August 2014

facilitated by The Mountain Club of South Africa, under the auspices of THE USAA Youth Commission.

Signature: [Signature]

THE DIRECTOR

BOLAND

Sertifikaat Certificate

TOEGEKEN AAN AWARDED TO

JEK Conradie

VIR FOR

successful completion of the Tourist Guide course as a **CULTURE REGIONAL SITE guide (TG74)**

HQP Level 4 - Awarded by THETA City Members

Western Cape, including the GARDEN ROUTE

Signature: [Signature]

THE DIRECTOR

BOLAND

Sertifikaat Certificate

TOEGEKEN AAN AWARDED TO

JEK Conradie

VIR FOR

Member of Student Council /
Portefeuje: Kulture en Akademie /
Portfolio: Culture and Academics

2007

Signature: [Signature]

THE DIRECTOR

Western Cape Government

Office of the Director: Tourism, Recreation & Heritage

11 March 2020

TOEGEKEN AAN AWARDED TO

JEK Conradie

VIR FOR

Member of Student Council /
Portefeuje: Kulture en Akademie /
Portfolio: Culture and Academics

2007

Signature: [Signature]

THE DIRECTOR

home affairs

REPUBLIC OF SOUTH AFRICA

021 870 440
021 870 442
87625542688
UD Post

ASSUMPTION OF ANOTHER SURNAME

Signature: [Signature]

THE DIRECTOR

Marshlin Samuels



Williams Avenue Van Wyksvlei Wellington 7655/ c:0714207644 /tel: 0218642041 / marshlin55@gmail.com

SUMMARY

2xperience in responding to routine letters and emails. Exhaustive knowledge of general office machines and equipment. Track record of operating photocopiers, fax machines and phone systems, and other office tools. Able to record minutes of meetings and reproduce them accurately with correct spelling and grammar. Demonstrated ability to reply and attach files to incoming messages. Proven ability to use computers for word processing spread sheet, and other applications. Well versed in completing forms in keeping with company's procedures. Proven ability to communicate general information in an accurate and customer-friendly way. Proven ability to maintain a high level of accuracy. Exceptional verbal and written communication skills. Dedicated and careful: High level of correctness and strong attention to detail. Bilingual: Fluent in English and Afrikaans. Experienced Admin Assistant with strong leadership and relationship-building skills. Excellent at juggling multiple tasks and working under pressure. I have gained valuable information regarding the policies and procedures, typing, reception and administrative duties. I have gained strong technical, leadership, communication, and people skills. I am able to express ideas and be persuasive in making recommendations. I can be called upon to make presentations at board meetings or explain issues to colleagues. I am likely to be responsible for making hiring recommendations and managing employees, require fairness, objectivity, and an ability to recognize employees' strengths and weaknesses. Excellent interpersonal skills. Well-honed analytic and problem resolution skills. Strong time management and organization skills. Demonstrated written and verbal communication skills. Demonstrated ability to work individually and in a team environment. Willingness to work cooperatively with others. Comprehensive expertise in Quality Control and Field Ranger Responsibilities as well as Conservation Assistant Responsibilities. Exceptional telephone etiquette. Strong research capability. Exceptional ability to prioritize tasks. Technically savvy. Team Building and Leadership

PERSONAL INFORMATION

Date of Birth	:	14 March 1988
ID Number	:	8803145221080
Gender	:	Male
Nationality	:	South African
Marital Status	:	Married
Dependants	:	Three
Religion	:	Christian
Criminal Record	:	None
License	:	Code 08 (B) (PDP) in process
State of Health	:	Excellent

EDUCATION

Weltevrede Senior Secondary School

Grade 12

Subjects	:	English
		Afrikaans
		Life literacy
		Biology
		History
		Civil Technology

ACCOMPLISHMENTS

Certified Guardian of Nature.

Western Cape Cultural & Heritage Tour Guide.

Chainsaw Operator.

Certified Snake Handler

ADDITIONAL INFORMATION

OTHER COURSE

I completed Computer course, which includes the following programs: Introduction to Computers; Ms Word; Ms Excel, Introduction to Windows internet, First Aid Level 1 and 2, Chainsaw, Western Cape Cultural Tour guide, Guardian of Nature Certificate, Snake Handling Certificate.

DEVELOP ABILITIES

Microsoft Excel, Microsoft Outlook, Internet Explorer, Panasonic KX-T7533 switchboard, Siemens Switchboard and ISO 9001:2000 Health and Safety Representative and First Aid, Chainsaw operator, Omnix.

PROFFESIONAL EXPERIENCE

Supervisor Natural Resource Manement (NRM) Cape Nature Limetberg Nature Reserve 07/11/2019 to 31/03/2020

This is an Expanded Public Works Programme implemented by CapeNature in accordance to applicable Ministerial Determination and related prescripts. These posts are specifically for Alien Clearing. The successful candidates will focus mainly on clearing of all alien species on, but not limited to Limietberg Nature Reserve.

RESPONSIBILITIES

- Supervision of the team
- Ensure tasks are implemented according to schedule
- Daily record keeping of time sheets and productivity sheets
- Complete the necessary prescribed reports
- Ensure that equipment is correctly utilized and in good working order
- Ensure fair task delegation
- Assist Project Manager with learner nominations for training
- Ensure safe working procedures, safety of staff
- Assist with servicing and maintenance stores, equipment and transport fleet as prescribed
- Removal of alien vegetation
- Provide and promote an efficient and friendly customer service
- Assist other field staff
- Assist with general duties as and when required

REQUIREMENTS:

- Grade 12 with two years working experience in a team
- Ability to lead and make decisions

- Communication and customer relations skills
- Be able to communicate in at least two of the official languages of the Western Cape
- Physical Fitness, ability to perform work in difficult terrain
- Interested in working in the natural environment
- Be prepared to live and work in an isolated environment
- Ability to work in a team

RECOMMENDATIONS

- Drivers Licence
- Firefighting experience
- Experience in Conservation Management activities (fencing, alien clearing, hiking trails and road maintenance etc.)

Field Assistant (part time) for Stellenbosch University in Collaboration with The University of Leeds

Project: VOICES (Valuing orchards Integrated Crop Ecosystems Services)

01/09/2018 to 31/03/2019

Main duties

- Insect surveys (pollinators, pests, natural enemies) using standardized sampling techniques in orchards and natural vegetation
- Assessments of fruit quality, quantity and value
- Laboratory work (insect sorting and identification, rearing of codling moth) will be available for interested assistants, but is not a requirement of the position

Required skills/experience

- Fieldwork aptitude and experience
- working within a team
- Ability to work flexibly according to changeable field conditions

Data Collection

- Experienced in pollinator, pest, natural enemy and plant surveys
- Experienced in fruit harvest assessments
- Experienced in entomological laboratory work
- Driving colleagues to certain areas of collection.

Freelance Tour Guide/Chauffeur

Carlito Tours and Shuttles

September 2015– Currently

Marshlin Samuels

Cultural and Heritage

Tour Guide

WC 9015

Specialist Tour Guide focussing on luxury experiences in the Western Cape

The niche Introduction of Cape as well as Western Cape Surrounding including Culture as well as Heritage. Unique and popular attractions, such as historical monuments, botanical gardens, museums, nature attractions and scenic locations, art galleries. The Cape wine lands and other areas of cultural interest. Planning and organising tours around certain areas of interest within the Cape Town and surrounding Western Cape areas. Offering commentary and interesting tidbits of information, which allows visitors to fully experience and enjoy local social, cultural and historical highlights. A keen eye for detail and a recognised professional tour guiding qualification, certification as a tour guide and a valid unendorsed SA PDP driver's license.

Information Officer Afrikaanse Taalmonument

(Weekends vacancies)

October 2015 – December 2015

- Sourcing relevant information in hard or electronic format
- Classifying and storing information for ease of access and retrieval
- Answering information-related queries from within the organisation and from the public where appropriate
- Advertising the service internally and externally.
- Answer telephone calls, acknowledge each person, respond to inquiries or take messages and/or contact appropriate sponsor or POC.

Entrance Control Officer Afrikaanse Taalmonument

(Weekends vacancies)

- monitor closed-circuit television systems, intrusion detection systems.
- Distribution of daily visit permits.
- Control the gate for the exit and entrance of day visitors.
- Provide customer service in a professional manner at all times which includes appearance, hygiene, and communication.
- Shall follow chain of command and notify the lead concerning all questions, events, incidents, etc.

- Conduct a hands-on badge check of all visitors, contractors, or unrecognized persons.
- Construct and write clear, concise, accurate, and detailed reports.
- Provide customer service in a professional manner at all times which includes appearance, hygiene, and communication.
- Other duties as assigned.

Field Ranger Assistant Groen Sebenza SANBI (South African National Biodiversity Institute) Internship,
Cape Nature Vrolijkheid & Limietberg Nature Reserves

April 2013 – October 2015

Duties and Responsibilities

Carry out Field Surveys (terrestrial and aquatic, freshwater and marine)

- Ecological (biotic, abiotic, cultural-historical, weather etc.) data collection and capturing
- Infrastructure surveys (buildings, high sites etc.)
- Tourism (behaviour, impact, statistics)
- Ecological and Management monitoring
- Assist with research projects
- Ecological Data Management

Perform Law Enforcement duties

- Carry out patrol duties, observations and law enforcement (on and off reserves)
- Education/extension and verbal warnings
- Provide support to Conservation Services and the Biodiversity Crime Unit

Perform Supervisory and administrative duties

- Supervise other FTE's and oversee contractors (NRM, ICM etc), Youth Service Learning, Working on Fire, Working for Water
- Complete log sheets, claim forms, requisitions, etc.
- Government Vehicle maintenance and checking of logbooks
- Act as Admin Assistant when Admin Officer is absent
- Perform reserve standby duties
- Compile written reports
- Making presentations to groups (PowerPoint etc.)
- Attend and contribute to management meetings (report backs etc.)

Infrastructure and Equipment

- Carry out minor repairs and maintenance
- Maintain vehicles and equipment
- Transport of staff/contractors/equipment
- Assist with Stores Management

Quality Assurance

- Act as Environmental Control Officer
- Carry out Quality Control duties (NRM, ICM, WoF, etc.)
- Assist with risk assessments and quality assurance audits, including OHS.

Skills Obtained

- Technical use of QGIS and GPS
- Customer Service Orientation
- Information Monitoring
- Organisational Awareness
- Analysis/Problem Assessment
- Conflict Management
- Ability to read plan
- Communication skill (verbal and non-verbal)
- Working Knowledge of: The South African National Roads Act, National Road Traffic Act, Fertilisers Farm Feeds, Agricultural Remedies and Stock Remedies Act, National Veld and Forest Fire Act, Agricultural Pests Act, Plant Improvement Act, Environmental Conservation Act, Sea-Shore Act 21 of 1935, Criminal Procedures Act 51 of 1977, Conservation of Agricultural Resources Act 43 of 1983 - Agricultural Officer, Marine Living Resources Act 18 of 1998, Game Theft Act, National Environmental Management Act, CARA, National Environmental Management: Biodiversity Act, Small Scale Fisheries Policy,
- Protected Areas Act
- Public Administration Act

OTHER REGISTRATIONS

- Registered as a Western Cape Culture and Heritage Tour Guide
- Registered as a Natural Guardianship

EPWP Administrative Assistant/ Conservation Assistant Cape Nature Limietberg Paarl

May 2011 – March 2013

- Provide and promote an efficient and friendly customer service.
- Administer all EPWP FTE's (Expanded Public Works Programme -Fixed Term Employees) administration e.g. timesheets, reporting etc.
- Front desk control.
- General Administration and correspondence.
- Assist other field, office and management staff.
- Coordinating internal and external meetings.
- Batch control and data capturing.
- Receipt of monies and issuing of the necessary documentation.
- Assist with procurement administration and handling of enquiries.
- Administration of infrastructure, assets and inventory.
- Loss control, Transport fleet administration.
- Coordinating travel/accommodation bookings and arrangements.
- Servicing and administration of all tourism facilities, stores and equipment as prescribed.
- Assistance with infrastructure
- Assistance with infrastructure maintenance: Buildings and structures, roads and hiking trails.
- Assistance with cleaning of terrains and waste management
- Servicing and maintenance of all tourism facilities, that includes stores and equipment as prescribed.
- Provide assistance to reserve staff.
- Provide and promote an efficient and friendly customer service.
- Execution of standby duties and perform duties after normal working hours.
- Quality Control duties.
- General Duties
- Maintain and improve the high standard of tourism infrastructure.

DC Shoprite Warehouse Food Processor

Oct 2010 – February 2011

- Coordinating destination of food samples, Supplier Evaluation, Purchasing, Expediting, Maintain Stock Levels, Review stock levels, Review delivery lead times, Stock Take and Report Writing.
- Do Technical buying for maintenance, etc.
- Place local and overseas orders timeously reflecting correct process, delivery and mode of transport.
- Expedite local orders timeously. Local administration: Complete and fax required documents to clearing agent, Report shortage to suppliers and obtain credits.
- Arrange for replacements for short deliveries / faulty goods. Placing order throughout ordering system. Book all non-stock items in on Omnis.
- Order gas, stationary and other raw material. Preparation of electronic and Cheque payments.

REFERENCE

Dr. Peter Steward.
School of Biology.
University of Leeds, Leeds
UK, LS2 9JT
+44 74 73 95 72 79
E-mail: P.R.Steward@leeds.ac.uk

Alheit Du Toit
Team Leader
University of Stellenbosch
082 410 4389

E-mail: alheitnel.dutoit@gmail.com

Mr Mario Carolissen
Co-Owner/ Operator/ Tour Guide
0796775749

Carlito Tours and Shuttles

Mr. Deon Plaaitjies
Project Manager
Cape Nature Vrolikheid Nature Reserve
023 625 1621

E-mail: dplaaitjies@capenature.co.za

Mrs. Charmaine Jacobs
Finance and Admin Officer
Cape Nature Reserve Limietberg Paarl
072 805 7437
E-mail: cjacobs@capenature.co.za

Mr. Deon Rossouw
Conservation Manager
CapeNature Reserve Limietberg Paarl
072 494 9707
E-mail: dross@capenature.co.za

Mrs A Moolow
NRM Manager
CapeNature Reserve Limietberg Paarl
072 250 1363
E-mail: amoolow@capenature.co.za

I hereby comply all above mentioned is correct and accurate to the best of my knowledge.

Marshlin Samuels

Assessors

Postal Address
P.O. Box 1329, Rivonia,
2128, South Africa

Physical Address
01 Newtown Avenue,
Killarney, Johannesburg,
2193

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



Date: 16/09/2019

Applicant: Busisiwe Thembakazi Babi

Physical Address: PO BOX 4888 King William's Town King William's Town 5600

Postal Address: PO BOX 4888 KING WILLIAMS TOWN King William's Town 5600

Contact Details: Assessor: BUSISIWEBABI@YAHOO.CO.ZA

Assessor Registration No: 755/A/000051/2019

Identity Number: 9003170214089

Dear Busisiwe Babi

ASSESSOR REGISTRATION

In terms of the SAQA regulations 9.1 (e), Cathsseta ETQA hereby confirms your registration as an Assessor for the nationally registered unit standards below.

Qualification Details:

NQF Level	Qualification Code	Qualification Title
Level 04	71549	FETC: Tourist Guiding
Level 04	63109	FETC: Nature Conservation: Natural Resources Guardianship Terr
	48435	Further Education and Training Certificate: Captive Animal Management
	66190	National Certificate: Adventure Based Learning
Level 02	59389	National Certificate: Nature Conservation: Resource Guardianship
Level 02	17174	National Certificate: Tourism: Guiding

Unit standard Details

NQF Level	Unit Standard Code	Unit Standard Title
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Level 02	119463	Access and use information from texts
Level 02	8963	Access and use information from texts
Level 02	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
Level 02	11803	Apply basic written and oral communication skills
Level 02	120308	Apply knowledge of self in order to make a personal decision
Level 02	110064	Contribute to the health, safety and security of the workplace
Level 02	252459	Control non-dangerous damage causing animals
Level 02	8478	Create a guided experience for customers
Level 02	8494	Demonstrate an understanding of HIV/AIDS and its implications
Level 02	7480	Demonstrate understanding of rational and irrational numbers and number systems
Level 02	8418	Do basic research
Level 02	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts
Level 02	8962	Maintain and adapt oral communication
Level 02	119454	Maintain and adapt oral/signed communication
Level 02	8493	Maintain occupational health and safety
Level 02	7547	Operate a Personal Computer System
Level 02	8420	Operate in a team
Level 02	8618	Organise oneself in the workplace
Level 02	13584	Participate in sustainable tourism in South Africa
Level 02	110078	Plan, organise and manage oneself in the organisation
Level 02	8965	Respond to literary texts
Level 02	8416	Understand and apply personal values and ethics
Level 02	8489	Understand and interpret our natural and cultural heritage

Level 02	8419	Understand social issues
Level 02	119460	Use language and communication in occupational learning programmes
Level 02	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life.
Level 02	8417	Use numeracy for self-organisation
Level 02	9007	Work with a range of patterns and functions and solve problems
Level 02	8421	Work with people who have special needs
Level 02	8964	Write for a defined context
Level 02	119456	Write/present for a defined context
Level 03	119472	Accommodate audience and context needs in oral/signing communication
Level 03	262302	CONDUCT AN ABSEIL EXPERIENCE IN AN ARTIFICIAL OR SELECTED NATURAL SITE
Level 03	119649	Handle and use a handgun
Level 03	119651	Handle and use a manually operated rifle or carbine
Level 03	119652	Handle and use a shotgun
Level 03	119457	Interpret and use information from texts
Level 03	119467	Use language and communication in occupational learning programmes
Level 03	119465	Write/present/sign texts for a range of communicative contexts
Level 04	12154	Apply comprehension skills to engage oral texts in a business environment
Level 04	335796	Apply interpretation skills to a guided experience
Level 04	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
Level 04	335794	Apply knowledge on South Africa to enhance a tourism experience
Level 04	113819	Assist with capturing, restraining and transporting animals
Level 04	246740	Care for Customers
Level 04	8600	Care for Customers

Level 04	335816	Conduct a guided adventure experience
Level 04	335801	Conduct a tourist guiding activity
Level 04	262279	CONDUCT AN ADVENTUROUS EXPERIENCE
Level 04	257156	Conduct veld burn operations
Level 04	119869	Demonstrate knowledge of Iron Age archaeology
Level 04	335798	Describe the role and function of role-players in the tourist guiding sector
Level 04	7484	Describe, represent, analyse and explain changes in shape and motion in 2- and 3-dimensional space with justification
Level 04	253956	Develop and maintain a staff roster
Level 04	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts
Level 04	257160	Implement a conservation management plan
Level 04	257155	Implement a problem plant species control programme
Level 04	8480	Introduce South Africa to tourists
Level 04	262317	LEAD PARTICIPANTS THROUGH AN OUTDOOR RECREATION AND ADVENTURE ACTIVITY
Level 04	257161	Maintain infrastructure in a conservation area
Level 04	257158	Maintain paths and tracks
Level 04	257175	Maintain road networks
Level 04	110009	Manage administration records
Level 04	262320	MANAGE AND ORGANISE GROUPS
Level 04	255914	Minimise and manage safety and emergency incidents
Level 04	257163	Monitor and regulate resources for harvesting
Level 04	262318	NAVIGATE IN NATURAL ENVIRONMENTS
Level 04	8553	Operate in a business
Level 04	8479	Operate within the national and international legal framework

Level 04	335795	Operate within the national and international legal tourism framework
Level 04	257162	Organise and carry out game capture and removal operations
Level 04	257177	Organise and carry out game capture and removal operations
Level 04	8551	Oversee arrival and departure of customers
Level 04	262305	PLAN AND IMPLEMENT MINIMUM ENVIRONMENTAL IMPACT PRACTICES
Level 04	7854	Provide First Aid
Level 04	257159	Provide support to control damage-causing animals
Level 04	119469	Read/view, analyse and respond to a variety of texts
Level 04	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
Level 04	335803	Research and design a guided experience at a prominent tourism site
Level 04	262246	SET UP AND OPERATE A CAMPING SITE
Level 04	119471	Use language and communication in occupational learning programmes
Level 04	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
Level 04	116389	Write a technical report
Level 04	119459	Write/present/sign for a wide range of contexts
Level 05	257176	Analyse a business environment
Level 05	335800	Apply professional values and ethics in the operational environment
Level 05	253973	Enforce conservation compliance
Level 05	257157	Evaluate the impact of sociological issues on nature conservation objectives

Skills Programme Details:

NQF Level	Skills Programme Code	Skills Programme Title

Please be advised of the following conditions:

1. Valid Registration as a Cathsseta Assessor is from 29/03/2019 to 28/03/2022, or until the expiry date of the Qualifications and Unit Standards.
2. Request for extension of assessment scope or registration period must be submitted to Cathsseta ETQA for consideration.

The details contained in this notification are according to the current specification on the Cathsseta database.



ETQA Manager

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Contact
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Telephone: 011 217 0600
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Date: 01/09/2020
Applicant: Sabelo Lindani
Contact Details Assessor: sabelo@contourgroup.co.za
Assessor Registration No: 613/A/00226/2020
Identity Number: 8407155311086
Passport Number:

Dear Sabelo Lindani

ASSESSOR REGISTRATION

In terms of the SAQA regulations 9.1 (e), Cathsseta ETQA hereby confirms your registration as an Assessor for the nationally registered qualifications and or unit standards below.

Qualifications

Qualification	Qualification Code	NQF Level
National Certificate: Tourism: Guiding	17174	NQF Level: 02
National Certificate: Nature Conservation: Resource Guardianship	59389	NQF Level: 02

Skills Programme

Skills Programme	Skills Programme Code	NQF Level
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Unit Standards

Unit Standards	Unit Standards Code	NQF Level
Access and use information from texts	8963	NQF Level: 02
Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	9009	NQF Level: 02

Unit Standards	Unit Standards Code	NQF Level
Apply basic written and oral communication skills	11803	NQF Level: 02
Care for Customers	8600	NQF Level: 04
Conduct a guided nature experience in a limited geographical area	8440	NQF Level: 02
Conduct a limited guided nature experience	8456	NQF Level: 03
Create a guided cultural experience in a limited geographical area	8438	NQF Level: 02
Create a guided experience for customers	8478	NQF Level: 02
Demonstrate an understanding of HIV/AIDS and its implications	8494	NQF Level: 02
Demonstrate understanding of rational and irrational numbers and number systems	7480	NQF Level: 02
Do basic research	8418	NQF Level: 02
Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	9008	NQF Level: 02
Introduce South Africa to tourists	8480	NQF Level: 04
Maintain and adapt oral communication	8962	NQF Level: 02
Maintain occupational health and safety	8493	NQF Level: 02
Operate a personal computer system	7547	NQF Level: 02
Operate in a business	8553	NQF Level: 04
Operate in a team	8420	NQF Level: 02
Operate within the national and international legal framework	8479	NQF Level: 04
Organise oneself in the workplace	8618	NQF Level: 02
Oversee arrival and departure of customers	8551	NQF Level: 04
Participate in sustainable tourism in South Africa	13584	NQF Level: 02
Respond to literary texts	8965	NQF Level: 02
Track animals and identify spoor using easily recognisable spoor	8460	NQF Level: 02
Understand and apply personal values and ethics	8416	NQF Level: 02

Unit Standards	Unit Standards Code	NQF Level
Understand and interpret our natural and cultural heritage	8489	NQF Level: 02
Understand social issues	8419	NQF Level: 02
Use mathematics to investigate and monitor the financial aspects of personal and community life	7469	NQF Level: 02
Use numeracy for self-organisation	8417	NQF Level: 02
Work with a range of patterns and functions and solve problems	9007	NQF Level: 02
Work with people who have special needs	8421	NQF Level: 02
Write for a defined context	8964	NQF Level: 02
Access and use information from texts	119463	NQF Level: 02
Apply knowledge of self in order to make a personal decision	120308	NQF Level: 02
Assist in the control of potentially dangerous damage-causing animal	252466	NQF Level: 02
Carry out the harvesting of fauna	252455	NQF Level: 02
Carry out the harvesting of flora	252458	NQF Level: 02
Collect field specimens and environmental data	252451	NQF Level: 02
Combat problem plants	252453	NQF Level: 02
Combat soil erosion	252457	NQF Level: 02
Contribute to the health, safety and security of the workplace	110064	NQF Level: 02
Control non-dangerous damage causing animals	252459	NQF Level: 02
Demonstrate ability to participate effectively in a team or group	244605	NQF Level: 02
Demonstrate an understanding of factors that contribute towards healthy living	14659	NQF Level: 01
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	NQF Level: 03
Demonstrate Knowledge and Understanding Towards Occupational health and safety Regulatory Requirements	13963	NQF Level: 02
Demonstrate knowledge of conservation ethics	8336	NQF Level: 02
Demonstrate knowledge of nature conservation in terms of its role and function in society	252468	NQF Level: 02

Unit Standards	Unit Standards Code	NQF Level
Enforce acceptable basic fishing practices in a limited area	252467	NQF Level: 02
Erect, monitor and maintain wildlife fences	252454	NQF Level: 02
Handle and use a handgun	119649	NQF Level: 03
Handle and use a manually operated rifle or carbine	119651	NQF Level: 03
Handle and use a shotgun	119652	NQF Level: 03
Identify and monitor local wildlife	252462	NQF Level: 02
Ignite, control and extinguish fires in a conservation area unit	252461	NQF Level: 02
Implement cultural heritage resources management in the field	252460	NQF Level: 02
Maintain and adapt oral/signed communication	119454	NQF Level: 02
Orientate, navigate, use and create maps in conservation areas	252456	NQF Level: 02
Perform basic domestic infrastructural maintenance in a conservation area	252465	NQF Level: 02
Perform basic field infrastructural maintenance in a conservation area	252450	NQF Level: 02
Perform conservation guardianship	252452	NQF Level: 02
Plan and manage personal finances	15092	NQF Level: 01
Plan, organise and manage oneself in the organisation	110078	NQF Level: 02
Use language and communication in occupational learning programmes	119460	NQF Level: 02
Write/present for a defined context	119456	NQF Level: 02

Please be advised of the following conditions:

1. Valid Registration as a Cathsseta Assessor is from 01/09/2020 to 01/09/2023, or until the expiry date of the Qualifications and Unit Standards.
2. Request for extension of assessment scope or registration period must be submitted to Cathsseta ETQA for consideration.

The details contained in this notification are according to the current specification on the Cathsseta database. Should you not agree to the information, kindly notify Cathsseta in writing of the

Kind Regards



ETQA Manager

Tel: 011 217 0600

Dimpho@Cathsseta.org.za

MODERATOR

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Date: 30/07/2019

Applicant: Eurythius Lincoln Meyer

Physical Address: Unit num 338 The William 1 Broadacres Drive Fourways 2191

Postal Address: Unit num 338 The William 1 Broadacres Drive Fourways 2191

Contact Details: Moderator: lincolnmeyer1@gmail.com

Moderator Registration No: 613/M/000887/2016

Identity Number: 8811195129087

Dear Eurythius Meyer

MODERATOR REGISTRATION

In terms of the ETQA regulations, Cathsseta ETQA hereby confirms your moderator registration application as a moderator.

Please be advised of the following conditions:

1. Valid Registration as a Cathsseta Moderator is from 30/07/2019 to 29/07/2021, or until the expiry date of the Qualifications and Unit Standards.
2. Request for extension of assessment scope or registration period must be submitted to Cathsseta ETQA for consideration.

The details contained in this notification are according to the current specification on the Cathsseta database.

ETQA Manager

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