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# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

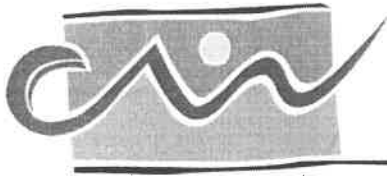
## ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION

- 1. T 2020/052: INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2023 X 3
- 2. T 2021/010: PROVISION OF PEST DISINFESTATION AND RODENT CONTROL SERVICES AT VARIOUS OFFICE BUILDINGS AND FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2024 X 2
- 3. T2021/023: LABOUR INTENSIVE CLEARING OF INVASIVE ALIEN PLANTS WITHIN THE DRANKENSTEIN MUNICIPALITY X 4
- 4. T2021/024: LABOUR INTENSIVE CLEARING OF INVASIVE ALIEN PLANTS WITHIN WITZENBERG MUNICIPALITY X 2
- 5. T2021/025: LABOUR INTENSIVE CLEARING OF INVASIVE ALIEN PLANTS WITHIN BREEDE VALLEY MUNICIPALITY X 3
- 6. T2021/026: LABOUR INTENSIVE CLEARING OF INVASIVE ALIEN PLANTS WITHIN LANGERBERG MUNICIPALITY X 2
- 7. T2021/046: PROVISION OF BUYING SERVICES FOR DIGITAL AND BROADCASTING MEDIA FOR THE PERIOD ENDING 30 JUNE 2024
- 8. Q 2021/013: MANUFACTURING AND DELIVERING OF PURPOSE-MADE TIMBER LOCKERS TO THE CWDM FIRE STATIONS IN PAARL AND WORCESTER
- 9. Q 2021/032: SERVICING A CALIBRATION OF HAZMAT DETECTION DEVICES FOR A 12 MONTH PERIOD
- 10. Q 2021/100: WEBPAGE MAINTENANCE AND SUPPORT SERVICES

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

Received by [Signature] Date 04/03/2022

- 11. Q 2021/025: SUPPLY AND DELIVERY OF SANITARY TOWELS
- 12. Q 2021/055: FACILITATION AND DELIVERING OF AN ADVANCED 4x4 DRIVING AND RECOVERY SKILLS TRAINING PROGRAMME



**TENDER NUMBER: T 2020/052**

**INTERNAL TRAINING PROGRAMMES FOR CWDM  
EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2023**

**A. INFORMATION AND COMMUNICATION TECHNOLOGY  
(ICT)**

**B. ONLINE CONTINUING PROFESSIONAL DEVELOPMENT  
COURSES (CPD)**

**C. MUNICIPAL MINIMUM COMPETENCY LEVELS  
TRAINING PROGRAMME**

COMPANY NAME:

Next Step Academy (Pty) Ltd

POSTAL ADDRESS:

57 Main street

Paarl

Drakenstein

**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 2020/052  
INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING  
30 JUNE 2023

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## A. TENDER NOTICE

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Tenders are hereby invited from experienced, qualified and accredited service provider to provide following training for the following:

- A. Information And Communication Technology
- B. (ICT) Online Continuing Professional Courses
- C. Municipal Minimum Competency Levels Training Programme

Technical enquiries regarding this bid can be directed to Mr Rushdi Hollenbach at telephone no. 0861 265 263.

**Closing date: 11:00 on Wednesday, 02 December 2020**

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Tender documents, in English, are available free of charge on the websites: [www.capewinelands.gov.za](http://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.

**HF PRINS  
MUNICIPAL MANAGER**



## **B. GENERAL CONDITIONS AND INFORMATION**

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

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

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

### **1. Acceptance or Rejection of a Tender**

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

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

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

### **2. Validity Period**

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

### **3. Registration on Accredited Supplier Database**

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

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

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

### **4. Completion of Tender Documents**

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

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

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

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

#### **5. Authorised Signatory**

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

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

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

#### **6. Site / Information Meetings**

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

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

#### **7. Quantities of Specific Items**

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

#### **8. Expenses Incurred in Preparation of Tender**

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

#### **9. Contact with Municipality after Tender Closure Date**

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

## 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](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.

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

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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 2020/052	Closing date:	02/12/2020	Closing time:	11h00
Description	INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2023				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH</b>					
SUPPLIER INFORMATION					
Name of bidder	Next Step Academy (Pty) Ltd				
Postal address	57 Main Street, Paarl, Prakenstein				
Street address	57 Main Street, Paarl, Prakenstein				
Telephone number	Code		Number		
Cell phone number	083 999 7955				
E-mail address	dean@usa.edu.za				
VAT registration number	4050240466				
Tax compliance status	TCS PIN:	F753F442L	OR	CSD No:	MAAA 0737356
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
Are you the accredited representative in South Africa for the goods / services / works offered?	<input 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 checked="" type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	129 x 3 yrs		Total bid price	R338 625	
Signature of bidder			Date	2020/12/01	
Capacity under which this bid is signed	Director				
TECHNICAL INFORMATION MAY BE DIRECTED TO:					
Contact person	Rushdi Hollenbach				
Telephone number	023 348 2360				
E-mail address	rushdi@capewinlands.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewinlands.gov.za				

**TERMS AND CONDITIONS FOR BIDDING – PART B**

**1. BID SUBMISSION:**

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

**2. TAX COMPLIANCE REQUIREMENTS**

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

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

N/A

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

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

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

Signature(s):

Name(s):

Dewald van der Westhuizen

Capacity for the Tenderer:

Direktor

## F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

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### 1. INTRODUCTION

Tenders are invited for the various training needs for the period ending 30 June 2023.

### 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 only be affected on completion of the project.

Any fees or remuneration are exclusive of Value Added Tax.

### 4. ADEQUATE INSURANCE

The provider shall be liable for its own insurance and indemnifies the Cape Winelands District Municipality against any liability, loss, claim or proceedings consequent upon loss of or damage to any moveable, or immovable or personal- property or private property which occurred during the contract.

### 5. DEFINITIONS

**Instructor-led classroom training** – Classroom Training

**Blended Learning Approach** - contact and electronic learning utilising a multi-dimensional learning methodology consisting of Instructure-led/Classroom **and** eLearning



A.1 MICROSOFT 365 CERTIFIED: ENTERPRISE ADMINISTRATOR EXPERT		
<b>Background</b>	As Enterprises migrate to the cloud the Cape Winelands District Municipality require technical skills to support this infrastructure.	
<b>Scope of tender</b>	Microsoft 365 Certified: Enterprise Administrator Expert would provide the skills to Network Administrators and Technicians to fully support the Cape Winelands District Municipality Microsoft 365 infrastructure. The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.	
<b>Accreditation</b>	Service Provider must be a Microsoft Accredited Learning/Training Partner (Proof required). Facilitator must be Microsoft accredited. (Proof Required)	
<b>Modules to be Covered</b>	Microsoft 365 Certified: Enterprise Administrator Expert	International Accreditation
<b>Learner criteria</b>	Minimum entry requirement: none	
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.	
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.	
<b>Course material/equipment</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers Final report (that includes all details, results per learner and attendance registers)	
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.	
<b>Learners</b>	3 X Learners	
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)	
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.	

<b>A.2 VMware Certified Professional - Data Center Virtualization 2019 (VCP-DCV 2019)</b>	
<b>Background</b>	As Enterprises migrate to the cloud the Cape Winelands District Municipality requires the skills to support our virtual infrastructure.
<b>Scope of tender</b>	VMware Certified Professional - Data Centre Virtualization 2019 (VCP-DCV 2019) Expert would provide the skills to Network Administrators and Technicians to fully support our VMware infrastructure The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider must be a VMware Accredited Learning/Training Partner (Proof required).
<b>Modules to be covered</b>	VMware Certified Professional - Data Centre Virtualization 2019 (VCP-DCV 2019) International Accreditation
<b>Learner criteria</b>	Minimum entry requirement: none
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.
<b>Course material</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers. Final report (that includes all details, results per learner and attendance registers).
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.
<b>Learners</b>	3 X Learners
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.

<b>A 4 TOGAF (THE OPEN GROUP ARCHITECTURE FRAMEWORK) FOR ENTERPRISE ARCHITECTURE FRAMEWORK</b>			
<b>Background</b>	The Cape Winelands District Municipality (CWDM) requires a practical framework to build open systems-based to recommend solutions for the business needs.		
<b>Scope of tender</b>	<p>TOGAF (The Open Group Architecture Framework) is an Enterprise Architecture framework which will assist us to design, plan, develop and implement IT infrastructure in its entirety.</p> <p>The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.</p>		
<b>Accreditation</b>	Service Providers must be an Accredited Learning/Training Partner (Proof required)		
<b>Modules to be covered</b>	<table border="1"> <tr> <td>TOGAF 9 Foundation certification</td> <td>International Accreditation</td> </tr> </table>	TOGAF 9 Foundation certification	International Accreditation
TOGAF 9 Foundation certification	International Accreditation		
<b>Learner criteria</b>	Minimum entry requirement: none		
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.		
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.		
<b>Course material</b>	<p>Service Provider must:</p> <p>Include all necessary training materials, stationary, online resources required and equipment.</p> <p>Monthly progress reports per learner as well as attendance registers.</p> <p>Final report (that includes all details, results per learner and attendance registers).</p>		
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.		
<b>Learners</b>	2 X Learners		
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)		
<b>Project cost</b>	<p>All the above mentioned activities must be included in the cost per learner;</p> <p>Price must include facilitation, assessment and examination costs;</p> <p>1 X Additional cost per learner for re-examination (if required) must be included into price quotation;</p> <p>Actual as well as disbursement costs should be included in the price.</p>		

<b>A.5 MICROSOFT CERTIFIED: AZURE SOLUTIONS ARCHITECT EXPERT</b>	
<b>Background</b>	As Enterprises migrate to the cloud the Cape Winelands District Municipality (CWDM) require the skills to design, plan and implement this infrastructure.
<b>Scope of tender</b>	Microsoft Certified: Azure Solutions Architect Expert would provide the skills to Network Administrators and Technicians design, plan and implement our Microsoft 365 infrastructure. The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider MUST be a Microsoft Accredited Learning/Training Partner (Proof required) Facilitator must be Microsoft accredited (Proof Required).
<b>Modules to be covered</b>	Microsoft Certified: Azure Solutions Architect Expert      International Accreditation
<b>Learner criteria</b>	Minimum entry requirement: none
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.
<b>Course material</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers. Final report (that includes all details, results per learner and attendance registers).
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.
<b>Learners</b>	3 X Learners
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.

<b>A.6 SOPHOS XG FIREWALL ADMINISTRATORS CERTIFICATE</b>	
<b>Background</b>	The Cape Winelands District Municipality require skills, experienced and qualified officials to supports the current infrastructure.
<b>Scope of tender</b>	Sophos XG firewall Administrators certificate would provide the Network Administrator and technicians with skills to support our firewall.  The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider must be a Sophos Accredited Learning/Training Partner (Proof required)
<b>Modules to be covered</b>	Sophos XG firewall Administrators certificate <span style="float: right;">International Accreditation</span>
<b>Learner criteria</b>	Minimum entry requirement: none
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.
<b>Course material</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers Final report (that includes all details, results per learner and attendance registers).
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.
<b>Learners</b>	3 X Learners
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.

<b>A.8 Certified Information Systems Security Professional (CISSP)</b>	
<b>Background</b>	CISSP is a framework to design, implement and manage cybersecurity.
<b>Scope of tender</b>	CISSP would assist the IT department to design, implement and manage cybersecurity at Cape Wine District Municipality (CWDM).  The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider must be an accredited Learning/Training Partner. (Proof required)
<b>Modules to be covered</b>	Certified Information Systems Security Professional      International Accreditation
<b>Learner criteria</b>	Minimum entry requirement: none
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.
<b>Course material</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers. Final report (that includes all details, results per learner and attendance registers).
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.
<b>Learners</b>	2 X Learners
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.

<b>A.9 Microsoft 365 Certified: Teamwork Administrator Associate</b>	
<b>Background</b>	As Enterprises migrate to the cloud the Cape Winelands District Municipality (CWDM) require the skills to support this infrastructure.
<b>Scope of tender</b>	Microsoft 365 Certified: Teamwork Administrator Associate would provide the skills to Network Administrators and Technicians to fully support our Microsoft 365 infrastructure. The award under this tender will be for a maximum of 3 years not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider must be a Microsoft Accredited Learning/Training Partner (Proof Required). Facilitator must be Microsoft accredited (Proof Required).
<b>Modules to be covered</b>	Microsoft 365 Certified: Teamwork Administrator Associate      International Accreditation
<b>Learner criteria</b>	Minimum entry requirement: none
<b>Key outputs</b>	To provide support services to the respective Departments (Office of the Municipal Manager, Financial and Strategic Support Services, Community Development & Planning Services and Technical Services) within the CWDM.
<b>Method of facilitation</b>	Instructor-led classroom training to be presented within 100km radius from Stellenbosch.
<b>Course material</b>	Service Provider must: Include all necessary training materials, stationary, online resources required and equipment. Monthly progress reports per learner as well as attendance registers. Final report (that includes all details, results per learner and attendance registers).
<b>Certificate</b>	Upon completion of the programme the Service Provider must issue all successful learners with a relevant International Examination Certificate.
<b>Learners</b>	4 X Learners
<b>Course duration</b>	Maximum of 21 days contact period (including examination days)
<b>Project cost</b>	All the above mentioned activities must be included in the cost per learner; Price must include facilitation, assessment and examination costs; 1 X Additional cost per learner for re-examination (if required) must be included into price quotation; Actual as well as disbursement costs should be included in the price.

**B. ONLINE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSES (E-LEARNING)**

<b>Scope</b>	<p>The Cape Winelands District Municipality, the "Client", intends to appoint an experienced, qualified and accredited service provider to provide various online Continuing Professional Development (CPD) courses for Municipal Officials within the following fields within the Cape Winelands District Municipality:</p> <ul style="list-style-type: none"><li>(a) Environmental Health Practitioners,</li><li>(b) Emergency Specialists/Services (Disaster Management and Fire Service Officials),</li></ul> <p>The CPD online courses (e-learning) must be approved and accredited by the Professional Board for Environmental Health and Emergency Care under the Health Professions Council of South Africa. It is required of the service provider to ensure that a detailed proposal is submitted for the requested online Continuing Professional Development (CPD) courses.</p> <p>The preferred service provider should have extensive knowledge and practical experience in the workings of local government thus, the training programmes must be conducted in accordance with required legislative requirements.</p> <p>The award under this tender will be for the <b>period not exceeding 30 June 2023</b>, commencing from the date of appointment as per an appointment letter.</p>
<b>Background</b>	<p>Health Care Practitioners, including Environmental Health Practitioners and Emergency Specialists have a legal responsibility to register as independent practitioners with the Health Professions Council of South Africa (HPCSA). It is a requirement of the HPCSA that all Health Practitioners and Emergency Specialists register with a professional board under the HPCSA to ensure Continuing Professional Development (CPD) in order to update their professional knowledge and skills and for the benefit of themselves, as well as the client.</p> <p>In order to be compliant with the requirements for CPD it is expected of Municipal Officials to accrue at least 30 Continuing Education Units (CEUs) per annum, of which at least 5 units should be on topics of ethics, human rights or medical law and emergency care from accredited service providers offering CPD accredited courses.</p>
<b>Accreditation/ Experience (if Service Providers does not comply to the requirements they will be disqualified)</b>	<p>The preferred Service Provider must provide and submit the following information:</p> <ul style="list-style-type: none"><li>(a) Training must be done in accordance to the Health Professions Council of South Africa (provide proof of accreditation);</li><li>(b) Proof of Accreditation of all online courses by the Professional Board for Environmental Health and Emergency Care under the Health Professions Council of South Africa (proof required);</li><li>(c) Service Providers should submit a list of all online CPD courses that are provided for Environmental Health Practitioners and Emergency Care Specialists and must indicate the credits that these courses are accredited for.</li></ul>



	<p>(d) Content of courses must be suitable for the individual's specific needs.</p> <p>(e) CPD certificates indicating credits accrued must be issued for each course successfully completed.</p> <p>(f) A Company Profile with contactable references must be submitted together with the Bid (Invalid reference verification can lead to bid-disqualification)</p>
<b>Courses/ Modules to be covered</b>	Accumulation of a minimum of 30 CPD points per annum over a range of relevant accredited online courses certified by the Professional Board for Environmental Health and Emergency Care under the Health Professions Council of South Africa.
<b>Learner criteria</b>	<p>(a) Minimum entry requirements: none</p> <p>(b) Service Provider must ensure that training that is provided must be customized (practical and theoretical) in terms of the working environment and needs of individuals.</p>
<b>Key outcomes</b>	<p>Upon completion of the online CPD courses, Environmental Health Practitioners and Emergency Specialists should be able to:</p> <p>(a) Demonstrate a thorough understanding of the course and learning material.</p> <p>(b) Apply learning; knowledge and skills in their work environment.</p> <p>(c) Acquire skills to competently advice, coordinate and manage processes within their respective work environments.</p> <p>(d) Service Provider must continuously submit progress reports to the CWDM (Template to be discussed with CWDM).</p>
<b>Certificate</b>	Upon completion of courses the Service Provider must issue all successful learners with a relevant Certificate and registration of completed credits with the Health Professions Council Of South Africa.
<b>Officials</b>	+ -80 officials
<b>Project Cost</b>	<p>(a) All the above-mentioned activities must be included in the cost per person;</p> <p>(b) Price must include e-learning courses, assessments and certification;</p> <p>(c) Cost must indicate an annual membership fee per user with unlimited access"</p> <p>(d) Actual as well as disbursement costs should be included in the price.</p>

### C. MUNICIPAL MINIMUM COMPETENCY LEVELS TRAINING PROGRAMME

<b>Introduction/ Background</b>	<p>Cape Winelands District Municipality, the "Client", intends to appoint an experienced, qualified and accredited service provider, for the facilitation and delivering of an online (e-learning) AND an instructor-led classroom training programme on the Municipal Minimum Competency Levels within the Cape Winelands District Municipality Area. It is required of the service provider to provide the client with a detailed proposal for the requested Municipal Minimum Competency Levels Training Programme.</p> <p>The preferred service provider should have an extensive knowledge and practical experience in the workings of local government thus, the training programme must be conducted in accordance with National Treasury legislative requirements and conditions.</p> <p>The award under this tender will be for the <b>period not exceeding 30 June 2023</b>, commencing from the date of appointment as per appointment letter.</p>
<b>SCOPE</b>	
<b>Description</b> <b>Blended Learning Approach (Instructure-Led/Classroom AND eLearning)</b>	
<b>Unit Standards</b>	
The programme must include the following unit standards:	
<b>116339</b>	Apply risk management in South African municipalities
<b>116340</b>	Apply costing principles to municipal operational and service-based costing
<b>116341</b>	Conduct performance management to a South African municipal environment
<b>116342</b>	Apply approaches to managing municipal income and expenditure within a multi-year framework
<b>116343</b>	Apply the principles of ethics in a municipal environment
<b>116344</b>	Apply the Inter-governmental Fiscal Relations Act to municipal financial management
<b>116345</b>	Apply the principles of budgeting within a municipality
<b>116346</b>	Apply techniques and South African statutes to cash and investment management in a municipal environment
<b>116347</b>	Contribute to capital planning and financing
<b>116348</b>	Conduct stakeholder consultation around municipal finance programmes
<b>116351</b>	Conduct auditing planning and implementation in a South African municipality
<b>116353</b>	Participate in the design and implementation of municipal supply chain management
<b>116358</b>	Contribute to the strategic planning process in a South African municipality
<b>116361</b>	Interpret South African legislation and policy affecting municipal financial management

<b>116362</b> Manage a municipality's assets and liabilities
<b>116363</b> Prepare and analyse municipal financial reports
<b>116364</b> Plan a municipal budgeting and reporting cycle
<b>119331</b> Conduct working capital management activities in accordance with sound financial management policy
<b>119334</b> Discuss the selected legislative regulatory framework governing the public sector management and administration environment
<b>119341</b> Apply cost management information systems in the preparation of management reports
<b>119343</b> Apply operations research principles and tools in the management of project activities and resources
<b>119348</b> Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process
<b>119350</b> Apply accounting principles and procedures in the preparation of reports and decision making
<b>119351</b> Apply principles of computerised systems to manage data and reports relevant to the public sector administration
<b>119352</b> Apply principles of information systems to public finance and administration
<b>116357</b> Design internal control and internal control evaluation framework
<b>116360</b> Manage information technology resources in a municipal finance environment
<b>119353</b> Plan and implement public-private partnerships for municipal service delivery
<b>Expected deliverables:</b>
(a) The Training programme <b>MUST</b> be offered as a Blended Mode Programme (a combination of Instructure-Led and E-Learning).
(b) Classroom-led training to be presented within 100km radius from Stellenbosch.
(c) Training programme to be conducted according the days and times as agreed with the preferred provider, the training programme maybe be fixed, or otherwise amended as mutually agreed upon between the CWDM and the prospective Service Provider. (programme must have a fixed start and finish date).
(d) Training must be done in accordance with National Treasury legislative requirements and conditions.
(e) Training implementation proposal must stipulate/include:
(i) Service Provider must ensure that training that is provided must be customized (practical and theoretical) in terms of the working environment and needs of individuals;
(ii) Assessment Criteria/Tools;
(iii) Monitoring & Evaluation Criteria.
(f) Learner's achievements must be uploaded onto the National Learners Records Database.

**Compulsory documentation relevant for evaluation purposes:**

- (a) Proof of accreditation with a Quality Assurance Body (SETA/QCTO)
- (b) A Company Profile with contactable references must be submitted together with the Bid (Invalid reference verification can lead to bid-disqualification)
- (c) Facilitators must be subject matter experts (a minimum of 3-years relevant experience) and Registered Assessors with the relevant SETA/QCTO - evidence must be included in CV; -
- (d) Course Certification must be done in line with the relevant SETA or relevant QCTO (Course accreditation - proof required)

**Entrance requirements for employees to enrol in this programme:**

- (a) Employees in various departments (financial & non-financial officials)

**The service provider must provide the following:**

- (a) Training Implementation Proposal
- (b) Training materials, stationary and online resources required;
- (c) Facilitation of all training as per unit standards per person
- (d) All learning equipment (projector, flipchart etc.);
- (e) Certification (assessment, moderation, verification, upload of results onto NLRD, certificates);
- (f) Monthly progress reports per learner as well as attendance registers;
- (g) Final report (that includes all details, results per learner and attendance registers).

**Project Costs**

The quoted price needs to be indicated per person per unit standard.

- (a) be included in the cost per person per unit standard ;
- (b) Price must provide for a Blended-Mode-Programme (a combination of Instructure-Led and E-Learning programme).
- (c) Actual as well as disbursement costs should be included in the price.
- (d) Service Providers **MUST** offer a Blended Learning Approach Programme. **Failure thereof will lead to disqualification.**
- (e) In addition, Service Providers **MUST** submit a proposal for their Blended Learning Approach Programme. **Failure thereof will lead to disqualification.**
- (f) The Total cost per Unit Standard must include the costs for Re-Assessments/Re-Examinations and any Remedial Actions per Unit Standard.

**(The Municipality has the right to adjust its scope in order to stay within budget perimeters)**

**EVALUATION:**

For evaluation purposes a fictitious number of students will be used. The total amount quoted of all unit standards will be used for evaluation purposes, however the award will be made per unit standard.

## 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 2020/052: INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2023

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

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

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

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

Signature(s):

Name(s):

Derald van der Westhuizen

Capacity for the Tenderer:

Director

Name of organization:

Next Step Academy (Pty) Ltd

Name and Signature of Witness:

Date: 2020/12/01

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.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.1 MICROSOFT 365 CERTIFIED: ENTERPRISE ADMINISTRATOR EXPERT</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
Cost per person (Excl. Vat)	R	R	R
VAT @ 15 %	R	R	R
Cost per person (Incl. Vat)	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.2 VMWARE CERTIFIED PROFESSIONAL - DATA CENTER VIRTUALIZATION 2019 (VCP-DCV 2019)</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
Cost per person (Excl. Vat)	R	R	R
VAT @ 15 %	R	R	R
Cost per person (Incl. Vat)	R	R	R

NOT BIDDING

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.3 VEEAM CERTIFIED ENGINEER (VMCE)</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
Cost per person (Excl. Vat)	R	R	R
VAT @ 15 %	R	R	R
Cost per person (Incl. Vat)	R	R	R

Not BIDDABLE



INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A 4 TOGAF (THE OPEN GROUP ARCHITECTURE FRAMEWORK) FOR ENTERPRISE ARCHITECTURE FRAMEWORK</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
Cost per person (Excl. Vat)	R	R	R
VAT @ 15 %	R	R	R
Cost per person (Incl. Vat)	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.5 MICROSOFT CERTIFIED: AZURE SOLUTIONS ARCHITECT EXPERT</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
<b>Cost per person (Excl. Vat)</b>	R	R	R
<b>VAT @ 15 %</b>	R	R	R
<b>Cost per person (Incl. Vat)</b>	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.6 SOPHOS XG FIREWALL ADMINISTRATORS CERTIFICATE</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
Cost per person (Excl. Vat)	R	R	R
VAT @ 15 %	R	R	R
Cost per person (Incl. Vat)	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.7 IN-SE CompTIA Security</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
<b>Cost per person (Excl. Vat)</b>	R	R	R
<b>VAT @ 15 %</b>	R	R	R
<b>Cost per person (Incl. Vat)</b>	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.8 Certified Information Systems Security Professional (CISSP)</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
<b>Cost per person (Excl. Vat)</b>	R	R	R
<b>VAT @ 15 %</b>	R	R	R
<b>Cost per person (Incl. Vat)</b>	R	R	R

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
3 Year Tender	YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021	YEAR 2: 01 JULY 2021 TO 30 JUNE 2022	YEAR 3: 01 JULY 2022 TO 30 JUNE 2023
	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue	Instructure - Led Programme Service providers venue
<b>A.9 Microsoft 365 Certified: Teamwork Administrator Associate</b>			
Material cost	R	R	R
Facilitation cost	R	R	R
Assessment/Examination cost	R	R	R
Re-examination Cost:	R	R	R
<b>Cost per person (Excl. Vat)</b>	R	R	R
<b>VAT @ 15 %</b>	R	R	R
<b>Cost per person (Incl. Vat)</b>	R	R	R

<b>B. ONLINE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSES (E-LEARNING)</b>			
<b>Membership Fees for Accredited Courses applicable on Environmental Health Practitioners and Emergency Specialists</b>	<b>YEAR 1: FOR THE PERIOD ENDING 30 JUNE 2021</b>	<b>YEAR 2: 01 JULY 2021 TO 30 JUNE 2022</b>	<b>YEAR 3: 01 JULY 2022 TO 30 JUNE 2023</b>
<b>Cost per person (Excl. Vat)</b>	R	R	R
<b>VAT @ 15 %</b>	R	R	R
<b>Cost per person (Incl. Vat)</b>	R	R	R

**C. MUNICIPAL MINIMUM COMPETENCY LEVELS TRAINING PROGRAMME**

Year 1

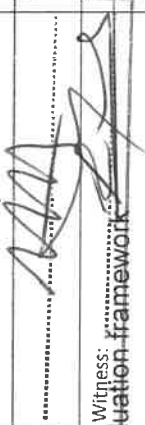
**FOR THE PERIOD ENDING 30 June 2021**

Unit Standard ID	Unit Standard Description	Number of students (Estimated)	Blended Learning (Instructure-Led AND E-Learning) Cost per person per Unit Standard (incl. VAT)		TOTAL PER UNIT COST
116339	Apply risk management in South African municipalities	8	R 875	R 7000	
116340	Apply costing principles to municipal operational affairs	1	R 875	R 875	
116341	Conduct performance management to a South African municipal environment	6	R 875	R 5250	
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	3	R 875	R 2625	
116343	Apply the principles of ethics in a municipal environment	8	R 875	R 7000	
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	1	R 875	R 875	
116345	Apply the principles of budgeting within a municipality	8	R 875	R 7000	
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	1	R 875	R 875	
116347	Contribute to capital planning and financing	1	R 875	R 875	
116348	Conduct stakeholder consultation around municipal finance programmes	3	R 875	R 2625	
116351	Conduct auditing planning and implementation in a South African municipality	3	R 875	R 2625	
116353	Participate in the design and implementation of municipal supply chain management	8	R 875	R 7000	

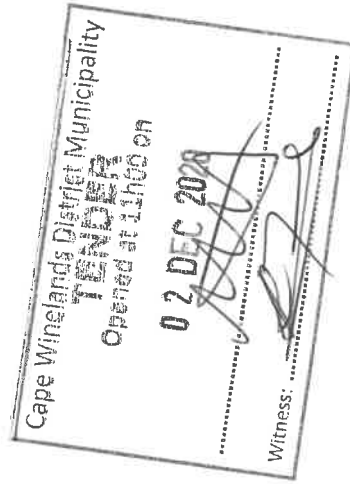
Cape Winelands District Municipality  
**TENDER**  
 Opened at 11h00 on  
**02 DEC 2020**



116358	Contribute to the strategic planning process in a South African municipality	1	R 875	R 875
116361	Interpret South African legislation and policy affecting municipal financial management	3	R 875	R 2625
116362	Manage a municipality's assets and liabilities	3	R 875	R 2625
116363	Prepare and analyse municipal financial reports	3	R 875	R 2625
116364	Plan a municipal budgeting and reporting cycle	8	R 875	R 7000
116357	Design internal control and internal control evaluation framework	1	R 875	R 875
116360	Manage information technology resources in a municipal finance environment	1	R 875	R 875
119331	Conduct working capital management activities in accordance with sound financial management policy	8	R 875	R 7000
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	8	R 875	R 7000
119341	Apply cost management information systems in the preparation of management reports	8	R 875	R 7000
119343	Apply operations research principles and tools in the management of project activities and resources	8	R 875	R 7000
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	3	R 875	R 2625
119350	Apply accounting principles and procedures in the preparation of reports and decision making	6	R 875	R 5250
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	8	R 875	R 7000
119352	Apply principles of information systems to public finance and administration	8	R 875	R 7000

Witness:    
 TENDER  
 Cape Winelands District Municipality  
 Opened at 11h00 on  
 02 DEC 2020

119353	Plan and implement public-private partnerships for municipal service delivery	1	R875	R875
Sub - Total Cost (Excl. Vat)				
	VAT @ 15 %		TRAINING INSTITUTION	0
			VAT EXEMPT	
Total Cost (Incl. Vat)				
				R112 875



**C. MUNICIPAL MINIMUM COMPETENCY LEVELS TRAINING PROGRAMME**

Year 2  
01 July 2021 - 30 June 2022

Unit Standard ID	Unit Standard Description	Number of students (Estimated)	Blended Learning (Instructure-Led AND E-Learning) Cost per person per Unit Standard (incl. VAT)		TOTAL PER UNIT COST
116339	Apply risk management in South African municipalities	8	R 875	R 7000	
116340	Apply costing principles to municipal operational and service-based costing	1	R 875	R 875	
116341	Conduct performance management to a South African municipal environment	6	R 875	R 5250	
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	3	R 875	R 2625	
116343	Apply the principles of ethics in a municipal environment	8	R 875	R 7000	
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	1	R 875	R 875	
116345	Apply the principles of budgeting within a municipality	8	R 875	R 7000	
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	1	R 875	R 875	
116347	Contribute to capital planning and financing	1	R 875	R 875	
116348	Conduct stakeholder consultation around municipal finance programmes	3	R 875	R 2625	
116351	Conduct auditing planning and implementation in a South African municipality	3	R 875	R 2625	
116353	Participate in the design and implementation of municipal supply chain management	8	R 875	R 7000	

Cape Winelands District Municipality  
**TENDER**  
 Opened at 11h00 on  
 02 DEC 2020

116358	Contribute to the strategic planning process in a South African municipality	1	R875	R875
116361	Interpret South African legislation and policy affecting municipal financial management	3	R875	R2625
116362	Manage a municipality's assets and liabilities	3	R875	R2625
116363	Prepare and analyse municipal financial reports	3	R875	R2625
116364	Plan a municipal budgeting and reporting cycle	8	R875	R7000
116357	Design internal control and internal control evaluation framework	1	R875	R875
116360	Manage information technology resources in a municipal finance environment	1	R875	R875
119331	Conduct working capital management activities in accordance with sound financial management policy	8	R875	R7000
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	8	R875	R7000
119341	Apply cost management information systems in the preparation of management reports	8	R875	R7000
119343	Apply operations research principles and tools in the management of project activities and resources	8	R875	R7000
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	3	R875	R2625
119350	Apply accounting principles and procedures in the preparation of reports and decision making	6	R875	R5250
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	8	R875	R7000
119352	Apply principles of information systems to public finance and administration	8	R875	R7000



119353	Plan and implement public-private partnerships for municipal service delivery	1	R 875	R 875
Sub - Total Cost (Excl. Vat)				
R 112875				
VAT @ 15 %				
EXEMPT: TRAINING INSTITUTE				
O				
Total Cost (Incl. Vat)				
R 112875				



**C. MUNICIPAL MINIMUM COMPETENCY LEVELS TRAINING PROGRAMME**

Year 3

01 July 2022 - 30 June 2023

Unit Standard ID	Unit Standard Description	Cape Winelands District Municipality TENDER Opened at 14h00 on 02 DEC 2020	Estimated Number of students	Blended Learning (Instructor-Led AND E-Learning)		TOTAL PER UNIT COST
				Cost per person per Unit Standard (incl. VAT)		
116339	Apply risk management in South African municipalities	Witness: 	8	R 875	R 7000	
116340	Apply costing principles to municipal operational and service-based costing	Witness: 	1	R 875	R 875	
116341	Conduct performance management to a South African municipal environment		6	R 875	R 5250	
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework		3	R 875	R 2625	
116343	Apply the principles of ethics in a municipal environment		8	R 875	R 7000	
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management		1	R 875	R 875	
116345	Apply the principles of budgeting within a municipality		8	R 875	R 7000	
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment		1	R 875	R 875	
116347	Contribute to capital planning and financing		1	R 875	R 875	
116348	Conduct stakeholder consultation around municipal finance programmes		3	R 875	R 2625	
116351	Conduct auditing planning and implementation in a South African municipality		3	R 875	R 2625	
116353	Participate in the design and implementation of municipal supply chain management		8	R 875	R 7000	

116358	Contribute to the strategic planning process in a South African municipality	1	R 875	R 875
116361	Interpret South African legislation and policy affecting municipal financial management	3	R 875	R 2625
116362	Manage a municipality's assets and liabilities	3	R 875	R 2625
116363	Prepare and analyse municipal financial reports	3	R 875	R 2625
116364	Plan a municipal budgeting and reporting cycle	8	R 875	R 7000
116357	Design internal control and internal control evaluation framework	1	R 875	R 875
116360	Manage information technology resources in a municipal finance environment	1	R 875	R 875
119331	Conduct working capital management activities in accordance with sound financial management policy	8	R 875	R 7000
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	8	R 875	R 7000
119341	Apply cost management information systems in the preparation of management reports	8	R 875	R 7000
119343	Apply operations research principles and tools in the management of project activities and resources	8	R 875	R 7000
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	3	R 875	R 2625
119350	Apply accounting principles and procedures in the preparation of reports and decision making	6	R 875	R 5250
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	8	R 875	R 7000
119352	Apply principles of information systems to public finance and administration	8	R 875	R 7000

Cape Winelands District Municipality  
**TENDER**  
 Opened at 11h00 on  
 02 DEC 2010  
 Witness: \_\_\_\_\_

119353	Plan and implement public-private partnerships for municipal service delivery	1	R 875	R 875
Sub - Total Cost (Excl. Vat)				
R 112 875				
VAT @ 15 %				
EXHIBIT: TRAINING INSTITUTE				
0				
Total Cost (Incl. Vat)				
R 112 875				

Cape Winelands District Municipality  
**TENDER**  
 Opened at 11h00 on  
**02 DEC 2020**  
 Witness: .....



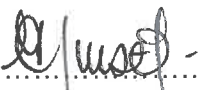

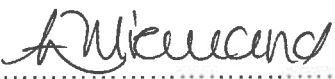
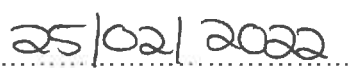
## H. ACCEPTANCE

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.

<b>ACCEPTANCE</b> (to be completed by the Cape Winelands District Municipality)	
<b>T 2020/052: INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2022</b>	
 ..... Gail Gilbert Director: Human Resources	 ..... Date
 ..... Me. E Niemand Witness	 ..... Date

# I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	Voornaam / First name / Amagama	ID Nr./No. Inombolo	State Employee Number
Van der Westhuizen	Dewald	9607245273083	N/A
Saal	James	6504075107083	N/A

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

<p><b>LWI</b> Om Voorkeerpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgele word <u>tesame</u> met die <b>MBD 6.1 Eisvorm</b> vir punte.</p>	<p><b>NB!</b> To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card <u>must</u> be submitted <u>with</u> the <b>MBD 6.1 Claim Form</b>.</p>	<p><b>QAPHELA!</b> Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, <u>kufuneka</u> ukuba isicelo sakho sekopi eqinisekisiweyo ye Balanced Broad-Based Black Economic Empowerment Score Card <u>ihambe</u> kunye nefomu eyi <b>MBD 6.1 Claim Form</b>.</p>
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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**.

0 %
  
- 3.** Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdigde diskriminasie gebaseerd op **gestremtheid**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**.

0 %
  
- 4.** Persentasie 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)

0 %
  
- 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 shareholders<sup>2</sup>)

1. No bid/database registration will be accepted from persons in the service of the state<sup>1</sup>.
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/shareholders<sup>2</sup> of the company.

3.1	Full Name of bidder or his or her representative	Next Step Academy (Pty) Ltd
3.2	Identity Number (person submitting this declaration)	96072952 73083
3.3	Position occupied in the Company (official/director/trustee/shareholder <sup>2</sup> ):	Director
3.4	Company Registration Number	2006/028231/07
3.5	Tax Reference Number	9602830151
3.6	VAT Registration Number	4050240466
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="radio"/> 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="radio"/> 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="radio"/> No
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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="radio"/> 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	<input checked="" type="radio"/> No
------	---	-----	-------------------------------------

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="radio"/> 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="radio"/> 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="radio"/> 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="radio"/> 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="radio"/> 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 <b>every three</b> 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="radio"/> No
3.18.1	If yes, furnish particulars. ..... .....		

4	<b>MFMA Circular No 62 of July 2013</b> 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. <b>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.</b>					
	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) Municipal clearance or most recent service account must be attached as evidence
1	Dewald van der Westhuizen	9607295273083	✓	0632372321	N/A	Yes
2	James Saul	4504075107083	100%	1091085025	N/A	Yes
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

2020/12/01  
Date

Director  
Capacity of Signatory

Next Step Academy (Pty) Ltd  
Name of Bidder/Company/CC Name

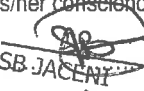
**MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:**

- <sup>1</sup> 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.
- <sup>2</sup> "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 MELKBOSSTRAND

on this the 01 day of December 2020 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  CST  
SB JACENT 7086638-4

Position: Sergeant

Address 0th duplex dr  
MELKBOSSTRAND

Tel: 0215558200

**Apply official stamp of authority on this page:**

SUID-AFRIKAANSE POLISIEDIENS  
GEMEENSKAPDIENSSENTRUM

2020 -12- 01

COMMUNITY SERVICE CENTRE  
MELKBOSSTRAND

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 acquisition process. (Must be submitted annually)

## K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

T 2020/052 | Internal training programmes for CWM  
(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: Next Step Academy (Pty) Ltd 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 consortium<sup>3</sup> 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

2020/12/01  
 .....  
 Date

Director  
 .....  
 Position

Next Step Academy (Pty) Ltd  
 .....  
 Name of Bidder

<sup>3</sup> 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.

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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: Next Step Academy (Pty) Ltd

8.2 VAT registration number: ~~2020/12/01~~ 4050240466

8.3 Company registration number: 2004/028231/07

**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**

provide training and consultancy services

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: Drakenstem  
 Registered Account Number: 91524600032  
 Stand Number: 100/022/000/5246/00000/0000/0000

8.8 Total number of years the company/firm has been in business: 10 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: [Signature]

DATE: 2020/12/01

ADDRESS: 57 Main Street, Paarl, Drakenstem

WITNESSES:

1. [Signature]

2. \_\_\_\_\_

**M. MUNICIPAL RATES AND SERVICES**

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
James Saul	6 Bramble Close	132181348	City of Cape town
Dewald van der Westhuizen	5-6 Vrede Street	/	City of Cape town

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

**DECLARATION:**

I, the undersigned (name) Dewald van der Westhuizen  
 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

2020/12/01  
 Date

Director  
 Position

Next Step Academy (Pty) Ltd  
 Name of Bidder

## N. AUTHORITY FOR SIGNATORY

---

We, the undersigned, hereby authorize Mr/Mrs .....  
acting in his/her capacity as .....  
of the business trading as .....  
to sign all documentation in connection with Tender.....

Name of members / directors	Signature	Date

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

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

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


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

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

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) Dewald van der Westhuizen 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

2020/12/01  
Date

Director  
Position

Next Step Academy (Pty) Ltd  
Name of Bidder



See documentation at the back

## 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	N	E	X	T	S	T	E	P	A	C	A	D	E	M	Y	(	P	T	Y	)		
	L	T	D																			

### DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK	R	M	B	P	R	I	V	A	T	E												
NAME OF BRANCH	S	T	E	L	L	E	N	B	O	S	C	H										
BRANCH CODE	2	5	0	4	0	8																
ACCOUNT NUMBER	6	2	8	0	1	5	4	8	1	8	4											
TYPE OF ACCOUNT	1																					

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.

.....  
INITIALS AND SURNAME:

.....  
AUTHORISED SIGNATURE:

.....  
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:

OFFICIAL DATE STAMP

.....  
AUTHORISED SIGNATURE

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

## Q. COMPULSORY DOCUMENTATION / CHECKLIST


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

<b>Form G - Form of offer</b> Is the form duly completed and signed?	Yes	✓	No	
<b>Form J – Declaration of Interest (MBD4)</b> Is the personal declaration from each and every owner / member / director duly completed, certified and signed?	Yes	✓	No	
<b>Form K – Certificate of Independent Bid Determination (MBD 9)</b> Is the form duly completed and signed?	Yes	✓	No	
<b>Form L – Preference Points Claim – (MBD 6.1)</b> Is the form duly completed and signed?	Yes	✓	No	
<b>Form M – Municipal Rates and services</b> Is a certified copy of the <u>bidder's and those of its director's</u> municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	Yes	✓	No	
<b>Form N – Authority for Signatory</b> Is the form duly completed and is a certified copy of the resolution attached?	Yes	✓	No	
<b>Form O – Declaration of Past Supply Chain Practices (MBD 8)</b> Is the form duly completed and signed?	Yes	✓	No	
<b>Tax Clearance Certificate</b> Is an original certificate attached?	Yes	✓	No	
<b>Additional documents applicable to this specific tender:</b>				
<b>Company profile</b> 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>B-BBEE Certificate</b> Is a certified copy of the B-BBEE or Original certificate attached?	Yes	✓	No	
--	-----	---	----	--

I, Dewald van der Westhuizen confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: 

Date: 2020/12/01

## 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	LTICL
Description of project	MMC
Contact person name	Verna AppShs
Contact person telephone number	071 853 1182
Value of project	R1.4 mil

Company Name	Swartland
Description of project	MMC
Contact person name	Jaggie Scholts
Contact person telephone number	082 823 7542
Value of project	R300 000

Company Name	FASSET
Description of project	Risk management
Contact person name	Sello Mela tsi
Contact person telephone number	079 026 2911
Value of project	R1 mil

Company Name	Pro Active College
Description of project	Risk management
Contact person name	Wilhelm Neameier
Contact person telephone number	083 415 7521
Value of project	R900 000

30 November 2020

Dear Sir/Madam

**T 2020/052 INTERNAL TRAINING PROGRAMMES FOR CWDM EMPLOYEES FOR THE PERIOD ENDING 30 JUNE 2023 - TRAINING PROGRAMME ON THE MFMA REGULATED MINIMUM COMPETENCY LEVELS SAQA 48965**

Your bid documents refer.

Next Step Academy (Pty) Ltd is registered with the Department of Higher Education and Training and with LGSETA for the certificate program on Municipal Financial Management. The company was initially registered as Assessment and RPL College (Pty) Ltd and merged with the online platform NSA during early 2020. Our adjusted CPIC documents are attached/ The company has a training record exceeding 8 years and has now focussed on the MMC program as the Minister of Finance indicated that more than half the municipalities are currently not competent in terms of the legislated requirements.

## BACKGROUND

National Treasury issued Municipal Regulations on minimum competency levels on 1 June 2007. These regulations were due on 1 January 2013 for full compliance. The due date has been extended through the MFMA Exemption Notice to 20 September 2015. In spite of the efforts by National Treasury to afford municipalities to comply, the compliance levels still remain low especially in the North West and Mpumalanga provinces and its municipalities.

Public sector worldwide is under increasing pressure to deliver and demonstrate success in terms of both service delivery and organizational performance. Education, training and development is an important resource to overcome work-based problems and to provide more skilled and productive workforce. It assists the municipality to achieve its objectives.

## OUR UNDERSTANDING OF THE BID

The purpose of the assignment is to acquire the services of a LGSETA accredited service provider to provide facilitation, assessment, moderation and to provide for the LGSETA to verify the Quality Assurance of Learner Achievement leading to endorsements of the outcomes of the assessments.

Specific objectives include:

1. To empower municipal officials with the requisite skills, knowledge and attributes to ensure that they comply with the requisites of the prescribed minimum competency requirements for their positions.
2. To equip staff tasked with financial responsibilities to deliver on their contracted mandate in terms of the requirements of the MFMA, the relevant regulations and guidance thereto.

## BACKGROUND OF THE TEAM

The company contracted six expert trainers that have been associated with the University of Stellenbosch School for Public Leadership over a period of almost ten years (September 2010 to date). These lecturers are highly regarded as experts in the field. Presenting most of these courses more than 50 times indicates that their knowledge, experience and skills are extremely valuable.

Our experts meet the required experience and qualifications required in the specifications and reference letters have been provided from several municipal managers confirming their skills and expertise.

Our lead presenters will be:

1. Deon van der Westhuizen.
2. Karel van der Molen
3. Dr Jacques Stoffberg.
4. Dr Dirk Brand

These presenters participated in the MMC program 71 times, and most students did at least 15 of the modules, whereas others have done all 24 required modules. More than 2000 students, which included municipal managers, chief financial officers, chief operating officers and other senior employees have been on the training. Several of the best municipalities in the Western Cape (City of Cape Town, Swartland, Mosselbay, Knysna, Overberg, Saldanha) had several programs over this period.

The team also participated in the transversal training program that was rolled out by the Western Cape Provincial Treasury to capacitate provincial officials and municipal employees. A vast quantity of training materials were produced and rolled out over a three-year period.

NSA is registered with the DHET, as well as with LGSETA for the training and proof of registration is submitted as annexures to the covering letter. Several programs are currently being run, namely:

1. Swartland Municipality for the next two years.
2. CTICC for the next two years.
3. Oudtshoorn and George Municipalities in condortium with BDCE (Pty) Ltd, and
4. An open program for the next 12 months.

## SKILLS AND EXPERTISE

The requirements of the bid are very specific, and we would like to address the issues very specifically with specific references to supporting material.

### **LEAD FACILITATORS**

The following requirements for the lead facilitators are listed:

1. Recognised post-graduate degree or equivalent qualification in preferably financial management, Public Financial Management, Accounting or a field related to this assignment.
2. 3 years' work experience in LGSETA accredited programmes.

Our facilitators are:

Name	Qualification	Experience	Qualification reference	Reference letter reference	CV Reference letter
Deon van der Westhuizen	CA(SA) and CIA, CTA, B Compt Hons, B Com	30 years practical plus 10 years MMC training	<i>Attached</i>	<i>6 reference letters attached</i>	<i>Attached</i>
Karel van der Molen	B Proc, BA Law, MA Public Law and Management	30 years practical plus 10 years MMC training	<i>Attached</i>	<i>2 reference letters attached</i>	<i>Attached</i>
Dr Jacques Stofberg	PHD, MPhil, CA(SA), CTA, Hons BCom, BCom	30 years practical plus 8 years MMC training	<i>Attached</i>	<i>3 reference letters attached</i>	<i>Attached</i>
Dr Dirk Brand					

### Constituent Assessors and Moderators

Registration with LGSETA as Constituent Assessors and Moderators is a mandatory requirement. Please note that the LGSETA registrations only indicate **the most recent three-year period**.

Name	Qualification	Experience	Qualification reference	Reference letter reference	CV Reference letter
Victor Viljoen	National Diploma	20 years	<i>Attached</i>	<i>Attached assessor registration with LGSETA; moderator registration</i>	<i>Attached</i>
Karel van der Molen	Masters degree	3 years	<i>Attached</i>	<i>Attached - assessor registration with LGSETA</i>	<i>Attached</i>

### GAME CHANGER

Efficiency of presentation is key to assist municipalities to complete the requirements legislated by law, whilst at the same time acquiring the skills needed to improve effectiveness of service delivery.

X Learners often find it difficult to provide the POE's within the tight timelines specified in the specifications to these bids. NSA has designed multiple tools to assist identified learners in their effort to gain minimum competency levels.

The next three screenshots provide a view of our online platform that are currently being used in our programs.

## SEARCH COURSES

Navigation For example courses student

Overview

Curriculum



Course ID	Course Name	Course Description	Course Level	Course Status
US116343	Working Capital Management	US116343: Working Capital Management	Advanced	Active
US116342	Information Systems	US116342: Information Systems	Advanced	Active
US116345	Budgets in Municipality	US116345: Budgets in Municipality	Advanced	Active
US116344	Asset Management	US116344: Asset Management	Advanced	Active

### UNIT STANDARD OUTCOMES

- On completion of this unit standard, you should be able to:
1. Demonstrate knowledge and insight into existing legislation, regulations and codes affecting activities of municipalities in South Africa.
  2. Apply the principles of ethics and professional behaviour to a unit of work of conduct.
  3. Develop an implementation plan to achieve compliance with an established code of ethics.

### UNIT STANDARD PURPOSE

This unit standard is intended for all those working in a municipality. It aims to ensure that people credited with this unit standard are capable of applying their knowledge, regulations and codes relating to operations and ethics in the municipal sector by applying the principles of ethics and professional codes of ethics for municipal finance professionals.

Unit Standard 116343

## PUBLIC SECTOR MANAGEMENT COURSES

US116342: Information systems

US116345: Budgets in municipality

US116344: Asset management

US116343: Working capital management

### MUNICIPAL FINANCIAL MANAGEMENT PROGRAM

### COURSE FEATURES

- 18 Lectures
  - 0 Quizzes
  - 16 hours Duration
  - Self-paced Delivery
  - English Language
  - 30 Students
  - Self Assessments
- WISHLIST

## Materials

It is noted that materials were designed by National Treasury for distribution to identified learners. The material has last been reviewed in 2015 and several key changes in financial management has happened in the last five years, including the:

1. Implementation of mSCOA which is not covered in the material in sufficient detail. This influences the content of US 116345, 116364 and 116346 respectively.
2. Changes in GRAP accounting and specifically to GRAP 17 (PPE), GRAP 13 (Leases) and GRAP 1,2 and 3 relating to the layout of the statements of financial position and financial performance, as well as cash flow statements have an impact on many unit standards.
3. COVID 19 has a severe impact on risk assessment (US 116339), control design (US 116357) and performance management (US 116341)
4. Legislative changes impact several changes, including the disaster recovery legislation relating to COVID 19 and its risks and impact on supply chain management (US 116353) and the implementation of the POPI Act. Changes to the use of the central supplier database and other supply chain initiatives on centralised procurement on transversal contracts have not been updated in the material.
5. KING IV has been published with significant changes in terms of governance, ethics and combined assurance. It severely impacts on US 116339, 116343 and several other standards where governance are built into the design.

These are but a few examples of such changes that have been included in our additional material that is shared with municipal officials via our online platform. The platform is not a separate entity, but merely a tool to assist in effective service delivery.

To this extent the team has developed updated material on an online format that will be made available to all identified learners *in addition to materials provided by National Treasury*. All relevant material is available online, can be accessed via internet connection in class on a real-time online basis, and is also available to learners for the full duration of the project.

Online materials include:

- Legal mandates, regulations, circulars, best practices and guidance papers by National Treasury, Provincial Treasuries, best practice frameworks like KING IV and COSO and COBIT;
- Policies, best practices, procedure manuals, working papers, automated calculators, worksheets and practical examples;
- Direct access to tools like
  - [www.municipalmoney.gov.za](http://www.municipalmoney.gov.za) where learners have access to verified financial information from Circular 71 reports and where information can be downloaded for financial analysis purposes.
  - Our MuniRatings tools allow for real-time analysis of Auditor-General reports.
  - Service delivery effectiveness via [www.wazimap.gov.za](http://www.wazimap.gov.za).
  - Our own GRAP accounting website with latest issues and updates on all GRAP standards, FAQ's and Auditor General issues in audit reports.
  - Calculation tools like the calculation of weighted average cost of capital, or the calculation for the refinancing of debt on a present value basis.
- Video recordings that are used in class and can be revisited in the office space. These includes recordings of interviews with Mervin King, videos produced by National Treasury, and interviews on key issues from our own radio station CNR.
- Web-tools on financial calculations, combined assurance, cash flow management and revenue management that can be accessed at all times once enrolled for the training.
- Online quizzes that are being used as practical exercises in class to apply the knowledge gained in the lecturing sessions, with additional practical exercises.
- On-line tests that reduces the writing time and enhances the efficiency of testing at the end of lectures.



## EVALUATION CRITERIA

### Project implementation plan

#### 1. Overall strategy and approach to ensure assignment is delivered within 12-month timeline

The tender specification is technically difficult as the number of students vary from course to course. Planning is absolutely crucial to ensure effective delivery on the project timelines. Our experience clearly indicates that smaller groups leads to improved learning and effective interaction with facilitators.

Our blended learning model is based on the following:

- ✶ a. One 4-hour session per unit standard that can be scheduled around the needs and availability of the staff. The sessions will be within a 100km radius from Stellenbosch. In this session we cover:
  - a. Induction to the LGSETA requirements, assessment and POE's.
  - b. The key areas within the unit standard, legislative requirements and practical case studies to illustrate the key principles.
  - c. The assessment requirements.
  - d. Exposure to the e-learning modules.
- ✓ b. E-learning has been developed and includes all the required material. Each student has a unique profile and access to all material for the full contract period. Videos, quizzes, online assistance via our immediate contact page, whatsapp groups and one-on-one zoom sessions with the lecturers. This format was extensively being used during 2020.
- c. Training sessions are video recorded, but supplemented with youtube videos, best practices and updated materials. Whitepapers, research papers and technical analysis are included in the material.
- d. Two technical sessions will be scheduled during the year and will not be compulsory. However, it will be available to assist students with technical support and with POE support. Our current approach of ongoing remedial interventions increased our succession rate by more than 30%.
- e. Remedial sessions will be available on a zoom basis, in groups and/or one-on-one sessions.

Our plan to deliver this project within the timelines is as follows:

Unit standard	Month of interaction	Instructor-LED session	E-learning	Technical assistance	Remedial sessions
116339	Feb 2021	Day 1: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116340	Feb 2021	Day 1: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116341	Feb 2021	Day 2: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116342	Feb 2021	Day 2: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116343	Feb 2021	Day 3: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116344	Feb 2021	Day 3: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116345	Feb 2021	Day 4: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116346	Feb 2021	Day 4: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116347	Feb 2021	Day 5: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116348	Feb 2021	Day 5: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116351	Feb 2021	Day 6: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116353	Feb 2021	Day 6: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract

116357	Feb 2021	Day 7: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116358	Feb 2021	Day 7: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116360	Feb 2021	Day 8: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116361	Feb 2021	Day 8: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116362	Feb 2021	Day 9: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116363	Feb 2021	Day 9: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
116364	Feb 2021	Day 10: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119331	Feb 2021	Day 10: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119334	Feb 2021	Day 11: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119341	Feb 2021	Day 11: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119343	Feb 2021	Day 12: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119348	Feb 2021	Day 12: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119350	Feb 2021	Day 13: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119351	Feb 2021	Day 13: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119352	Feb 2021	Day 14: 4-hour session morning	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract
119353	Feb 2021	Day 14: 4-hour session afternoon	Available 24-7-365 for duration of project	2 x 2-hour sessions per year, pre-scheduled via Zoom or Teams	Month 10, 11 and 12 of the contract

Name	Allocated responsibility based on experience
Dr Dirk Brand	As a leading strategic and political analyst in South Africa, well known speaker at governance conference, he will present US 116348 and 119334 which deals with the legislative framework and the intentions of National Government to reform Financial Governance in the country.
Karel van der Molen	Being a past Municipal Manager of Saldanha Municipality (voted a top 10 municipality every year) he has expertise relating to inter governmental fiscal relations and financial discipline, and as such he has been allocated US 116344 and 116351.
Deon van der Westhuizen	As owner of Munirating SA he has extensive experience in financial analysis, governance, risk management and GRAP and as such he has been allocated US 116363 (financial analysis and interpretation), 116342 (revenue and credit control), 116345 (budgeting), 116358 (performance management and 116339 (risk management). He frequently presents on 119350 and 119348, which includes GRAP and financial analysis.
Jacques Stofberg	As a CA(SA) and experienced MMC lecturer he has been allocated US 116347 (capital budgets) 116362 (asset management) and 116346 cash and investment management, 116364 (budget and reporting cycle) and 116340 (costing). He also trains on 119331 and 119343.
Deon van der Westhuizen and Jacques Stofberg	As an ex-municipal official he has extensive experience in supply chain management and internal controls in SCM. He has been allocated US 116357 and 116353.
Dirk Brand	As the renowned expert on ethics and financial legislation he has been allocated US 116361 (SA financial legislation) and 116343 (ethics)

### **Portfolio of evidence**

Students will have the following deadlines in terms of the POE's.

- a. Attendance register signed and evaluation forms submitted after each module.
- b. Submissions of POE within nine (9) months after the last day of the instructor-led training.
- c. Review and comments within one (1) month after the submittal.
- d. Second opportunity before the end of 11 months of the contract.

The mere volume of such a quantity can drown the successful delivery of the project. To enable the team to deal with this in the most effective and efficient way, the team will use the Next Step Academy platform to upload POE's electronically. Students will also be able to access the platform to communicate with facilitators, assessors and moderators as and when needed.

The Next Step Academy platform allows for:

- a. Unlimited access to the latest material (in addition to the authorised handouts), online quizzes, online templates and videos and updates on new legislation, regulations, position papers and interpretation like case law.
- b. Ability to register online and track the progress of each student online via the auditing tracking tool.
- c. Ability to submit assignments online.

## Qualifications

### Lead facilitators

Name	Qualification	Area of expertise
Dr Jacques Stoffberg	Doctorate and Master's degree	Accounting and public sector with specific expertise in MMC – GRAP specialist
Dr Dirk Brand	Doctorate and Masters degree	Law and public sector with specific expertise in MMC – governance and risk specialist
Deon van der Westhuizen	CA(SA), CIA, BCompt Hons	Accounting and public sector with specific expertise in MMC – Risk, governance, GRAP and revenue management specialist
Karel van der Molen	Masters degree	Public sector with LGSETA and MMC experience > 5 years

### Constituent Assessor

Name	Qualification	Area of expertise
Victor Viljoen	National Diploma	Public sector with LGSETA and MMC experience > 5 years
Karel van der Molen	Masters degree	Public sector with LGSETA and MMC experience > 5 years

### Constituent Moderator

Name	Qualification	Area of expertise
Pierre van der Merwe	B Compt Hons	Public sector with LGSETA and MMC experience > 5 years
Victor Viljoen	National Diploma	Public sector with LGSETA and MMC experience > 5 years

## Pricing

Our financial proposal has been included on the prescribed bid document.

We thank you for the opportunity to provide you with a quotation.

Mr Dewald van der Westhuizen

Director and Program Manager: Next Step Academy (Pty) Ltd

30 November 2020

# **ASSESSMENT GUIDE AND INSTRUMENTS**

**Learner portfolio of Evidence**

**UNIT STANDARD 116363**

**NQF Level 6**

**12 Credits**

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**Note to the learner:**

Please ensure that you follow the instructions where applicable:

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## Annexure C – Example of assessment guide

### Copyright and confidentiality agreement

1. The assessment guide is the property of Next Step Academy (Pty) Ltd.
2. No part of the assessment guide may be copied or used in full or in part by any party other than Next Step Academy (Pty) Ltd.
3. The assessment guide is a confidential document and should always be stored in line with organizational security practices and record management systems.
4. Once completed by a learner the assessment guide becomes his or her portfolio of evidence. This evidence of learning belongs to the learner and remains confidential.

<b>Learner name:</b>	
<b>Assessor name:</b>	
<b>Unit standard</b>	<b>116363 – Prepare and analyse municipal financial reports</b>
<b>Date:</b>	
<b>Your rights as a learner:</b>	
<ol style="list-style-type: none"> <li>1. The language of assessment is English, but you do have the right to an interpreter.</li> <li>2. You can ask that an impartial observer attend any assessment. The observer may not take part in the assessment.</li> <li>3. You have the right to appeal against any judgment given as a result of any assessment. If you do not agree with the assessment decision you have the right to have your assessment internally moderated. If you still do not agree with the result of the assessment you can ask the ETQA to perform external moderation on the assessment. If any verification upholds the assessment findings you will be held liable for all costs of the verification. If any verification rules that you have been aggrieved as a result of the assessment, the assessor will be liable for the verification costs.</li> <li>4. If during the assessment you are found 'not yet competent' your assessor will encourage you to master the areas where you have not reached competency. This will be recorded on the development plan. The unit standard contributes to the National Certificate: Municipal Financial Management Program. Once the assessment is completed, application will be made to register and issue a certificate to you for the unit standard with the LGSETA.</li> </ol>	
<b>Confidentiality</b> – Each assessment application, the outcomes, results and reviews will be treated as a confidential matter by learners, assessors and moderators. No references will be made to anyone or any organization outside your organization or SETA about the status of an application during the assessment process.	
<b>Consent:</b> I _____ the learner, hereby state that I have read the above and understand the contents thereof. I was given the opportunity to clarify any issues relating to the assessment process and my assessment plan. I have requested this assessment in accordance with my own free will and without duress.	
<b>Learner's signature and date:</b>	
<b>Assessor's signature and date:</b>	

### Notes to the assessor

1. The learner must receive a copy of the assessment guide prior to the assessment.
2. An assessment may only be conducted by a registered assessor.
3. The learner must complete and sign all the forms as indicated in the Table of Contents.
4. Follow the assessment plan.
5. Focus on the learner.
6. Ensure that the barriers in the assessment process are addressed.
7. Be honest, sincere and open.
8. Act consistently.
9. Open communication – ensure regular feedback without interrupting the assessment process.
10. Provide feedback related to the outcomes in this guide.
11. All assessors are compelled to abide by the Next Step Academy (Pty) Ltd Assessor Code of Conduct.
12. Follow the principles of an assessment:
  - a. Valid:
    - i. The evidence focuses on the requirements as laid down in the standard;
    - ii. Evidence is relevant;
    - iii. Evidence relates to the specific outcomes and assessment criteria;
    - iv. Evidence allows an accurate judgement; and
    - v. Evidence demonstrates real behavioural practice.
  - b. Current:
    - i. Evidence is related to the current competence; and
    - ii. Evidence is generated as a result of this assessment.
  - c. Authentic:
    - i. The assessor is satisfied that the evidence is the learner's own work.
  - d. Sufficient:
    - i. The evidence represents that all outcomes have been covered;
    - ii. All evidence required has been collected;
    - iii. Evidence covers all the conditions shown in the range statement;
    - iv. Evidence shows that required standards have been reached;
    - v. Evidence shows that the learner can repeat the performance; and
    - vi. The evidence is sufficient proof that the learner is able to perform the assessment outcomes.
  - e. Consistent:
    - i. Evidence will produce the same result when assessed by another assessor; and evidence will produce the same results when judged over a number of occasions.

## Annexure C – Example of assessment guide

### Registration form

Prefix	
Names	
Surname	
ID number	
Email address	
Physical Address	
Date of birth	
Gender	
Race	
Phone work	
Phone mobile	
Employer	
Job title	
Home Language	
Disability status	
Nationality	
Highest School qualification	
Highest qualification	
Institution awarding highest qualification	
Year obtained	

I hereby confirm that all details are correct.

Insert a copy of your ID document.

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/2019

Date

## Annexure C – Example of assessment guide

### Declaration of Authenticity

I \_\_\_\_\_

Identity number: \_\_\_\_\_

Hereby declare that the work contained in this portfolio of evidence is entirely my own and original work, except for the following documents:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\_\_\_\_\_  
Signed by the learner

\_\_\_\_\_  
Date

## Annexure C – Example of assessment guide

Copy of the National Registered Unit Standard			
SAQA ID	Unit Standard Title	NQF Level	Credits
116363	Prepare and analyse municipal financial reports	6	12

### PURPOSE OF THE UNIT STANDARD

This Unit Standard is for all people involved in Financial Management in a municipality. People credited with this Unit Standard are able to:

- Select, measure, recognise, classify, and report on financial information after taking into account relevant financial reporting standards, as well as legislative requirements.
- Contribute to municipal financial reporting.

### LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

It is assumed that the Learners are competent in Communication at NQF Level 4, Mathematical Literacy at Level 4 and Accountancy at Level 4.

UNIT STANDARD RANGE – N/A

### Specific Outcomes and Assessment Criteria:

#### SPECIFIC OUTCOME 1

Select measure, record, classify and report financial data in accordance with current financial reporting standards.

#### ASSESSMENT CRITERIA

##### ASSESSMENT CRITERION 1

The background and purpose of a financial reporting standard is commented on in line with the principles of municipal financial reporting.

##### ASSESSMENT CRITERION 2

The components of the statement of financial position are defined, measured, classified and disclosed in accordance with acceptable local and international public sector accounting standards.

##### ASSESSMENT CRITERION 3

The components of the statement of financial performance are defined, measured, classified, and disclosed in accordance with internationally accepted public sector accounting procedures.

##### ASSESSMENT CRITERION 4

The concepts of the different types of capital maintenance are applied in line with generally recognised accounting practice.

#### SPECIFIC OUTCOME 2

Prepare and comment on financial reports for different forms of municipal entities.

#### ASSESSMENT CRITERIA

## **Annexure C – Example of assessment guide**

### **ASSESSMENT CRITERION 1**

Consequential differences in the reporting of equity of municipal entities is recognised in the preparation of consolidated financial statements.

### **SPECIFIC OUTCOME 3**

Apply and comment on statements of generally recognised accounting practice.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The concepts of the different types of capital maintenance are applied in line with international public sector accounting standards.

#### **ASSESSMENT CRITERION 2**

The appropriate method of current value accounting is used in preparation and presentation of supplementary financial statements in line with international public sector accounting standards.

### **SPECIFIC OUTCOME 4**

Analyse and interpret financial statements for stakeholders.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

Ratios relevant to the determination of liquidity, profitability, activity and long-term solvency are calculated and advised on from a set of financial statement.

#### **ASSESSMENT CRITERION 2**

Different users of municipal financial statements are identified and their information needs presented and explained to inform financial reporting system.

#### **ASSESSMENT CRITERION 3**

Limitations of published financial information are recognised with reference to improving operating capability of a municipality.

#### **ASSESSMENT CRITERION 4**

Results of an analysis of profitability and solvency risks are interpreted in the assessment of financial health of a municipality.

#### **ASSESSMENT CRITERION 5**

Multivariate financial analysis are carried out and communicated to appropriate users of municipal financial statements.

#### **ASSESSMENT CRITERION 6**

Ratios relevant to the determination of liquidity, profitability, activity and long-term solvency are calculated and advised on from a set of financial statement.

#### **ASSESSMENT CRITERION 7**

## Annexure C – Example of assessment guide

The financial performance report is prepared to enable an analysis of the overall financial state of a municipality within the framework of financial reporting.

### UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

1. An individual wishing to be assessed (including through RPL) against this Unit Standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
2. Anyone assessing a learner against this Unit Standard must be registered as an assessor with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
3. Any institution offering learning that will enable achievement of this Unit Standard or assessing this Unit Standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
4. Moderation of assessment will be conducted by the relevant ETQA at its discretion.

### UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

1. Nature of accounting data;
2. Objectives of financial reporting;
3. Different bases of measurement;
4. International public sector accounting standards;
5. National Treasury regulations; and
6. Municipal finance management legislation.

### Critical Cross-field Outcomes (CCFO):

#### UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems using critical and creative thinking processes, e.g. by implement effective risk management and accounting practices.

#### UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team, group, organisation or community, e.g. through assuring that all roles players are committed to meeting the required reporting standards.

#### UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities responsibly and effectively, e.g. through the demonstration of ethical and moral principles in all reporting processes.

#### UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information, e.g. through assuring accuracy in all reporting documents.

## Annexure C – Example of assessment guide

### UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and / or language skills in the modes of oral and/or written persuasion, e.g. through contributing to discussions on ways of minimizing risks and improving financial reporting procedures.

### UNIT STANDARD CCFO SCIENCE

Use Science and technology effectively and critically, showing responsibility to the environment and health of others, e.g. use appropriate computer software for mathematical computation, planning, data capturing and document storage purposes.

### UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of interrelated systems by recognising that problem-solving contexts do not exist in isolation, e.g. in keeping in mind that best practice financial reporting effects the financial sustainability of not only the municipality but the country as a whole.

### UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities, e.g. acting as custodian of ethical behaviour and maintaining a high level of commitment to providing effective reporting procedures.

### UNIT STANDARD ASSESSOR CRITERIA

N/A

### UNIT STANDARD NOTES

N/A

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## Annexure C – Example of assessment guide

Activity 4: Name the components of the statement of financial performance and list four examples for each component.

Components	Examples	Discussion

Activity 5: List and define the concepts applied in capital maintenance.

Concept	Discussion

### **Unit 2: Prepare and Comment on Financial Reports for Different Forms of Municipal Entities**

Activity 1: Define equity with reference to annual financial statements of a municipality.

Activity 2: Define equity with reference to the annual financial statements of an entity other than a municipality.

Activity 3: List the disclosure requirements in an entity’s annual financial statements for equity.

Activity 4: Briefly discuss the differences in reporting on equity between municipal entities and the municipalities.

Municipalities	Municipal entities

## Annexure C – Example of assessment guide

### Unit 3: Apply and Comment on Statements of Generally Recognised Accounting Practices

Activity 1: Explain how each of the following assets should be measured according to the relevant accounting standards:

Asset	Measurement according to GRAP standards
Inventory	
Financial Instruments	
Intangible assets	
Property, plant and Equipment	
Leases	
Investment properties	
Agricultural assets	

Activity 2: Explain the reasons for using current value accounting instead of historical basis of accounting.

--

Activity 3: Distinguish between physical capital and financial capital maintenance and illustrate your answer with examples.

Physical capital maintenance	
Financial capital maintenance	

Activity 4: The following three alternative means for determining current value are being advocated:

Discuss and evaluate the alternative means and illustrate your answer with practical examples

Current value determination	Definition	Practical examples
Current cost		
Net realizable value		
Present value		

### Unit 4: Analyse and Interpret Financial Statements for Stakeholders

Activity 1: Access the website [www.municipalmoney.gov.za](http://www.municipalmoney.gov.za). Choose any municipality – 257 have been analysed. Use the ratio analysis of the Municipality to complete the table below and interpret them.

Ratio	Formula	Graph	Discussion
Current ratio			
Liquidity ratio			
Cash coverage			
Capital expenditure			

## Annexure C – Example of assessment guide

<b>Operational expenditure</b>			
<b>Repairs and maintenance</b>			
<b>Fruitless and wasteful expenditure</b>			
<b>Debtors collection rate</b>			
<b>Staff cost ratio</b>			

Activity 2: Define and discuss the concept of ratio analysis in a municipal context

Activity3: Discuss and justify the analysis and interpretation of financial statements

Activity 4: Research and discuss the application of the various interpretation and analysis techniques

## Annexure C – Example of assessment guide

### Summative assessment

*The summative assessment should be completed after the training.*

- 1. This assignment is an individual effort and not a collective task. It must therefore be your unique work produced and edited by yourself to achieve a pass mark in this unit standard.*
- 1. Identical overlap between submissions of learners will not be allowed.*
- 2. Please ensure that you answer both questions.*
- 3. You need to achieve a mark of 75% to be assessed as competent in this unit standard.*

**Deadline date: 4 weeks after the last day of lecturing.**

**Question 1:** (60 marks)

Go to the website [www.municipalmoney.gov.za](http://www.municipalmoney.gov.za). Select any **one** of the following municipalities:

1. City of Matlosana Municipality
2. Steve Tshwete Municipality
3. Nama Khoi Municipality
4. Govan Mbeki Municipality

Compute all possible ratios for a period of four years ending June 2017, and display the results in the form of a bar graph. Provide insightful comments there on. Write a report to the Chairperson of the Finance Committee on the financial sustainability of the municipality. Include the graphs to your report. The report must be included in your Learner Portfolio of Evidence.

**Question 2:** (20 marks)

Provide a thorough analysis of GRAP 17 by discussing the following:

- Recognition and initial measurement;
- Subsequent measurement;
- Derecognition; and
- Disclosure requirements. (20 marks)

**Question 3:** (20 marks)

- a. Identify the users of financial statements and explain why they need access to financial statements? (10marks)
- b. Identify the limitations to financial statements and its influence on the results of financial analysis. (10marks)

## Annexure C – Example of assessment guide

Assessment and Moderation Report									
SO	AC	Assessment Criteria Description	Evidence	Attempt 1		Attempt 2		Attempt 3	
				C	NYC	C	NYC	C	NYC
1	1.1	The background and purpose of a financial reporting standard is commented on in line with the principles of municipal financial reporting.	Unit 1 - Activity 1: List and briefly define the objectives of the following GRAP standards Activity 2: Define Municipal Finance Management Act (MIFMA) requirements with regards to the drafting and presentation of financial statements.						
	1.2	The components of the statement of financial position are defined, measured, classified and disclosed in accordance with acceptable local and international public sector accounting standards.	Unit 1 - Activity 3: Name the components of the statement of financial position and list and discuss four examples for each component.						
	1.3	The components of the statement of financial performance are defined, measured, classified, and disclosed in accordance with internationally accepted public sector accounting procedures.	Unit 1 - Activity 4: Name the components of the statement of financial performance and list four examples for each component.						
	1.4	The concepts of the different types of capital maintenance are applied in line with generally recognised accounting practice.	Unit 1 - Activity 5: List and define the concepts applied in capital maintenance.						
2	2.1	Assessment Criteria Description Consequential differences in the reporting of equity of municipal entities is recognised in the preparation of consolidated financial statements.	Evidence Unit 2 - Activity 1: Define equity with reference to annual financial statements of a municipality. Activity 2: Define equity with reference to the annual financial statements of an entity other than a municipality.	Attempt 1		Attempt 2		Attempt 3	
				C	NYC	C	NYC	C	NYC

## Annexure C – Example of assessment guide

3	3.1	The concepts of the different types of capital maintenance are applied in line with international public sector accounting standards.	<p>Activity 3: List the disclosure requirements in an entity's annual financial statements for equity.</p> <p>Activity 4: Briefly discuss the differences in reporting on equity between municipal entities and the municipalities.</p>						
			<p>Unit 3 - Activity 3: Distinguish between physical capital and financial capital maintenance and illustrate your answer with examples.</p>						

## Annexure C – Example of assessment guide

4.4	Results of an analysis of profitability and solvency risks are interpreted in the assessment of financial health of a municipality.	Activity 1: Access the website <a href="http://www.municipalmoney.gov.za">www.municipalmoney.gov.za</a> . Choose any municipality – 257 have been analysed. Use the ratio analysis of the Municipality to complete the table below and interpret them.						
4.5	Multivariate financial analysis are carried out and communicated to appropriate users of municipal financial statements.	Activity 1: Access the website <a href="http://www.municipalmoney.gov.za">www.municipalmoney.gov.za</a> . Choose any municipality – 257 have been analysed. Use the ratio analysis of the Municipality to complete the table below and interpret them.						
		Summative assignment						



## Annexure C – Example of assessment guide

SO	AC	Assessment Criteria Description	Evidence	Attempt 1		Attempt 2		Attempt 3	
				C	NYC	C	NYC	C	NYC
	4.6	Ratios relevant to the determination of liquidity, profitability, activity and long-term solvency are calculated and advised on from a set of financial statement.	Activity 1: Access the website <a href="http://www.municipalmonney.gov.za">www.municipalmonney.gov.za</a> . Choose any municipality – 257 have been analysed. Use the ratio analysis of the Municipality to complete the table below and interpret them.						
	4.7	The financial performance report is prepared to enable an analysis of the overall financial state of a municipality within the framework of financial reporting.	Summative assignment Summative assignment						

## Annexure C – Example of assessment guide

The learner provided evidence that is		Valid	Authentic	Current	Sufficient
The learner is competent against the unit standard	Yes	No	The learner is required to submit additional evidence and has to improve in selected areas		
Notes by assessor:		Notes by assessor:			
Note by moderator:		Note by moderator:			
Learner name:		Moderator name:			
Learner signature:		Moderator signature:			
Date:		Date			
Assessor name:					
Assessor signature:					
Date:					

## Annexure C – Example of assessment guide

### Appeal form

As a learner you have the right to appeal should you feel that the Assessor has discriminated against you in any way, treated you unfairly during the assessment or assessed you an areas that are not required by the unit standard.

**I hereby wish to appeal against the outcome of an assessment.**

Section 1 (within 3 working days)			
Name of learner		Identity number	
Date of assessment		Unit standard	116363
<b>Learner's reason and brief detail for disagreeing with the assessment decision.</b>			
Learner signature		Date	
<b>The Assessor's rationale for the decision:</b>			
Assessor's signature		Date	
Section2 (within 5 working days)			
<b>Internal Moderator's decisions, rationale and action:</b>			
Moderator's signature		Date	
Section 3			
<b>The above decision has been explained to me and I accept the assessment decision as final</b>			
Learner signature			
Date			

## Curriculum Vitae

**Family name:** VAN DER WESTHUIZEN  
**First names:** Deon Cornelius  
**Date of birth:** 04/09/1961  
**Nationality:** South African  
**Civil status:** Married



### Education:

Institution	Date from	Date to	Degree(s) or Diploma(s) obtained	
International Institute of Internal Auditors	2003	2003	Certified Internal Auditor (CIA) (NQF 8)	<b>Doc #1</b>
SA Institute of Chartered Accountants	1987	1987	Chartered Accountant (SA) (NQF 8)	<b>Doc #2</b>
University of South Africa	1984	1985	BCompt Hons (NQF 8)	<b>Doc #3</b>
University of Pretoria	1980	1983	BCom (NQF 8)	<b>Doc #4</b>

**Language skills:** (Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic))

Language	Reading	Speaking	Writing
English	1	1	1
Afrikaans	1	1	1

**Membership of professional bodies:** SA Institute of Internal Auditors (IIASA), Fellow of the Institute on Internal Auditors South Africa (FIIASA)

**Other skills (e.g. computer literacy, etc.):** Fully computer literate (Microsoft Office, Microsoft Project)

**Present position:** Independent Consultant

**Years within the firm:** 35 Years

**Key qualifications (relevant to the project):**

### Qualifications and Skills

- He holds a BCom, BCompt Hons, including the CIA and CA (SA) qualifications (See: **Doc #1, 2, 3, 4**)
- 35 years' professional experience in Public Finance Management (See: **Ref #1 to 12**)
- Excellent English Language skills (See: **Language skills, as above**)

### General Professional Experience

- 35 years' professional experience in Public Finance Management (See: **Ref #1 to 12**)

### Specific Professional Experience

- 18 years' professional experience in the implementation of PFM capacity development programmes in South Africa across all 3 levels of Government (National, Provincial, Municipal) (See: **Ref #1 to 7**)
- Delivered more than 71 training programmes, with 350 trainings delivered on PFM in the last 10 years to more than 7000 attendees; (See: **Ref #1 to 9, 11**)

### Will be considered advantages

- 10 years' in a management position in the field of in PFM in the public Sector (See: **Ref #8, 9, 11**)
- 29 years' professional implementation of South African PFM policies (See: **Ref #1 to 9, 11**)

**Specific experience in the region:**

Country	Date from	Date to
South Africa	1984	2019

Date from	Date to	Total days	Location	Company & reference person	Position	Description
01/01/04 Ref #6	05/12/07	804	South Africa	GIZUSAID/Andisa Reinhardt Martin +27 10 219 2000	Project Manager / Capacity Building Expert	and Education (Eastern Cape). FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM: Supported capacity building of 23 municipalities in South Africa focussing on revenue enhancement, supply chain management and local economic development. Developed and implemented policies for indigent people to qualify for free basic services; identification of root causes for failures to collect outstanding debt; Reviewed and improved processes and implemented solutions for revenue management, credit control, and cash flow management; Managed approval process of the policies by Council and the ensured effective implementation of such policies and process in the municipalities through the delivery of training programme. Enhanced revenue collection by purifying water measurement processes, billing of customers and minimizing the effect returned mail had on the revenue streams of municipalities; Reported to the US Senate on the increase of revenue targets over 4 years, and achieved 89% of the targets set for revenue enhancement; DEPARTMENTS OF HEALTH AND EDUCATION IN THE EASTERN CAPE PROVINCE \$100 TAKE-OVER: Developed and implemented the risk assessment for both departments; Developed the governance framework for the Department of Health, based on COSO and King 3; Developed and delivered turn-around strategies and ensured skills transfer through coaching and trainings to department staff (80 000 staff); Mapped risk management processes for both departments, which equated to more than 2000 processes, and designed and implemented new processes and new internal controls; Established Audit Committees and delivered training of AC governance, risk and control responsibilities; Development and implementation of successful in-house internal audit units; Performed the first governance risk assessment ever in a public sector environment; Managed 16 governance sub-projects to enhance senior management capacity in both Departments to effectively discharge their responsibilities; Implemented forensic audit activities: supply chain management, construction processes, human resource, financial management processes, general procurement activities; Developed and delivered new policies, procedure manuals, and trainings on HRM, financial management, asset management, operational management and supply chain management in full compliance to related legislation. Developed the risk management framework for National Treasury based on COSO Enterprise Risk Management (ERM); Developed and delivered training courses in ERM; Developed and implemented risk management across 39 departments and 20 local authorities; Facilitated risk assessments for numerous government departments; Developed and implemented the national Internal Audit Framework for National Treasury; Managed the first quality assurance projects for all Internal Audit Units in Government, in total more than 100 QA's done, information gathered and disseminated. Developed and implemented an internal audit (IA) and risk management function from inception to ensure compliance with the new Public Finance Management Act (PFMA); Developed in-house IA and risk management methodology; Established the forensic audit unit, the first in-house public sector forensic audit unit in South Africa; Implemented the risk assessment framework and processes across 9 different provincial departments; Facilitated the first COBIT risk assessment on IT in the Public Sector; Areas of forensic audit included supply chain management (vehicles, construction, leases, general procurement, and contractual agreement mismanagement) and poverty alleviation projects; Establishment of the Police Forum to investigate medicine theft, including the re-engineering of the medicine control systems, the centralising of the medical depot in the Western Cape; Managed the implementation of Demand Management Tools in the Department of Health, including the design of a new stock management system (HIS); Re-engineered the management of the outsourced IT contracts to ensure that prospective suppliers are financially capable of delivering on their contracts; Reported to Accounting officers and Parliament. Involved mainly in the financing of new businesses, managing a budget of R250m allocated by First National Bank (Barclays) to assist prospective franchisees in their new businesses; Financing of major long-haul truck transport companies; Assisted new franchisors in starting their franchisees, sourcing new franchisees, development of legal contractual agreements between relevant parties, lease negotiations with retail rental companies, cash flow management, loan applications and business plans. Participated in the development of the Banks Act under guidance of Hennie van Greuning; Supported the establishment of the Bank Supervision Department, Supervised banks by evaluating compliance with the Banks Act. Monitored the liquidity, credit risk, foreign exchange risks, and cash flow management processes of the major banks in South Africa. Auditing major liquidity management processes in failing banks; Participated in an exchange program to the Bank of England; Founding member of the Public Sector Internal Audit Forum; Internal Audit Manager of the SARB Financial Markets Department and the Gold and Forex Exchange Department Activities; Audit Committee member of the Central Depository; Trained bank auditors on the risks of new financial instruments, including futures, options and repurchase agreements; Developed and implemented the first budget system for the South African Reserve Bank, including the development of policy and procedure manuals and relevant training manuals; Developed and delivered budget process across 9 departments and 2 fully owned subsidiaries. External Audit and consultancy; Carried out audits in all sectors including manufacturing companies, weapon manufacturers, retail companies and banks.
05/01/01 Ref #7	31/12/03	693	South Africa	NT/EY Morne Potgieter morne.potgieter@za.ey.com	Technical PFM Expert	
05/01/00 Ref #8	31/12/00	231	South Africa	National Treasury Zach le Roux zach@audit.gov.co.za	Project Manager / Risk Management Expert	
05/01/96 Ref #9	31/12/99	924	South Africa	Western Cape Government Ashley Thomas Ashley.Thomas@westerncape.gov.za	Chief Internal Auditor and Head of Forensic Audit	
01/08/92 Ref #10	31/12/95	720	South Africa	Prisma Group Zach le Roux As Above	Director	
01/08/87 Ref #11	31/07/92	1,155	South Africa	South African Reserve Bank Zach le Roux As Above	Manager Internal Audit / Manager Bank Supervision	
01/01/84 Ref #12	31/01/97	693	South Africa	Deloitte Zach le Roux As Above	Auditors Clerk	
<b>Total</b>		<b>8,112</b>				

## Other relevant information (e.g. publications):

Developed and delivered the following PFM unit standards:

Unit	Unit Title	Presented to:
116342	Revenue management, credit control, indigent management	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116358	Performance management	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116345	Budgeting processes	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116363	Financial analysis and interpretation	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116364	Cash flow management, investment and return on investment	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116339	Risk management	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116351	Auditing	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
119348	GRAP accounting and financial analysis	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
119350	Controls over assets, including cash and revenue	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116362	Asset management	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116353	Supply chain management	City of Cape Town, West Coast District Municipality, Knysna Municipality, George Municipality, Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality, Department of Local Government: Western Cape, Provincial Treasury Western Cape, Mosselbay Municipality, Swartland Municipality, Saldanha Municipality
116346	Cash flow management	Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality,
116343	Ethics and Governance	Hessequa Municipality, Oudsthoorn Municipality, Overberg District Municipality,



Ashley Thomas  
Directorate: Corporate Governance  
Email: Ashley.Thomas@westerncape.gov.za  
Tel: +27 21 483 4169 Fax: +27 21 483 3707

## TO WHOM IT MAY CONCERN

REFERENCE LETTER: DEON VAN DER WESTHUIZEN

Deon van der Westhuizen served a four-year contract with the Western Cape Provincial Government where he played an integral role in establishing the initial risk management function, within the Internal Audit Activity of the time. The risk management function was developed on a centralised basis across 9 different departments. The process included the development of a risk management framework, procurement of and implementing the risk management software, facilitating the risk management sessions and reporting to senior management on issues of risk.

This project then resulted in an appointment with National Treasury where a risk management framework was developed and rolled out to all departments. This framework was benchmarked against COSO and ISO 31000.

Subsequently, Deon was appointed again by an EU-funded project to review the risk assessment during 2017, and to make recommendations for the improvement of the current risk framework. Benchmarking was done against the latest COSO model, as well as the new ISO 31000 standard. In addition the framework was redesigned to include the three lines of defense.

The knowledge gained during this review culminated in the development of a combined assurance framework, and eventually in several facilitations and training courses around risk management and assurance.

The University of Stellenbosch presented combined assurance over the last two years as part of a transversal training project, on behalf of the Provincial Treasury. This training included some COSO based training and combined assurance training. Deon was the designer of the material, and the masterclass faculty manager on all the presentations. Municipal officials from across the Western Cape attended the training. Attached to this reference letter, are two consolidated reports, which

summarises the evaluation of both the course material as well as an evaluation of Deon's ability to present and facilitate.

He is frequently being used as a presenter for the IIA, in partnership with the Provincial Treasury, on their public sector forums.

His experience of risk management in the public sector spans over a period of 18 years. The support received from Deon during this time has been nothing short of commendable

Sincerely,

A handwritten signature in black ink, appearing to read 'A D Thomas'.

**A D THOMAS**  
**MANAGER: ASSURANCE SERVICES**  
**FINANCIAL GOVERNANCE**  
**DATE: 07 February 2019**





## To Whom It May Concern

### PUBLIC FINANCIAL MANAGEMENT – DEON VAN DER WESTHUIZEN

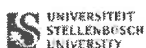
Deon van der Westhuizen has been appointed as an Extraordinary Lecturer at the University of Stellenbosch: School for Public Leadership (SPL) since September 2010. With his background as Chartered Accountant (SA) and as a Certified Internal Auditor providing services to various governmental institutions and Corporate Businesses in Commerce and Industry, his skills were used in several areas applicable to the public sector. His experience in both Public Financial Management and local government led to his inclusion on many projects within the School for Public Leadership, as well as research projects.

His research responsibilities included the following:

1. The Minister of Local Economic Development requested a comprehensive research project on the sustainability of local municipalities and district municipalities in the Western Cape. A team of five performed the analysis and research on all thirty municipalities in the Western Cape and published the results in an extensive report. The scope of the project focussed on legal compliance with the MFMA, the mandates of district municipalities, and the financial and operational analysis of each of the thirty municipalities. The work was unique as it compared the different costing structures of all the municipalities across the four basic service delivery areas. It subsequently resulted in a series of presentations and consultations across the country.
2. GIZ funded a project where the financial governance model of local municipalities was analysed. The project eventually ended in training where government employees of five African countries, inclusive of Ghana, Malawi, DRC, Uganda attended training that focussed on the elements of good governance. As a financial and risk management expert, several presentations were done to the attendees on the projects over time.
3. The Hans Seidel foundation funded a project where the legal and financial mandates of municipalities were researched and compared to similar models in German. Together with Dirk Brand, the study analyses the financial sustainability of municipalities in South Africa, and eventually presented solutions to turn struggling municipalities around. This work eventually led to a book being published on the financial sustainability of municipalities.

### Training responsibilities

1. As an extraordinary lecturer, Deon presented several unit standards (13 in total) on the Municipal Financial Management program. His evaluations were always excellent, and he was always regarded as a value-added resource in these fields. The accredited training included the following specialist areas:
  - a. Revenue management;
  - b. Credit control;
  - c. Combined Assurance;
  - d. Auditing;
  - e. Asset management;
  - f. Performance management;



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- g. Budgeting and the responsibilities of the BTO office;
  - h. Financial statements and financial analysis; and
  - i. GRAP and MSCOA – costing systems.
2. All materials were severely outdated, and Deon redesigned the content, converted it to an e-learning format, and shared the knowledge as wide as possible.
  3. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management During the last 10 years Deon presented more than 350 training interventions of 3 days each, to more than 7000 attendees. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during April and May 2019.
  4. SPL has signed a transversal training contract with the Western Cape Provincial Treasury for a period of three years. This project is no running for the third consecutive year. This training included a specific training interventions on Public Financial Management and included topics such as:
    - a. Risk management and combined assurance;
    - b. Cash flow management and financial analysis;
    - c. Borrowing and weighted average cost of capital;
    - d. GRAP accounting and costing of basic services;
    - e. Revenue enhancement; and
    - f. Governance within local authorities.

A specific requirement of the client was that such training should be KING IV, ISO 31000 and COSO compliant. Specific responsibilities in this regard included:

- a. The development of material for the approval by the contractor;
- b. The development of the course programs;
- c. The coordination of registration, attendance, facilitation, facilities and evaluation of course material and presentations;
- d. As training was competency based, the marking of both tests and assignments were part of his responsibilities.

As many of SPL's training contracts are spread all over the Western Cape, there is a significant reliance on a presenter to ensure all administrative responsibilities are executed effectively and efficiently. During the last three Deon has proven to be a strong team member.

With professional regards

**Prof Erwin Schwella** BA (Law), BA Hons, MPA, PhD (Stell)  
 Emeritus Professor; Expert Public Affairs Consultant  
 Dean School of Social Innovation | Hugonote College, South Africa  
 Emeritus Professor of Public Leadership | Stellenbosch University  
 Professor of Public Leadership | Tilburg University, The Netherlands  
 Professorial Fellow | Leiden Leadership Centre, Universiteit Leiden, The Netherlands  
 Research Fellow | Vrije University of Amsterdam  
 e: erwin@schwella.co.za | t: +27 (0) 21 910 0962 | Cell: +27 (0) 83 627 2377

**CONSECUTIVE CLEAN AUDITS**

*Ons gee gestalte aan 'n beter toekoms!  
We shape a better future!  
Sakha ikusasa elingcono!*

Ref: 4/1/1/1

Office of the Municipal Manager  
16 September 2019

**TO WHOM IT MAY CONCERN****PUBLIC FINANCE MANAGEMENT EXPERTISE – DEON VAN DER WESTHUIZEN**

I have known Deon since September 2010 when he first presented the Municipal Financial Management Program in Moorreesburg. The program consisted of 24 modules of which attendance was made compulsory by National Treasury. I attended a combination of these lectures.

Deon presented 13 of these modules over a two-year period, and specific topics included:

- a. Revenue management;
- b. Credit control;
- c. Combined Assurance;
- d. Supply chain management;
- e. Auditing;
- f. Asset management;
- g. Performance management;
- h. Budgeting and the responsibilities of the BTO office;
- i. Financial statements and financial analysis; and
- j. GRAP and MSCOA – costing systems.

Subsequently a further six groups of employees of Swartland Municipality completed the program between 2012 and 2018, and Deon continued his lecturing during this time.

During the last 9 years I had frequent engagement with Deon at conferences or presentations to councillors, or in-house presentations to management. He has a thorough knowledge of municipal finances and frequently presents on the financial sustainability of local municipalities. He has an active interest in ratio analysis and the root causes for financial failures.

He shares information as widely as possible and is a frequent presenter on national conferences on the topic of local government finances. He has presented to the Municipal Managers Forum, The CFO Forum, on request to the meetings chaired by the Minister of Finance in the Western Cape and to several Municipal Councils. He regularly presents at conferences of the Institute of Internal Auditors on topics related to internal audit, risk management, fraud and corruption.

In the last three years he participated in the Provincial Treasury's transversal training program, and had a specific focus on cash flow management, combined assurance, costing of services and financial sustainability of local government entities.

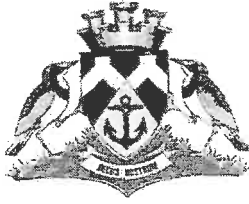
His knowledge will contribute towards any financial improvement program.

Kind regards

**JOGGIE SCHOLTZ**  
MUNICIPAL MANAGER

# OVERBERG

DISTRIKSMUNISIPALITEIT  
DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI



*MELD ASB/PLEASE QUOTE*

*Ons Verw/Our Ref: 4/1/1*

*Navrae/Enquiries: MM*

Privaatsak:

Private Bag: X22

BREDASDORP  
7280

Tel: (028) 425 1157

Faks/Fax: (028) 425 1014

E-mail/E-pos: dberetti@odm.org.za

16 June 2019

To whom it may concern

## REFERENCE LETTER – Deon van der Westhuizen

I have met Deon during the Municipal Financial Management Training provided through the University of Stellenbosch, School for Public Leadership. Deon also provided several other trainings relating to risk management on many forums, inclusive of:

1. The Provincial Treasury transversal training program where he designed and facilitated training on combined assurance;
2. MFMP training where he presented on unit standards 116339 (risk management) and 116351 (internal auditing);
3. Institute of Internal Audit training where he designed and facilitated risk-based auditing, COSO enterprise risk management and ISO 31 000.

Deon has proven over many years that he is at the forefront of the governance, risk and control spectrum, and that he has a thorough understanding of the local economy, the risk drivers and its consequences on the sustainability of both business and local authorities.

Deon has the ability to break difficult concepts down and apply a practical approach to implement new knowledge gained.

I attended many of Deon's lectures, and I can gladly recommend him for any training assignment relating to governance, risk management and auditing.

Yours faithfully

.....  
David Beretti  
Municipal Manager

TO WHOM IT MAY CONCERN

PUBLIC FINANCE MANAGEMENT EXPERTISE – DEON VAN DER WESTHUIZEN

I have known Deon Van Der Westhuizen since 2011 when he first presented the Municipal Financial Management Program. The program consisted of 24 modules of which attendance was made compulsory by National Treasury. I attended a combination of these lectures.

Deon presented 13 of these modules over a two-year period, and specific topics included:

- a. Revenue management;
- b. Credit control;
- c. Combined Assurance;
- d. Supply chain management;
- e. Auditing;
- f. Asset management;
- g. Performance management;
- h. Budgeting and the responsibilities of the BTO office;
- i. Financial statements and financial analysis; and
- j. GRAP and MSCOA – costing systems.

Subsequently the City of Cape Town sent quite a number of groups of employees on this MFMP between 2011 and 2017, and Deon continued his lecturing during this time.

During the last 8 years I had frequent engagement with Deon at conferences or presentations to councillors. He has a thorough knowledge of municipal finances and frequently presents on the financial sustainability of local municipalities. He has an active interest in ratio analysis and the root causes for financial failures.

He shares information as widely as possible and is a frequent presenter on national conferences on the topic of local government finances. He has presented to the Municipal Managers Forum, The CFO Forum, on request to the meetings chaired by the Minister of Finance in the Western Cape and to several Municipal Councils.

In the last three years he participated in the Western Cape Government's Provincial Treasury's transversal training program, the Revenue Management Master Class (RMMC) hosted to assist and train municipalities across the Western Cape, with a specific focus on cash flow management, combined assurance, costing of services, revenue management strategies/credit control initiatives, and financial sustainability of local government entities.

His knowledge will contribute towards any financial improvement program.



Trevor Blake

Director: Revenue

City of Cape Town



# Universiteit van Pretoria

Ons, die Raad en die Senaat van die Universiteit van Pretoria, verklaar

DEON CORNELIUS VAN DER WESTHUIZEN

wat na afgelegde eksamen, aan die vereistes van die Wet  
en Statuut van die Universiteit voldoen het, 'n

## Baccalaureus in Handel (REKENINGWETENSAPPE)

As bewys daarvan plaas ons ons onderskeie handtekeninge  
en die Seël van die Universiteit van Pretoria hieronder.

Geteken namens die Universiteitsraad

Onderkanselier

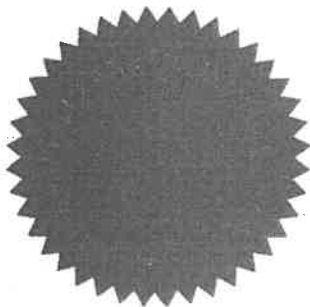
Geteken namens die Senaat

Voorsitter

Geteken namens die Fakulteit  
Ekonomiese en Staatswetenskappe

Dekaan

Registrateur (Akademies)



1984/03/29

Datum

# Universiteit van Suid-Afrika



*Ons verklaar dat*

DEON CORNELIUS VAN DER WESTHUIZEN

*op 2 Mei 1986*

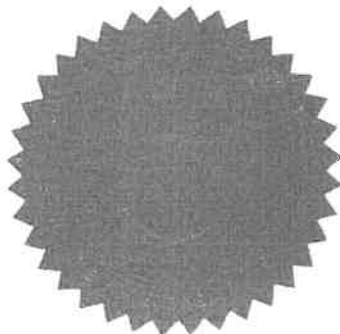
*by 'n kongregasie van die Universiteit  
toegelaat is tot die graad*

**Honneurs-Baccalaureus Computationis**

*aangesien aan die vereistes van die Wet  
en die Statuut voldoen is*

*Frankijk*

Vise-Kanselier



*J. Weyers*

Dekaan

PRETORIA

M. H. J. Ockhoff

Registrateur

The  
South African  
Institute of  
Chartered  
Accountants



Die  
Suid-Afrikaanse  
Instituut van  
Geoktrooieerde  
Rekenmeesters

Certificate  
of Membership

Sertifikaat  
van Lidmaatskap

This is to certify that

Hiermee word gesertifiseer dat

**Deon Corneluis Van Der Westhuizen**

is a member of the Institute and  
became entitled to the designation  
Chartered Accountant (SA)  
in

'n lid van die Instituut is en  
geregtig geword het op die benaming  
Geoktrooieerde Rekenmeester (SA)  
in

1987

Given under the Common  
Seal of the Institute

Executive Director/Uitvoerende Direkteur

Geteken onder die Gewone  
Seël van die Instituut

President

Membership of the Institute and entitlement to the  
designation is by virtue of membership of one of the  
societies prescribed in section 1(1) of the  
Chartered Accountants Designation (Private)  
Act, 1927 as amended.

Lidmaatskap van die Instituut en geregtigheid op die  
benaming ontstaan uit lidmaatskap van een van die  
genootskappe na verwoys in artikel 1(1) van die  
Geoktrooieerde Rekenmeesters Benaming (Private)  
Wet, 1927 soos gewysig.



## Dirk J Brand

---



[dirkjbrand1@gmail.com](mailto:dirkjbrand1@gmail.com)



+27 795534220



[www.linkedin.com/in/dirkbrand/](http://www.linkedin.com/in/dirkbrand/)

### Senior Lecturer and Legal Advisor

Public governance, Constitutional Law, Financial Governance, International Relations

Experienced Senior Lecturer and Legal Advisor with a demonstrated history of working in the fields of constitutional law, public governance and international relations. Extensive public and private sector experience as legal advisor. Successful manager of international co-operation projects. Self-motivated and results driven. A dedicated professional with the drive and skills-set to excel in local as well as international environments.

#### Core competencies

- |                                       |                         |
|---------------------------------------|-------------------------|
| * Drafting of co-operation agreements | * Lecturing proficiency |
| * Legislative drafting                | * Interpersonal skills  |
| * Project management                  | * Strategic planning    |
| * Research                            | * Diplomacy             |

---

#### Professional experience

##### School of Public Leadership, Stellenbosch University

###### *Extraordinary Senior Lecturer*

1 January 2013 - currently

- Successfully delivered training courses to officials at all levels of government
- Lectured on the Senior Management Development Program for senior government officials in Namibia and in South Africa
- Supervisor for M- and PhD students
- Guest lecturer at Hochschule Kehl, Germany, Law Faculty of University of Verona, and the West University Timisoara, Romania
- Organised and co-presented a training program for local government councillors in the Western Cape (2018), which included good public governance and risk management.
- Successfully co-managed multi-national training program in Good Financial Governance for officials from African countries – Sept.-Dec. 2017. Good public governance, risk management and public financial management were key focuses of this program.
- Presented courses on public sector governance and risk management to local government in 2017 and 2018.
- Conducted research on local government models, financial governance, constitutional law, co-production of public services

##### Government of The Free State of Bavaria

*Coordinator of the Bavaria Western Cape Partnership* 1 Jan.2011– 30 June 2016

- Co-ordinated the bilateral relations between Western Cape and Bavaria

### **Strategic Global Network Cc**

**Executive Director and Legal Adviser** 1 March 2007 – 31 December 2013

- Delivered consultancy projects in international development cooperation.
- Provided legal advice to clients.

### **Western Cape Provincial Government [Department of The Premier]**

**Constitutional adviser, Legal adviser, Director: International Relations** 1 Dec. 1995 – 31 March 2006

- Provided technical advice in the process of drafting the South African Constitution at the Constitutional Assembly (1995-1996)
- Provided legal opinions on diverse public law issues, drafted new provincial legislation, e.g. Western Cape Provincial Languages Act, 1998
- Managed the Western Cape's international relations

### **Old Mutual plc**

- **Legal Adviser** 1 March 1992 – 30 Nov. 1995

### **Department of Justice**

<b>Public Prosecutor</b>	Magistrate's Court, Cape Town	Jul 1985 - Feb 1987
<b>Regional Court Prosecutor</b>	Regional Court, Cape Town	March 1987 - Feb 1989
<b>State Advocate</b>	Attorney-General's Office, Cape Town	March 1989 - Feb 1992

### **Key accomplishments**

- Published various articles, books and contributions to books on commercial law, constitutional law and international relations in South Africa, Germany, Italy, Romania and the United States of America.
- Most recent publications:
  - *Sub-national Constitutional Law in South Africa*, co-author with Rassie Malherbe, Wolters Kluwer, Alphen aan den Rijn, 2017
  - *Local Government Finance – A Comparative Study*, Sunmedia, Stellenbosch, 2016
  - Co-author of *South African Governance*, Oxford University Press (August 2015)
- Co-drafter of the Western Cape Provincial Constitution, 1997.
- Developed and managed a portfolio of bilateral international partnerships between the Western Cape and other regions in the world (1999 – 2006)
- Co-developer of a digital decision-making support tool for local government (2017)

### **Academic qualifications and affiliations**

LLD (Univ. of Stellenbosch) [thesis in Constitutional Law]	December 2005
LLM (Univ. of Orange Free State) [thesis on Harmonisation of European Union Law]	1995
Admitted as advocate of the Supreme Court of South Africa	June 1984
LLB (Univ. of Stellenbosch)	1983
B.Comm (Univ. of Stellenbosch)	1980

Co-chair of the IIAS Study Group on Co-production of Public Services  
Member of the IPSA RC28 on Comparative Federalism and Multi-level Governance

**Technical skills**

Microsoft Office (Outlook, Word, Excel, PowerPoint)

Multilingual fluency – English, Afrikaans, German



## To Whom It May Concern

### **RE: RISK MANAGEMENT TRAINING – Reference Letter – Dr Dirk Brand**

Dr Dirk Brand has been appointed as an Extraordinary Lecturer at the University of Stellenbosch: School for Public Leadership (SPL) since September 2010. With his background as the Head of Risk Management and Internal Audit at the Western Cape Provincial Government, his skills were used in several areas applicable to that environment.

During 2017 and 2018 he participated in an independent project to develop the new risk management framework for National Treasury. Although the work was outside his relationship with SPL, he used the contents to upgrade the current material to the latest framework.

Two specific areas of relevance include:

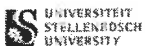
1. Accredited training on Unit standards 116339 and 116351 which covers the topics of risk management and internal audit specifically. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management Program and Dirk provided the training to more than 50 different groups of students over the last 10 years. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during April and May 2019.
2. SPL has signed a transversal training contract with the Western Cape Provincial Treasury for a period of three years. This training included a specific training intervention on risk management and combined assurance. A specific requirement of the client was that such training should be ISO 31000 and COSO compliant. These training sessions have taken place in September 2017 (2 sessions with 88 students) Feb 2018 with two groups of students and September 2018. Another session is scheduled for September 2019. Dirk's specific responsibilities in this regard included:
  - a. The development of material for the approval by the contractor;
  - b. The development of the course programs;
  - c. The coordination of registration, attendance, facilitation, facilities and evaluation of course material and presentations;
  - d. As training was competency based, the marking of both tests and assignments were part of his responsibilities.

As many of SPL's training contracts are spread all over the Western Cape, there is a significant reliance on a presenter to ensure all administrative responsibilities are executed effectively. During the last ten years Dirk proved to be a reliable team member.

With professional regards

A handwritten signature in black ink, appearing to read 'Erwin Schwella', is written over a horizontal line.

**Prof Erwin Schwella** BA (Law), BA Hons, MPA, PhD (Stell)  
 Emeritus Professor; Expert Public Affairs Consultant  
 Dean School of Social Innovation | Hugonote College, South Africa  
 Emeritus Professor of Public Leadership | Stellenbosch University  
 Professor of Public Leadership | Tilburg University, The Netherlands  
 Professorial Fellow | Leiden Leadership Centre, Universiteit Leiden, The Netherlands  
 Research Fellow | Vrije University of Amsterdam  
 e: erwin@schwella.co.za | t: +27 (0) 21 910 0962 | Cell: +27 (0) 83 627 2377



SCHOOL OF PUBLIC LEADERSHIP • SKOOL VIR PUBLIEKE LEIERSKAP

Bellville Park Campus / Kampus: Carl Cronje Drive/Ryalaan, Bellville, 7535, RSA  
 PO Box/Posbus 610, Bellville, 7530, RSA Tel: +27 (0) 21 918 4122 / Fax/Faks: +27 (0) 21 918 4123 / www.spl.sun.ac.za

Hanns Seidel Foundation South Africa NPC | P O Box 41451 Craighall 2024 | Johannesburg, South Africa

HSF Southern Africa

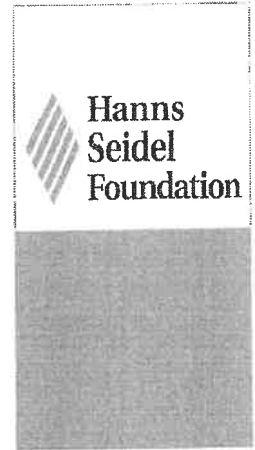
To whom it my concern

Dr Dirk Brand has asked me to write a reference in support of his application for European Union funded projects.

Dr Brand is a colleague of outstanding abilities. He is an international lawyer with a profound background in local governance and constitutional issues. The Hanns Seidel Foundation supported the School of Public Leadership at the Stellenbosch University over the past 6 years in a range of projects within local government. His work within the framework of this partnership between the HSF and SPL was highly related to all different aspects of the governance, finance management and structure of municipalities in South Africa and the Western Cape. He is author of numerous studies and articles, some of which have found considerable recognition not only on the national, but also on the international plane.

As project manager Dr Brand was in charge of the implementation of the following projects and initiatives:

- **Municipal Mentoring Project - 2012**
- **Promoting good governance in municipalities in the Western Cape - 2013**
- **Municipal Middle Management Mentoring Project - 2014**
- **Local government finance research project - 2015**
- **Municipal Middle Management Mentoring Project - 2016**
- **Shaping the Future - 2016**
- **Municipal Middle Management Mentoring Project - 2017**
- **Shaping the Future – 2017**
- **Municipal Middle Management Mentoring Project - 2018**
- **Winter School for Municipal Councillors 2018**



**Hanns Seidel Foundation  
South Africa NPC**

**Johannesburg Office**  
Hyde Park Lane Office Park  
Hyde Lane  
Cnr. William Nicol &  
Jan Smuts Avenue  
Hyde Gate Building,  
1st Floor  
2196

Tel.: +27 (0) 11 325 0589

**Cape Town Office**  
2nd Floor  
38 Hout Street  
Cape Town  
8001

Tel: +27 (0) 21 286 0795

[info@hsf.co.za](mailto:info@hsf.co.za)

<http://www.hsf.co.za>

Facebook: Hanns Seidel  
Foundation Southern Africa

Hanns Seidel Foundation  
South Africa NPC  
Reg. No. 91/06712/08

Dr Brand managed and concluded all the projects listed above successfully and produced the following publications in relation to such projects:

- *Funding Good and Spending Well – the realities and opportunities in local government*, Sunmedia, Stellenbosch, November 2014
- *Governing Good and Governing Well – excellence in municipal service delivery*, Sunmedia, Stellenbosch, November 2013
- *Local Government Finance – A Comparative Study*, Sunmedia, 2016, Stellenbosch

I can highly recommend him as a specialist in public governance and constitutional law.

Sincerely



Marlene Barnard LL.M.  
Project Officer Cape Town

Certified as a true copy of the original document.

Annexure D4-1

Signed at: Nurbankville

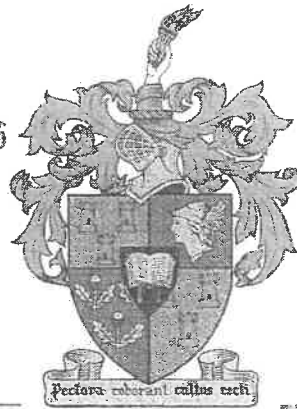
on 5 December 2019

W. W. Duvenhage V186

Commissioner of Oaths

Reverend  
DR Church Stellenberg, Edelweiss Way,  
Eversdal, Cape Town 021 976 4519

0064735



## UNIVERSITY OF STELLENBOSCH

*This is to certify that whereas*

**DIRK JOHANNES BRAND**

*had complied with all the conditions prescribed  
in the Act, Statute and Rules of the University,  
the degree*

**DOCTOR OF LAWS**

**(LLD)**

**(Public Law)**

*on a dissertation entitled*

**Distribution of financial resources and constitutional obligations in  
decentralised systems – a comparison between Germany and South Africa.**

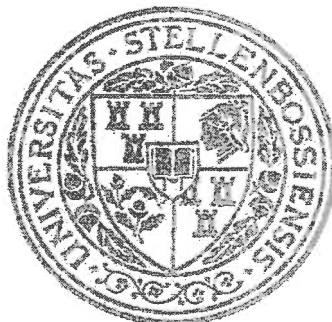
*with all the rights and privileges pertaining thereto was conferred on  
him at a congregation of the University in December 2005.*

*Chris Brand*

RECTOR AND VICE CHANCELLOR

*W. du Toit*

DEAN



*Regina*

REGISTRAR

9 December 2005

This certificate was issued in both Afrikaans and English.  
In the unlikely event of an inconsistency in the wording,  
the Afrikaans text shall have precedence.



Hiermee word verklaar dat die graad

# Magister Legum

in **HANDELSREG**

toegeken is aan

**DIRK JOHANNES BRAND**

nadat aan die statute en regulasies van die Universiteit voldoen is.  
As bewys daarvan plaas ons ons onderskeie handtekeninge en die seël  
van die Universiteit hieronder.

Certified as a true copy of the original document.  
Signed at: Durbanville  
on 5 December 2019  
W. du Toit V186  
Commissioner of Oaths  
W. du Toit  
Reverend  
DR Church Stellenberg, Edelweiss Way,  
Eversdal, Cape Town 021 976 4519

  
.....  
Visekanselier

  
.....  
Dekaan

  
.....  
Direkteur: Studenteadministrasie



25 Maart 1996

Blocfontein



Certified as a true copy of the original document.

Signed at: Durbanville

on 5 December 2019

W. duvenhage  
Commissioner of Oaths

[Signature] V186

Reverend  
DR Church Stellenberg, Edelweiss Way,  
Eversdal, Cape Town 021 976 4519

# Die Universiteit van Stellenbosch

Hiermee word verklaar dat nademaal

DIRK JOHANNES BRAND

ten opsigte van die Baccalaureus-graadkursus in die Regsgeleerdheid, voldoen het aan al die vereistes soos neergelê in Wet Nr. 37 van 1959 en die Statuut en Regulasies van die Universiteit, die graad

**Baccalaureus in die Regsgeleerdheid (LL.B.)**

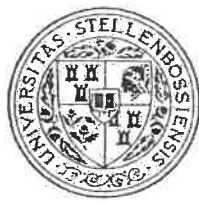
met al die regte en voorregte daaraan verbonde, by geleentheid van 'n Kongregasie van die Universiteit op

7 DESEMBER 1983

aan HOM verleen is.

[Signature]  
REKTOR

[Signature]  
REGISTRATEUR



Stellenbosch

7 DESEMBER 1983

# Die Universiteit van Stellenbosch

Annexure D4-4

Hiermee word verklaar dat nademaal

DIRK JOHANNES BRAND

ten opsigte van die driejarige Baccalaureus-graadkursus in die Handelswetenskappe voldoen het aan al die vereistes soos neergelê in Wet Nr. 37 van 1959 en die Statuut en Regulasies van die Universiteit, die graad



Gesertifiseer 'n ware afdruk van die oorspronklike

*M. van Rooyen*  
ns. Registrateur (Akademies)

## Baccalaureus in die Handelswetenskappe (B.Comm.)

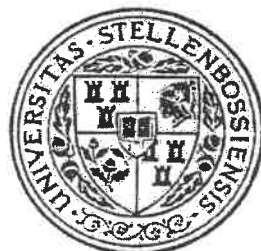
met al die regte en voorregte daaraan verbonde, by geleentheid van 'n Kongregasie van die Universiteit op

9 DESEMBER 1980

aan HOM verleen is.

*J. W. van der Merwe*  
REKTOR

*P. J. van der Merwe*  
REGISTRATEUR



Stellenbosch

9 DESEMBER 1980



## To Whom It May Concern

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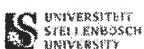
1. Accredited training on Unit standards 116361, 116344, 116348, 11658 and 116339 which covers the topics of Legislative frameworks, Intergovernmental fiscal relations, strategic planning processes and risk management specifically. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management Program and Dirk provided the training to more than 50 different groups of students over the last 10 years. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during April and May 2019.
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With professional regards

A handwritten signature in black ink, appearing to read 'Erwin Schwella', written over a horizontal line.

**Prof Erwin Schwella** BA (Law), BA Hons, MPA, PhD (Stell)  
 Emeritus Professor; Expert Public Affairs Consultant  
 Dean School of Social Innovation | Hugonote College, South Africa  
 Emeritus Professor of Public Leadership | Stellenbosch University  
 Professor of Public Leadership | Tilburg University, The Netherlands  
 Professorial Fellow | Leiden Leadership Centre, Universiteit Leiden, The Netherlands  
 Research Fellow | Vrije University of Amsterdam  
 e: erwin@schwella.co.za | t: +27 (0) 21 910 0962 | Cell: +27 (0) 83 627 2377



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 PO Box/Posbus 610, Bellville, 7530, RSA Tel: +27 (0) 21 918 4122 / Fax/Faks: +27 (0) 21 918 4123 / www.spl.sun.ac.za

## Curriculum vitae

### **Dr JACQUES FRANCOIS STOFBERG**

*B.Compt (Hons), CTA, M.Phil (Future Studies), PhD (Science & Technology Studies)  
CHARTERED ACCOUNTANT (SA)*

#### **Personal Details**

Name: Dr Jacques Francois Stofberg  
Date of Birth: 23/10/1969  
ID no. 691023 5067 083  
Postal address: P.O. Box 695, Paarl, 7620  
Residential address: 25 Vrede Development, Sanddrift Street, Paarl, 7646  
Phone number: 082 808 5411 or 021 100 3607 (w) or 021 870 1513 (h)  
E-mail address: jfs@getfin.co.za

#### **Executive Summary**

I am an extraordinary Lecturer at the School for Public Leadership (SPL) at Stellenbosch University. I give lectures to Municipal Managers and staff on unit standards on the Municipal Minimum Competency Levels Training Programme presented by SPL as per the requirements of the LGSETA and in particular on Generally Recognised Accounting Practice (GRAP) statements. I am a member of the SA Institute of Directors and also a non-executive Board member of a number of private companies and Non Profit Companies.

I am also director of GetFin AFS (Paarl) that executes on the Financial Record Keeping Programme (FRK Project), managed by the Western Cape Dept of Agriculture (DOA) for Emerging farmers. Services rendered to DOA included but is not limited to the Compilation of and/or Audit Review of Annual Financial Statements (AFS).

After completing Articles of Clerkship in 1993, I started my career in corporate finance at Oceana Group Ltd and was promoted to Group Accountant from 1997 to 1999. I then joined the technology transfer office (TTO), now called InnovUS at Stellenbosch University from 2000 to 2005 as financial manager and assisted in managing the intellectual property (IP) portfolio of the university. I lectured on occasion to various faculties of the university in the field of intellectual property and technological innovation. I have led a number of teams that drafted policy documents for the university.

I qualified with a Bachelor of Accounting Science (B. Compt) degree from UNISA followed by the Honors B. Compt (UNISA) degree, CTA and qualified as a Chartered Accountant (SA) in 1999. I received a fellowship award offered by the Worshipful Company of Chartered Accountants of England and Wales at Oxford University during the year 2000. The award was funded by the Association of Commonwealth Universities (ACU) to do research for a M.Phil (Future Studies) degree at Stellenbosch University under the guidance of Dr Robert Pitkethly at Oxford. I received a similar award in 2004 from the Harry Crossley Foundation to do research at the TTO of North Carolina State University, Raleigh, USA. I have just completed the requirements for a PhD in Science and Technology Studies at Stellenbosch University. The

PhD was presented by CREST (the Centre for Research on Science and Technology) at Stellenbosch University.

I am a long serving member (since July 1999) of the South African Institute of Chartered Accountants (SAICA) and have excellent and innovative problem solving skills. I have good interpersonal skills and am able to work independently and under pressure. I am thorough, assertive, self-driven and respected. I have an interest in promoting social awareness and improving management in local government by training and assisting local municipalities and district municipalities.

### **Detailed Curriculum Vitae**

#### **Personal Details**

Name: Dr Jacques Francois Stofberg  
Date of Birth: 23/10/1969  
ID no. 691023 5067 083  
Postal address: P.O. Box 695, Paarl, 7620  
Residential address: 25 Vrede Development, Sanddrift Street, Paarl, 7646  
Phone number: 082 808 5411 or 021 100 3607 (w) or 021 870 1513 (h)  
E-mail address: jfs@getfin.co.za

I am:

- An assertive and innovative leader that has the ability to achieve success in business through motivation and team building skills.
- A respected businessman that positively inspires and provides strategic leadership that motivates fellow employees to perform at their best in achieving business outcomes of the organisation.
- A thorough, analytical and competent Chartered Accountant with excellent problem solving and strong interpersonal skills, being able to work independently and under pressure.
- A pro-active individual, self driven and experienced member of the business community.
- A lateral thinker and dealmaker with an entrepreneurial flair.

#### **Career Objective, Ambitions, Personal attributes**

I aim to perform to the best of my abilities and achieve the highest accolade within my field of expertise. I want to make a difference by actively and positively influencing those that report to me and those that I report to. I consider myself to be a modern leader that motivates and inspires fellow staff members in becoming the best they can be for the corporation to obtain maximum benefit from its staff. I have always been a reliable, responsible and punctual person and set high standards for myself. I try to be conscientious and diplomatic when dealing with others. I am a pro-active self-starter and extrovert, with the ability to work independently using own initiative. I am assertive, driven and goal orientated and performs well under pressure. I am motivated, passionate and energetic, confident and well presented. I command strong communication skills and have high regard to confidentiality. I have the ability to multi-task and think laterally with an entrepreneurial

flair. Improving and broadening my experience and knowledge in my chosen career is very important to me.

### Employment History

#### 03/2016 - Current: Stellenbosch University (Extraordinary Lecturer)

Extraordinary Lecturer at the School for Public Leadership (SPL) at Stellenbosch University. I give lectures to Municipal managers and staff on unit standards on the Municipal Minimum Competency Levels Training Programme presented by SPL as per the requirements of the LGSETA and in particular on Generally Recognised Accounting Practice (GRAP) statements. These unit modules standards includes but is not limited to:

- 116339 - Apply risk management in South African municipalities
- 116342 (Apply approaches to managing municipal income and expenditure within a multi-year framework)
- 116345 (Apply the principles for budgeting within a municipality)
- 116362 (Manage a municipality's assets and liabilities)
- 116363 (Prepare and analyse municipal financial reports)
- 119334 (Discuss the selected legislative regulatory framework governing the public sector management and administration environment)
- 119348 (Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process)
- 119352 (Apply principles of information systems to public finance and administration)
- 119341 (Apply cost management information systems in the preparation of management reports)
- 119331 (Conduct working capital management activities in accordance with sound financial management policy)
- 116358 (Contribute to the strategic process in a South African municipality)
- 116364 (Plan a municipal budgeting and reporting cycle)
- 116353 (Participate in the design and implementation of municipal supply chain management)
- 116351 (Conducting auditing, planning and implantation in a South African municipality)
- 119350 (Apply accounting principles and procedures in the preparation of reports and decision making)
- 119343 (Apply operations research principles and tools in the management of project activities and resources)
- 116343 (Apply the principles of ethics in a municipal environment)
- 116361 (Interpret South African legislation and policy affecting municipal financial management)
- 116341 (Conduct performance management to a South African municipal environment)
- 116348 (Conduct stakeholder consultation around municipal finance programmes)

#### 03/2016 - Current: Director of GetFiN AFS

Co-ordination of office staff for project implementation of the Financial Record Keeping Programme (FRK Project) for Emerging farmers in the Western Cape. The aim of the project is to promote the understanding by emerging farmers' of their financial

recordkeeping duties and reporting functions to improve financial decisions within their farming enterprise. The intervention includes preparation of Annual Financial Statements and Income Tax returns for 45 Farmer businesses as well as training provided to approximately 200 farmers and Officials of the Department of Agriculture (DOA) in the Western Cape Province.

#### 01/2006 - 02/2016: Executive Director: Possibility Procurement (Pty) Ltd

Providing services as Head of Finance to a number of companies on financial matters and performing various accounting functions to Vv4 AGRi ([www.vv4.co.za](http://www.vv4.co.za)), SAAD Investment Holdings ([www.saad.co.za](http://www.saad.co.za)) and the Tree of Life Foundation ([www.tol.org.za](http://www.tol.org.za)). Tree of Life, a registered Public Benefit Organisation (PBO).

##### International Negotiations / Corporate Advisory - various clients

- Represented Hebron Holdings SA in Kinshasa (Democratic Republic of Congo) in negotiations [February 2010] with company auditors and bankers of Hebron Holdings Congo SPRL (a DRC registered company),
- Visited Lusambo in Eastern Democratic Republic of Congo for discussions with local chiefs about a proposed mining project,
- Facilitating negotiations (2007) between a supplier of recycled plastic material in Malaysia (Heng Hiap Industries <http://henghiap.asiaep.com>) to various producers of plastic goods in England, Netherlands and Germany,
- Chairman of the Board of Directors (Non-executive) of Consultus (Pty)Ltd, ([www.consultus.co.za](http://www.consultus.co.za)) and member of Remuneration Committee,
- Reviewing contracts and legal agreements with customers and joint venture partners,
- Valuation of existing and target companies in mergers and acquisitions.
- Analyse and investigate (perform due diligence) potential investee companies, including their products, services, markets, management, financial viability, and competitive position and advising the investment committee accordingly.

#### 01/2000 - 11/2005 Financial Manager at Stellenbosch University's (InnovUS - Formerly Unistel Group Holdings) Technology Transfer Office [www.innovus.co.za](http://www.innovus.co.za)

##### Duties

- Valuing intellectual property (IP) including patented inventions and software,
- Ensuring that the IP is marketed and licensed under the best financial and legal conditions,
- Working closely with university faculty and staff, research sponsors, industry representatives and patent attorneys,
- Negotiating equity and license agreements to start-up/existing companies (such as VIN13 [[www.innovus.co.za/pages/english/technology/licensing-agreements.php](http://www.innovus.co.za/pages/english/technology/licensing-agreements.php)]) and managing the private equity portfolio of the university,

- Analyse and investigate potential dispositions of investments, including valuation of the investee company, identification of potential acquirers and evaluation of offers made by such potential acquirers,
- identify bank and institutional sources of financing, arrangement of appropriate introductions and marketing of financing proposals,
- monitor the performance of investee companies and, where appropriate, providing advice to the management of the investee companies during the life of the investment.
- Ensuring adherence to IP policies and good corporate governance. Establishing and maintaining networks with investor community and entrepreneurs. Evaluating business plans submitted and seeking investors,

**10/1997 - 12/1999 Group Accountant at Oceana Group Ltd (JSE Listed) [www.oceana.co.za](http://www.oceana.co.za)**

Duties

- Preparing Group Consolidated Annual Financial Statements (AFS)
- Preparing quarterly management reports for Oceana Group directors' meetings,
- Monitoring adherence to accounting policies, statutory requirements, income tax laws & corporate governance,
- Chairman of Group Accountants' monthly Accounting Revision Committee,
- Design implement and maintain adequate financial systems and internal controls
- Building stakeholder relationships with internal and external auditors,

**06/1993 - 09/1997 Financial Manager at Epping Cold Storage (Pty) Ltd (subsidiary of Oceana Group Ltd)**

Duties

- Management of all functions within accounting department
- Training and recruiting staff,
- Annual budgets, Monthly reports, Annual Financial statements,
- Strategic planning & goal setting.

**01/1988 - 05/1993 Trainee Accountant at H. Tarley & Co (Chartered Accountants), Cape Town**

Duties

- Recording of transactions - to trail balance & annual financial statements,
- Auditing - statutory & non-statutory audits,
- Income Tax - individuals, companies, Close Corporations & Trusts,
- Establishing accounting systems,
- Evaluating & implementing internal control procedures,
- Liaison with management of clients,
- Reviewing budgets & cash flow statements,
- Implementing & accounting for VAT.

**Education**

History of Academic achievements/qualifications



- 2019: Doctor of Philosophy (PhD - Science and Technology Studies). Title of dissertation was: Commercialising Intellectual Property emanating from universities in the Western Cape Province, SA.
- 2017: Completed 20 Unit Standards (CFO and Municipal Manager Competency Levels attained) of the Municipal Minimum Competency Levels Training Programme presented by the School of Public Leadership, University of Stellenbosch. The authority of this specific programme is the Local Government SETA (LGSETA) and is rolled out according to the Government Gazette: Municipal Finance Management Act, 2007.
- 2004: Harry Crossley Bursary Award to do research at North Carolina State University, Raleigh, North Carolina, USA.
- 2001: Master of Philosophy (Future Studies) - M.Phil at Stellenbosch University (USB Business School, Prof Andre Roux).
- 2000: Worshipful Company of CA's Fellowship (UK) at Oxford University, offered by the Association of Commonwealth Universities (ACU) to do research for Masters degree on the commercialisation of intellectual property.
- 1999: CA (SA) (Professional Qualification) of South African Institute of Chartered Accountants
- 1996: Certificate in the Theory of Accounting (CTA) (Diploma) at University of South Africa
- 1995: Honors of Accounting Science (Hons.B.Compt) at University of South Africa  
Subjects: Advanced Financial Accounting,  
Advanced Accounting Information Systems,  
Advanced Management Accounting,  
Advanced Taxation, Applied Taxation.
- 1992: Bachelor of Accounting Science (B.Compt) at University of South Africa
- 1987: School (Grade 12) at Walvis Bay High School, Namibia.  
Subjects: Afrikaans, English, Accounting, Mathematics, Biology, Economics.

#### **Leadership roles**

Director of companies (including non-executive Chairman) - Both (Pty) Ltd and NPC  
Trustee of Non-Profit Trust (NPO) and Public Benefit Organisation (PBO)  
Election Observer - 2019 SA National Elections  
Deputy Head boy - High School  
Academics Colours - Grade 11  
AO2 - Cadets & Prefect - Primary School

#### **Skills / Experience**

I have superb organisational, communication and negotiation skills. I have a thorough knowledge of Accounting & Auditing Standards in South Africa and have solid experience in Taxation planning and compliance. I am a confident presented and experienced academic lecturer. I have exceptional ability to achieve business outcomes through high-level motivation, influencing and team building skills. I have a network of contacts and business associates in various fields on interests in SA namely the Non-profit sector, Local Government, Higher Education and Businesses in Commerce and Industry. Solid knowledge of Pastel Accounting and Pastel Payroll. Good working knowledge of IFRS / GRAP / GAAP and the new Companies Act of 2008. Very good experience and practical knowledge of Taxation legislation and tax structuring in SA being a SARS Tax Practitioner and complying with the Annual CPD Requirements set by SARS.

#### Languages

Fluent in both English & Afrikaans

#### **Professional Associations**

Since 1999: South African Institute of CA's (SAICA) (Membership number: 03124208)

Member of the Institute of Directors in SA (IOD)

Registered Tax Practitioner with SARS

#### **Sports and hobbies**

Rugby (armchair supporter), table-tennis and cricket are sports that I enjoy very much. I mentored participants and members of the organizing committee of the Brightest Young Minds ([www.bym.co.za](http://www.bym.co.za)) initiative at Stellenbosch University. The aim of BYM is to create a platform across all tertiary institutions in South Africa that showcases the academic excellence of student members of this organisation and fast track their development for the benefit of the country.

My research interests include: Social Innovation, Entrepreneurship, Strategic Leadership, Corporate Governance, Mentoring, Management & Commercialisation of Intellectual Property, Valuation of Intangible Assets and Companies, Technological Innovation and Technology Transfer in the Knowledge Economy of the future.

#### **References**

References are available on request.

I declare that the above information is true and correct.



**Dr Jacques F Stofberg**

**B. Compt (Hons), CTA, M.Phil, PhD (Science & Technology Studies)**

**Chartered Accountant (SA)**



## To Whom It May Concern

### **RE: RISK MANAGEMENT TRAINING – Reference Letter – Dr Jacques Stofberg**

Dr Jacques Francois Stofberg has been appointed as an Extraordinary Lecturer at the University of Stellenbosch: School for Public Leadership (SPL) since January 2017. With his background as Chartered Accountant (SA) providing services to various Governmental institutions and also Corporate Businesses in Commerce and Industry, his skills were used in several areas applicable Risk Management.

Two specific areas of relevance of his work include but is not limited to:

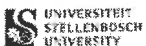
1. Accredited training on Unit standards 116339 and 116351 for Stellenbosch University which covers the topics of risk management and internal audit specifically. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management Program and Jacques provided the training to more many different groups of students over the last 3 years. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during April and May 2019.
2. SPL has signed a transversal training contract with the Western Cape Provincial Treasury for a period of three years. This training included a specific training intervention on risk management and combined assurance. A specific requirement of the client was that such training should be ISO 31000 and COSO compliant. These training sessions have taken place in September 2017 (2 sessions with 88 students) Feb 2018 with two groups of students and September 2018. Another session is scheduled for September 2019. Jacques's specific responsibilities in this regard included:
  - a. The development of material for the approval by the contractor;
  - b. The development of the course programs;
  - c. The coordination of registration, attendance, facilitation, facilities and evaluation of course material and presentations;
  - d. As training was competency based, the marking of both tests and assignments were part of his responsibilities.

As many of SPL's training contracts are spread all over the Western Cape, there is a significant reliance on a presenter to ensure all administrative responsibilities are executed effectively and efficiently. During the last three Jacques has proven to be a strong team member.

With professional regards

A handwritten signature in black ink, appearing to read 'Erwin Schwella', written over a horizontal line.

**Prof Erwin Schwella** BA (Law), BA Hons, MPA, PhD (Stell)  
 Emeritus Professor; Expert Public Affairs Consultant  
 Dean School of Social Innovation | Hugenoet College, South Africa  
 Emeritus Professor of Public Leadership | Stellenbosch University  
 Professor of Public Leadership | Tilburg University, The Netherlands  
 Professorial Fellow | Leiden Leadership Centre, Universiteit Leiden, The Netherlands  
 Research Fellow | Vrije University of Amsterdam  
 e: erwin@schwella.co.za | t: +27 (0) 21 910 0962 | Cell: +27 (0) 83 627 2377



SCHOOL OF PUBLIC LEADERSHIP • SKOOL VIR PUBLIEKE LEIERSKAP

Bellville Park Campus / Kampus: Carl Cronje Drive/Rylaan, Bellville, 7535, RSA  
 PO Box/Posbus 610, Bellville, 7530, RSA Tel: +27 (0) 21 918 4122 / Fax/Faks: +27 (0) 21 918 4123 / www.spl.sun.ac.za



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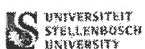
1. Accredited training on Unit standards 116364, 116340, 116347, 116346, 116339 and 116351 for Stellenbosch University which covers the topics of capital budgeting, costing cash flow and investment management, asset management, risk management and internal audit specifically. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management Program and Jacques provided the training to more many different groups of students over the last 3 years. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during April and May 2019.
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## Karel van der Molen

53 Gillian Street, Eversdal, Durbanville, 7550

**Telephone:** (021) 918 4122 (o)

**Cell:** 083 444 5891

**E-mail:** kvdm@sun.ac.za

**Profile:** Experienced human resource practitioner, coach and mentor, admitted attorney, lecturer, facilitator, accredited trainer (LGSETA and ETDP SETA-accredited Assessor) and consultant with qualifications in law, financial services and human resource management. Strong background in and experienced facilitator in a wide variety of areas in the public sector environment and (since 2010) on the Minimum Municipal Competency Programme. Strong focus on strategic and business management, people development and management, competency assessment, organisational transformation and design. High level of interpersonal interaction combined with sound problem analysis capacity. Well-developed communication, planning and organisation skills, with strong aptitude to motivate and train teams and individuals in order to transfer skills. High levels of cognitive and emotional capacity. Versatile, adaptable and energetic. Strong focus on mentoring, empowering and enabling adult learners to become self-directed and life-long learners and to make an impact on their environments.

### AREAS OF COMPETENCIES

- Legal, Human Resource and Financial Services qualifications
- Admitted Attorney
- Master Human Resource Practitioner and Mentor
- Minimum Municipal Competency Programme Facilitator: 15 modules (see below)
- Human Resources Strategy and Development, Leadership and Organisational Management
- Strategic Management, Business Planning and Scenario Building
- Team Learning, Motivation and Service Delivery
- Tutoring, Coaching, Mentoring and Consulting
- Qualitative and Action Research, Editing and Report Writing
- Labour and Industrial Relations and Conflict Management and Negotiator
- Lecturing, Facilitating and Training (national and international) – LGSETA and ETDP SETA-accredited Assessor

### EDUCATION

- Stellenbosch University  
**M.A. (Public & Development Management)**
- Stellenbosch University  
**B. A. (Law)**
- University of South Africa  
**B.Proc.**
- University of South Africa  
**Human Resource Management Programme**
- Chartered Insurance Institute (London)  
**Associate Membership examination**
- Human Resource, Legal, Personnel and Business courses, workshops and seminars

### PERSONAL INFORMATION

- Name : Karel Harry van der Molen
- Identity number : 501022 5119 084
- Citizenship : South African
- Languages : English, Afrikaans, Dutch
- Interests : History, current affairs, reading, art, music, youth work

<b>WORK EXPERIENCE</b>
------------------------

- **Associate of:**
  - Next Step Academy – Facilitator
  - Huguenot College – Lecturer
  - CiviNovus

- **Stellenbosch University**  
**(School of Public Leadership)**  
**Professional Associate**  
1 June 1998 – 31 December 2017

Developing and presenting lectures on law, human resources management, coaching and mentoring, ethics and related subjects and topics, in addition to seminars and workshops on leadership and management, strategic planning, service delivery and other human resource and law-related topics and subjects for wide variety of public sector departments (in all spheres of government), organisations and institutions. Facilitator on the Minimum Municipal Competency Programme (since 2010). Participated in various programmes at the Kennedy School of Government (Harvard University), the Namibia Institute of Public Administration and Management (NIPAM), University of Umeå (Sweden), the Lerotholi Polytechnic (Lesotho). External examiner for the University of the Free State. Developed and drafted the SABPP Mentoring Programme and accredited Ethics Programme facilitator. Careers Expert for *Women24.com*. ETDP SETA and LGSETA-accredited Assessor.

- **General Accident Insurance Company** (now part of Old Mutual Insurance)  
**Management Development Consultant**  
January 1992 – May 1998

Provision of all Human Resource functions, recruitment and selection, performance management, training and development, human relations and labour relations and administrative systems for the Cape and Natal regions. Development of various programmes and interventions for the restructuring and repositioning of the company.

**Manager – Port Elizabeth and Cape Town**  
January 1988 – December 1991

Responsible for the development, growth of the income and profitability, the improvement of the company's image and customer relations and service. Responsible for staff and unit development and training.

**Head Office Computer Project Team**  
September 1985 – December 1987

Developing and implementing various computer systems that were part of the overall insurance management system. Providing legal advice and counsel to the company and to the staff.

**Legal Advisor**  
July 1980 – August 1985

Attending to all aspects of claims and providing of legal advice and counsel to the company.

- **Buirski Herbstein & Ipp**  
**Legal Articled Clerk**  
March 1977 – June 1980

Gained all the necessary experience and expertise to qualify and be admitted as an Attorney of the High Court of South Africa

**Public Prosecutor**  
January 1974 – February 1977

Attended to the prosecution and administration of criminal and other cases in the Magistrate's Court.

- **Volunteer at:**
  - Fisantekraal Centre of Development (Facilitator)
  - Tape Aids for the Blind (Editor)
  - Durbanville Children's Home (Member of the Personnel Committee)

<b>PROFESSIONAL MEMBERSHIP</b>
--------------------------------

- High Court of South Africa  
**Attorney**
- South African Board for People Practices (SABPP)  
**Master Human Resource Practitioner (Generalist)**  
**Registered Mentor**  
**Vice Chair: Western Cape Committee**
- Coaches and Mentors of South Africa (COMENSA) (pre-2018)  
**Registered Coach/Mentor Practitioner**  
**Member – Ethics Portfolio Committee**
- Journal of Public Affairs Education (Evans School of Public Affairs, University of Washington)  
**Editorial Board Member**

*Certificates and further information available on request*

<b>MINIMUM MUNICIPAL COMPETENCY MODULES</b>
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The following Unit Standards have been presented to a large number of municipalities in the Western Cape, Northern Cape and the Eastern Cape. In addition, some of these have also been presented to senior officials in the Western Cape Government:

- US 116339
- US 116340
- US 116341
- US 116342
- US 116343
- US 116344
- US 116345
- US 116346
- US 116348
- US 116351
- US 116358
- US 116361
- US 116362
- US 116364
- US 119334



## To Whom It May Concern

### **RE: RISK MANAGEMENT TRAINING – Reference Letter – Karel van der Molen**

Karel van der Molen has been appointed as an Extraordinary Lecturer at the University of Stellenbosch: School for Public Leadership (SPL) since September 2010.

Two specific areas of relevance include:

1. Accredited training on Unit standards 116361, 116344, 116348, 11658 and 116339 116353, 116351 which covers the topics of Supply chain management, legislative frameworks, Intergovernmental fiscal relations, strategic planning processes and risk management specifically. SPL is accredited with the LGSETA to provide training on the Municipal Financial Management Program and Karel provided the training to more than 50 different groups of students over the last 10 years. His most recent training interventions were in March 2019 on the Open program at the campus, and at the Cape Agulhas training sessions during September 2019.

As many of SPL's training contracts are spread all over the Western Cape, there is a significant reliance on a presenter to ensure all administrative responsibilities are executed effectively. During the last ten years Karel proved to be a reliable team member.

With professional regards

A handwritten signature in black ink, appearing to read 'Erwin Schwella', written in a cursive style.

**Prof Erwin Schwella** BA (Law), BA Hons, MPA, PhD (Stell)  
 Emeritus Professor; Expert Public Affairs Consultant  
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 Research Fellow | Vrije University of Amsterdam  
 e: erwin@schwella.co.za | t: +27 (0) 21 910 0962 | Cell: +27 (0) 83 627 2377



# Die Universiteit van Stellenbosch

Hiermee word verklaar dat nademaal

KAREL HARRY VAN DER MOLEN

ten opsigte van die driejarige Baccalaureus-graadkursus  
in die Lettere en Wysbegeerte met

Hoofvakke: \*\* PRIVAATREG III; STAATSLER III; ROMEINSE REG \*\*

Byvakke: \*\* LATYN IB; STAATSFILOSOFIE I; AFRIKAANS I; SPESIALE ENGELS

voldoen het aan al die vereistes soos neergelê in Wet  
Nr. 37 van 1959 en die Statuut en Regulasies van die  
Universiteit, die graad

## Baccalaureus in die Lettere en Wysbegeerte (B.A.)

met al die regte en voorregte daaraan verbonde, by  
geleentheid van 'n Kongregasie van die Universiteit op

6 DESEMBER 1973 aan hom verleen is.

*J. du Toit*

REKTOR

*R.P. Louw*

REGISTRATEUR



Stellenbosch

6 DESEMBER 1973

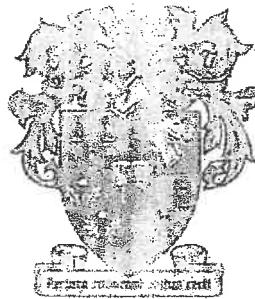
SOUTH AFRICAN POLICE SERVICE COMMUNITY SERVICE CENTRE
27 FEB 2020
P.O. BOX 22, DURBANVILLE 7551 TEL: 021 970 3031 FAX: 021 970 4472 SOUTH AFRICAN POLICE SERVICE

CERTIFY THAT THIS DOCUMENT IS A  
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WHICH WAS EXAMINED BY ME AND THAT,  
FROM MY OBSERVATIONS THE ORIGINAL  
HAS NOT BEEN ALTERED IN ANY MANNER

DATE

SIGNATURE & print:

0104163



UNIVERSITY OF STELLENBOSCH

*This is to certify that whereas*

**KAREL HARRY VAN DER MOLEN**

*had complied with all the conditions prescribed  
in the Act, Statute and Rules of the University,  
the degree*

**MASTER OF ARTS  
(MA)  
(Public and Development Management)**

*with all the rights and privileges pertaining thereto was conferred on  
him at a congregation of the University in December 2009.*

I CERTIFY THAT THIS DOCUMENT IS A REPRODUCTION / COPY OF THE ORIGINAL WHICH WAS EXAMINED BY ME AND THAT, IN ALL CIRCUMSTANCES, THE ORIGINAL HAS NOT BEEN ALTERED IN ANY MANNER

SOUTH AFRICAN POLICE SERVICE  
COMMUNITY SERVICE CENTRE  
27 FEB 2020  
DATE  
REC. NO. BOX 12, DURBANVILLE 7551  
TEL: 021 970 8931 FAX: 021 970 4472  
SOUTH AFRICAN POLICE SERVICE

SIGNATURE & print:

DEAN



REGISTRAR  
4 December 2009

This certificate was issued in both Afrikaans and English. In the unlikely event of an inconsistency in the wording, the Afrikaans text shall have precedence.



47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

24-Oct-18

Karel Van der Molen  
53 Gillian Street  
Durbanville  
Tygerberg  
7550

Dear Sir/Madam

**Notification of registration as a LGSeta assessor**

Enclosed herewith please find your assessor registration portfolio with the LGSeta

**Assessor registration with the LGSeta**

A. Your assessor identifier with LGSeta	<b>LGRS-A1808-313</b>
B. Your ETQA ID with the LGSeta	<b>597</b>
C. Your assessor status with LGSeta	<b>REGISTERED</b>
D. Registered as an assessor from	<b>30/08/2018</b>
To	<b>29/08/2021</b>
E. Your record was last updated on	<b>30/08/2018</b>

Please feel free to raise any queries to the ETQA office closest to your province.

Yours truly

*P. Mkele*  
**Pumla Mkele**  
**ETQA Manager**  
**pumlam@lgseta.org.za**

I CERTIFY THAT THIS DOCUMENT IS A REPRODUCTION / COPY OF THE ORIGINAL WHICH WAS EXAMINED BY ME AND THAT FROM MY OBSERVATIONS THE ORIGINAL HAS NOT BEEN ALTERED IN ANY MANNER  
*[Signature]*  
SIGNATURE & print

**SOUTH AFRICAN POLICE SERVICE**  
COMMUNITY SERVICE CENTRE  
DATE  
**27 FEB 2020**  
P.O. BOX 22, DURBANVILLE 7551  
TEL: 021 970 3931 FAX: 021 970 4472  
**SOUTH AFRICAN POLICE SERVICE**



47 Van Buuren Road, Bedfordview 2007, P O Box 1904, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

### Qualifications you are registered to assess

<u>Qualification ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
48965	Certificate: Municipal Financial Management	30-Aug-18	29-Aug-21

### Unit Standards you are registered to assess

<u>Unit Standard ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
119352	Apply principles of information systems to public finance and administration	30-Aug-18	29-Aug-21
119341	Apply cost management information systems in the preparation of management reports		
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration		
119353	Plan and implement public-private partnerships for municipal service delivery	31-Aug-18	29-Aug-21
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	31-Aug-18	29-Aug-21
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	31-Aug-18	29-Aug-21
119350	Apply accounting principles and procedures in the preparation of reports and decision making	31-Aug-18	29-Aug-21
119331	Conduct working capital management activities in accordance with sound financial management policy	31-Aug-18	29-Aug-21



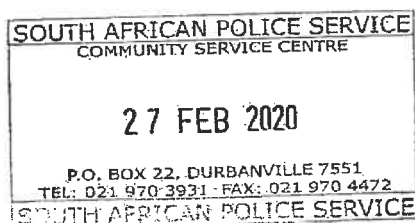
IGSETA 47 Van Buuren Road, Bedfordview 2007, P.O. Box 1964, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email info@igseta.org.za Website http://www.igseta.org.za

119343	Apply operations research principles and tools in the management of project activities and resources	31-Aug-18	29-Aug-21
116339	Apply risk management in South African municipalities	30-Aug-18	29-Aug-21
116340	Apply costing principles to municipal operational and service-based costing	30-Aug-18	29-Aug-21
116341	Conduct performance management to a South African municipal environment	30-Aug-18	29-Aug-21
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	30-Aug-18	29-Aug-21
116343	Apply the principles of ethics in a municipal environment	30-Aug-18	29-Aug-21
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	30-Aug-18	29-Aug-21
116345	Apply the principles of budgeting within a municipality	30-Aug-18	29-Aug-21
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	30-Aug-18	29-Aug-21
116347	Contribute to capital planning and financing	30-Aug-18	29-Aug-21
116348	Conduct stakeholder consultation around municipal finance programmes	30-Aug-18	29-Aug-21
116351	Conduct auditing planning and implementation in a South African municipality	30-Aug-18	29-Aug-21
116353	Participate in the design and implementation of municipal supply chain management	30-Aug-18	29-Aug-21
116357	Design internal control and internal control evaluation framework	30-Aug-18	29-Aug-21
116358	Contribute to the strategic planning process in a South African municipality	30-Aug-18	29-Aug-21

Accession / registration number: 116358

116358

Page 3 of 4



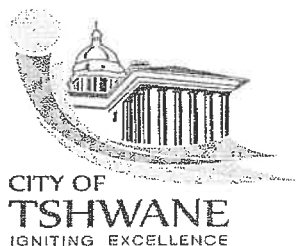
I CERTIFY THAT THIS DOCUMENT IS A REPRODUCTION / COPY OF THE ORIGINAL WHICH WAS EXAMINED BY ME AND THAT, FROM MY OBSERVATIONS, THE ORIGINAL HAS NOT BEEN ALTERED IN ANY MANNER

DATE \_\_\_\_\_ SIGNATURE & print: \_\_\_\_\_



**I G S** 47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@igseta.org.za](mailto:info@igseta.org.za) Website <http://www.igseta.org.za>

116360	Manage information technology resources in a municipal finance environment	30-Aug-18	29-Aug-21
116361	Interpret South African legislation and policy affecting municipal financial management	30-Aug-18	29-Aug-21
116362	Manage a municipality's assets and liabilities	30-Aug-18	29-Aug-21
116363	Prepare and analyse municipal financial reports	30-Aug-18	29-Aug-21
116364	Plan a municipal budgeting and reporting cycle	30-Aug-18	29-Aug-21
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	30-Aug-18	29-Aug-21
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	30-Aug-18	29-Aug-21



**Corporate and Shared Services Department**

**Tshwane Leadership and Management Academy**

Room A208 | Tshwane Academy | 11 Staatsartillerie Road | Pretoria West | 0183  
PO Box 440 | Pretoria | 0001  
Tel: 012 358 4007 | Fax: 012 358 0037  
Email: [mariamot@tshwane.gov.za](mailto:mariamot@tshwane.gov.za) | [www.tshwane.gov.za](http://www.tshwane.gov.za)

My ref:  
Your ref:  
Contact person: F. Labuschagne/ Esme Geldenhuys  
Division/Section/Unit: Tshwane Leadership and Management Academy

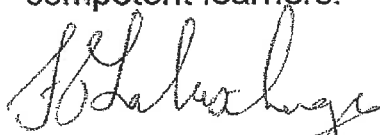
Tel: 012 358-0020/012-3580044  
Fax: 012 358-0037  
Email: [fransl@tshwane.gov.za](mailto:fransl@tshwane.gov.za)

**TO: PRO-ACTIVE COLLEGE**

**RE: TESTIMONIAL FOR TRAINING AND ASSESSMENT PROVIDED TO THE CITY OF TSHWANE**

**DATE: 30 JULY 2014**

The City of Tshwane and specifically the Tshwane Leadership and Management Academy would like to express our satisfaction with the level of training and assessment provided to us. The facilitator and assessor provided high standard of commitment and service and the results was satisfied and competent learners.

  
FJ LABUSCHAGNE  
DEPUTY DIRECTOR



**RAND WEST CITY**  
LOCAL MUNICIPALITY

05 November 2018

To whom it may concern


**REFERENCE FOR PRO-ACTIVE COLLEGE**

Pro-Active Public Services College was appointed in 2015 to provide the training services relating to the unit standards, building towards the Municipal Finance Management Programme (MFMP):

We found that the training was relevant, practical and of high quality. The facilitator, assessor and moderator were skilled and professional.

We can therefore, recommend Pro-Active Public Services College.

Kind regards



**GS VAN HEERDEN**  
**SKILLS DEVELOPMENT FACILITATOR**  
**RAND WEST CITY LOCAL MUNICIPALITY**  
**083 456 9906**



## Group Human Capital Management Department



Room 208 | Tshwane Academy | 11 Staatsartillerie Road| Pretoria West | Pretoria | 0002  
PO Box 440 | Pretoria | 0001

Tel: 012 358 0022/ 012 358 0093| Fax: 012 358 0037

Email: luckies@tshwane.gov.za | www.tshwane.gov.za | www.facebook.com/CityOf Tshwane

CITY OF  
**TSHWANE**  
UNITING EXCELLENCE

My ref:		Tel:	012 358 0020
Your ref:		Fax:	02 358 0037
Contact person:	F.J. Labuschagne	Email:	franst@tshwane.gov.za
Section/Unit:	TLMA		

2 November 2018

To whom it may concern,

### REFERENCE FOR PRO-ACTIVE COLLEGE

Pro-Active Public Services College was appointed to serve on a panel of preferred service providers from 2015 to 2018 to provide the following services relating to the unit standards, building towards the Municipal Finance Management Programme (MFMP):

- Facilitation
- Assessment
- Moderation

We found that the facilitators from Pro-Active Public Services College were suitably skilled and experienced to facilitate relevant training and to answer job related questions. The assessment / moderation process was administered professionally.

We were therefore, satisfied with the services from Pro-Active Public Services College.

Kind regards

F. J. Labuschagne  
Competency Development and Training section



Working together for a skilled tomorrow

Ground Floor, North Wing, Oakhurst,  
11 St. Andrews Road, Parktown,  
Johannesburg 2193  
PO Box 32035, Braamfontein 20 7

Tel 011 544 2000  
Fax 011 484 0367  
Email info@inseta.org.za  
Website www.inseta.org.za

5 October 2012

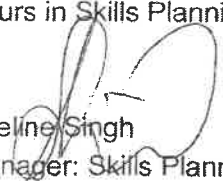
**RE: Work commissioned to Pro Active College**

To whom it may concern

Pro-Active College provided Skills Development Facilitator and Assessor training for INSETA stakeholders from 2009 - 2011. Pro-Active College provided training of a high quality and always acted professionally.

They were thorough in the compilation of documentation for DHET reporting and reporting back on learner progress and it is therefore without hesitation that I recommend Pro Active College for other similar work.

Yours in Skills Planning and Development,

  
Adeline Singh  
Manager: Skills Planning and Development  
011 544 2000  
083 503 3997

**Board Members:** M. Msiwa (Chairperson), A. Keet (Ministerial appointee), T. Gool (Ministerial appointee), G. Conradie (Labour), A. D'Alton (Business), C. Duma (Labour), R. Govenden (Business), V. Harrpersadh (Labour), M. Machai (Business), B. McKay (Labour), M. Naidoo (Labour), S. Kumari Padayachee (Business), J. Ramsunder (Business), W. Scya (Labour) and B. Scott (Business)

**CEO:** S. Dunn



**GetFiN**

Accounting & Tax Services

GetFiN AFS (Pty) Ltd, (Reg. No. 2016/004928/07)  
A03 La Concorde Building, 57 Main Street, Paarl, 7646  
☎ (021) 100 3607, VAT no: 4850276868

28 March 2019

To whom it may concern

**Municipal Financial Management Program (MFMP)**

GetFiN AFS is a financial services company that operates in the accounting and public sector environment. As the MFMP is a requirement for senior officials in the local government sphere, GetFiN arranged for its key employees to attend MFMP training presented by Assessment and RPL College (Pty) Ltd ("AARC").

The training was professionally done by experienced trainers. The trainers were not only academics, but came from a local government consultancy background. On average most of the trainers had more than 20 years' experience.

AARC is accredited with LGSETA and they have both in-class and e-learning faculty. Their e-learning faculty is much more updated than the current prescribed learner materials of National Treasury. Although both versions have been made available, the online version contains the latest references and best practices, videos, links to other relevant materials and students have free access to the latest versions after a unit standard has been completed.

Trainers have the ability to engage in discussions, the assessments were fair, and the moderated results were loaded onto the recording systems within 4 weeks after completion of a unit standard. AARC provided us with competency certificates as per the LGSETA requirements. The process of facilitation, assessment and moderation was professionally done.

We have no hesitation in recommending their services to any prospective MMC student.

Yours faithfully

C Jones CA (SA)  
Director

**CV: PIERRE VAN DER MERWE**

Pierre is an Independent Service Provider, consulting and training in the Management, Administrative Management and Financial Management disciplines, specializing in Risk Management, Budgeting, Strategic Planning, Supply Chain Management, Auditing, Project Management, Educating and Training.

He held a variety of positions in government and private sectors including Managing Director, Financial Director, Financial Manager (CFO), Chairperson of Audit Committees, Director Internal Auditing, Manager Corporate Auditing, Accountant, Lecturer, and Training Development Manager of a professional institute.

**EXPERIENCE:**

Over the past 14 years, Pierre has been involved in a variety of public and private organizations, consulting, research and development, educating and training at strategic and operational levels to project specifications of clients, implementing financial and other management strategies, policies, procedures & techniques.

He participated in several large local and international projects including the design and development of strategies, plans, policies, budgets, financial policies and procedures, internal controls, risk assessments, risk management systems and plans, design. Clients serviced include large national government departments as well as provincial and local governments, and public entities. Services provided included assisting with risk assessments, writing risk strategies, policies, plans, and processes.


As Financial Manager he was also responsible for the Supply Chain Management Function and responsible for administering the motor vehicle financing schemes. He was also responsible for managing his own fleets of vehicles for 9 years.

**EDUCATIONAL & PROFESSIONAL:**

Pierre has a Honns. B. Comm. majoring in Budgeting, Strategic Management, HR Management and Investment Management and an M. Comm., majoring in Budgeting. He served in management positions in several professional bodies and served six terms as Chair of Audit Committees. He is a SAQA accredited Assessor and Moderator for more than 15 years.

**EXAMPLES OF CONSULTING AND DEVELOPMENT ASSIGNMENTS 1996-2014**

*Consulted AEGIS assurance 1997 on financial- and fraud auditing*  
*Consulted Department of State Expenditure on the appointment of an Internal Audit Head and awarding a contract for developing an Internal Auditing function for the Department*

"I herewith certify that I have scrutinized the original document of which this is a copy and that, (1) the original document shows no signs of erasure or alteration; and (2) the copy is a complete and true copy of the original document.	
Signed: .....	Date: 23/05/2018
Name: Mr. P. van der Merwe	Employee No: 9102378
Memo /ID. ....	
	

- Costing
- Revenue
- Consulting
- Management Consultancy
- Methods of Instruction
- Instructional Design (SAQA)
- Record Management

#### EDUCATING AND TRAINING

- Key experiences include lecturing, training, assessing and moderating in management/ financial management/ auditing, presenting of seminars, conferences and courses.
- Develop, present, manage courses and compiling study guides for national, provincial and local government, management, financial management, policy writing, report writing, ethics, internal controls, audit committees, government auditing, internal auditing, internal auditing standards, PFMA implementation, lecturing, training, assessing and moderating National Diploma in Public Sector Accounting, National Certificate in Public Sector Accounting qualifications.
- Types of work done during 1996-2009: develop, present, manage courses and compiling study guides in public financial management for national, provincial and local government, management, financial management, policy writing, report writing, ethics, internal controls, audit committees, government auditing, internal auditing, internal auditing standards, PFMA implementation, lecturing, training, assessing and moderating National Diploma in Public Sector Accounting, National Certificate in Public Sector Accounting qualifications.
- Above mentioned work done for University of Pretoria, Pretoria Technicon (Tshwane University of Technology), Technikon SA, Midrand University, University of Stellenbosch, Department of State Expenditure/ National Treasury, Provincial Treasuries, IIA, IPFA, PFIQ, SAMDI/PALAMA, Pro Active College, Mentornet College, Institute for International Research, several other training providers, various other national and provincial government departments, municipalities and SAP Government Solutions.
- Writing and editing/updating/ research of a variety of educational and training guides including internal auditing, internal control, risk management, ethics, report writing, supply chain management, financial management, PFMA, basic and advanced budgeting, including the developed of a programme budgeting system for a government organisation. Petty cash, administration of an event, recruitment and selection.
- Facilitated courses for Members of Parliament, Heads of Departments (Presidential Strategic Management Development Programme), Mayors of Municipalities, Superintendents of Hospitals, and top managers in all three spheres of government.
- Qualified as Assessor and Moderator in line with relevant SAQA unit standards.

"I herewith certify that I have scrutinised the original document of which this is a copy and that,	
(1) the original document shows no signs of erasure or alteration; and	
(2) the copy is a complete and true copy of the original document.	
Signed:	.....
Name:	Mr. J. v.d. Merwe, Date: 23/05/2018
Memo /D. ....	Employee No.: 9109398.
ABSA	

**COURSES DEVELOPED**

- Internal Auditing
- Petty Cash
- Revenue
- Risk Management
- Administration of an Event
- PFMA
- Recruitment and selection
- Cash Flow Management

I herewith certify that I have scrutinised the original document of which this is a copy and that,	
(1) the original document shows no signs of erasure or alteration; and	
(2) the copy is a complete and true copy of the original document.	
Signed: .....	.....
Name: Mr. J. v.d. Merwe	Date: 23/05/08
Memo I/O: .....	Employee No.: 9108798
ABSA	

**COURSES PRESENTED**

- Risk Management
- Financial Management, Financial Management for Non-finance Managers
- Supply Chain Management;
- Asset Management
- Fleet Management
- Budgeting ; Cost Management,
- PFMA, MFMA, Treasury Regulations
- Internal Control
- Performance Management
- Corporate Governance
- Audit Committees.
- Ethics
- Internal Auditing; Internal Auditing Skills, Techniques; Internal Auditing Standards
- Auditing; Operational Auditing
- In-year Management and Monitoring
- Monitoring and Evaluation
- Report Writing,
- Reporting
- Strategic Management
- Administration; Record Management
- Project Management
- Policy Writing
- External Auditing
- Annual Reports
- Economics; Business Economics
- Management; Leadership Interviewing; Negotiating Skills; Team Working; Delegating
- Motivating; Influencing Skills; Conflict Management; Prioritising; Business Self Management; Communication
- Expenditure

*Corporate Internal Audit Manager C.N.A. 1997-1999*  
*Consulted Department of Education and SAFCERT on risk management*  
*Consulted Transwerk on planning of an HR audit*  
*Consulted BEM with the formulation of policy guides for the Department of Education*  
*Assisted the Department of Education in risk assessment, audit planning and writing financial policies*  
*Consulted W&R Seta with writing financial; policies*  
*Assisted SAFCERT in a risk assessment, internal audit plans, costing, strategic planning and budgeting investments, assisted with CEO-functions for SAFCERT over a period of 6 months*  
*Consulted the Government Printer in risk assessment, audit committee, procurement, and internal audit planning*  
*Assisted Pretoria Technicon (Tshwane University of Technology) in preparing 3<sup>rd</sup> year internal auditing students at Pretoria and Nelspruit campuses for their practical study phase*  
*Presenting financial management, internal control, risk management, fraud, ethics, costing, economics, in-year-management, budgeting, auditing, audit committee- courses for Pretoria University training senior management of the National- and Provincial Departments, SAP and other courses accredited by National Treasury.*  
*Present courses and seminars in internal auditing, ethics, performance auditing, audit committees, report writing, policy writing, PFMA, financial management and risk management.*  
*Participate in a research project with Prof. S. Chang from University Arizona, USA, Pretoria Technicon and HSRC on training in the Internal Auditing profession (1997).*  
*Do curriculum development for SAP Government Solutions, National Treasury, University of Pretoria, Midrand University, Mentornet and Pro Active College in public and private sector management subjects.*  
*Develop Training material in Cash Management for the National Treasury via Echorys in Netherlands financed by the European Union*

He has extensive training (presenting and developing courses) experience at all levels, including training members of parliament in Risk Management and also orientating Cleaners at the Nursing Training Department of the Coronation Hospital to become Financial Clerks. Learner ratings are continuously "excellent"

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"I herewith certify that I have scrutinised the original document of which this is a copy and that,	
(1) the original document shows no signs of erasure or alteration; and	
(2) the copy is a complete and true copy of the original document.	
Signed: .....	.....
Name: <i>M. J. A. Mearns</i>	Date: <i>27/05/2008</i>
Memo /D. ....	Employee No.: <i>9108398</i>
ABSA	



47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

Pierre Van der Merwe  
Po Box 51902  
WierdaPArk

0149

Dear Sir/Madam

**Notification of registration as an LGSeta moderator**

Enclosed herewith please find your moderator registration portfolio with the LGSeta

**Moderator registration information:**

A. Your moderator identifier with the LGSeta	<b>Mod597PieVa0113</b>
B. Your ETQA ID with the LGSeta	<b>597</b>
C. Your moderator status with LGSeta	<b>REGISTERED</b>
D. Registered as a moderator from	<b>23-Apr-19</b>
To	<b>22-Apr-22</b>
E. Your record was last updated on	<b>29-Apr-19</b>

Please feel free to raise any queries to the ETQA office closest to your province.

Yours truly

A handwritten signature in black ink, appearing to read 'P. Mkele', is written over a horizontal line.

**Pumla Mkele**  
**ETQA Manager**  
**[pumlam@lgseta.org.za](mailto:pumlam@lgseta.org.za)**



# Concise Curriculum Vitae

VICTOR (VIC) VILJOEN

## **QUALIFICATIONS:**

1. Diploma: Institute for Organisation and Methods (IOM)
2. Associate member Institute of Municipal Finance Officers ( AIMFO) now Chartered Institute of Government Finance, Auditors and Risk Officers (CIFGARO)
3. Senior member Institute of Administration and Commerce ( Local Government) ( FIAC)
4. Fellow member Institute of Certified Bookkeepers ( FICB)
5. Professional member Institute for Municipal Administration of South Africa ( IMASA)
6. Member Institute for Local Government Management ( ILGM)
7. Completed the Executive Leadership Development Programme of UP with distinction
8. 12 Courses of BComm (Accounting) that includes Accounting 3 ( Municipal) with Unisa and was recognised as one of the top students in Accounting 3
9. Facilitator and registered Assessor and Moderator with PSETA; SSETA and TETA
10. Facilitator and registered Assessor and Moderator with LG-SETA for all 28 Unit Standards of the prescribed Minimum Qualifications Competency Regulations and other National Certificates. Also a qualified Assessor and Moderator for the following qualifications:  
National Diploma: Public Finance Management and Administration and  
National Certificate: Municipal Governance

## **LOCAL GOVERNMENT EXPERIENCE:**

Total of 40 years experience as follows:

1. 24 Years senior financial management experience of which 21 years was as Town Treasurer (CFO)
2. 7 Years as Town Clerk and Chief Executive Officer and Acting Municipal Manager (until November 2001)
3. 2 Years as Director Strategic and Economic Development (2001-2003)
4. 4 Years as Director Corporate Services (until 30 November 2007 – contract expired)
5. Vast experience in Performance Management and Organisational restructuring and was also responsible for the development, implementation and maintenance of the Makhado Municipality Performance Management System that included the alignment with the Integrated Development Plan and Annual Report reporting

requirements as well as the promulgated Performance Regulations for municipalities

6. Electoral Officer responsible for the 1994, 1999 & 2004 General Elections and the 1991, 1996 & 2001 Municipal Elections, managing 254 voting stations and 2600 staff members

#### **FACILITATION, ASSESSOR AND MODERATOR EXPERIENCE:**

1. University of Pretoria from 2007 to January 2014 and Pro-Active Public Services College from January 2014 to date
  - a. Executive Leadership Development Programme in partnership with SALGA and involved in the training and assessment of more than 600 councillors and senior management
    - i. Presented all 8 Modules to various groups in all provinces in South Africa
  - b. Municipal Management Development Programme
    - i. Presented all modules to various groups in Mphumalanga and Gauteng
  - c. Municipal Financial Management Development Programme
    - i. Presented all modules to various groups in all provinces in South Africa
  - d. Redevelopment of Modules
    - i. Redeveloped the Integrated Development Planning, Local Economic Development and Human Capital Development, Financial Management and Performance Management modules for both the Executive Leadership Municipal Development and Municipal Management Development Programmes as well as the Human Resource and Performance Management module for the Municipal Financial Management Development Programme
    - ii. Reviewed all 8 modules of the Executive Leadership Municipal Development Programme for 2008 and later intake
    - iii. Developed new modules and reviewed current modules for Municipal Financial Management Development Programme which complied with the unit standards as required by the new Minimum Competency & Qualification Regulations for Municipal Managers, Chief Financial Officers & other staff
    - iv. Training and Assessment of municipal officials & officials of National and Provincial Treasuries in all 9 provinces since 2007 to date on the prescribed and compulsory 6 Learning Programs of National Treasury of the new Minimum Competency & Qualification Regulations for Municipal Managers, Chief Financial Officers & other staff
    - v. Developed a five day workshop programme for training of Councillors and senior management on ethics, code of conduct, the interface of the political component and senior management as well as the impact of the Municipal Finance Management Act, 2003 and its Regulations on councillors

- vi. Various Unit standards registered with PSETA, TETA and SSETA
- e. Northern Province Training Board
  - i. Past chairperson of the now defunct training board and also certified as a qualified trainer by the board
- f. Limpopo Provincial Tourism Association
  - i. Past chairperson for many years of the now disbanded provincial associations in Limpopo
- g. 12 years facilitation and 5 years assessor and moderator experience

### **STRATEGIC AREAS OF STRENGTH:**

1. Strategic Human resource Management
2. Vast experience in development and updating of Learner Guides and related documents for both Project Management NQF 5 and NQF 6 (advanced project management), and many other unit standard aligned courses registered with various SETAs and facilitation, assessment and moderation of Portfolios of Evidence of learners.
3. Local Government Administration, policies & by-laws
4. Leadership/Good Governance
5. Financial Management & Budgeting
6. Policy Formulation & Implementation
7. Strategic Planning & Management
  - a. Facilitated similar modules as the above as well as the development of the Power Point presentations that I have used in my presentations
8. Development of Strategic Tourism Marketing and Development Plans and its practical implementation
9. Development of Local Economic Development Plans and its practical implementation

### **INTERNATIONAL EXPOSURE:**

As Chief Executive Officer, Acting Municipal Manager and Director Strategic & Economic Development I was responsible for forging relationships with:-

1. Greater London County Council on service delivery, good governance principles, customer relations and customer satisfaction
2. Kirinjanga County Council in Kenya including arrangements to receive their delegations as well as development of programmes, presentations and business and economic summits
3. Various visits to and from Gwanda Municipality in Zimbabwe in terms of the Limpopo Spatial Development Corridor including the finalisation of a formal Twinning Agreement
4. Experience in dealing with high ranking Provincial Officials and Politicians on both local and international level as well as the development and making of presentations to them.



**LGSETA** 47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

Victor Viljoen  
Private Bag X38  
Lynnwood Ridge

0040

Dear Sir/Madam

**Notification of registration as a LGSeta assessor**

Enclosed herewith please find your assessor registration portfolio with the LGSeta

**Assessor registration with the LGSeta**

A. Your assessor identifier with LGSeta	<b>LGRS-A1502-886</b>
B. Your ETQA ID with the LGSeta	<b>597</b>
C. Your assessor status with LGSeta	<b>RE-REGISTERED</b>
D. Registered as an assessor from	<b>07/05/2018</b>
To	<b>06/05/2021</b>
E. Your record was last updated on	<b>09/05/2018</b>

Please feel free to raise any queries to the ETQA office closest to your province.

Yours truly

**Pumla Mkele**  
**ETQA Manager**  
[pumlam@lgseta.org.za](mailto:pumlam@lgseta.org.za)



**LGSETA**  
LEARNING GOVERNANCE SETA

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

### Qualifications you are registered to assess

<u>Qualification ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
48965	Certificate: Municipal Financial Management	07-May-18	06-May-21
49554	National Diploma: Public Finance Management and Administration	07-May-18	06-May-21
60529	National Certificate: Municipal Governance	07-May-18	06-May-21

### Unit Standards you are registered to assess

<u>Unit Standard ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
116340	Apply costing principles to municipal operational and service-based costing	07-May-18	06-May-21
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	07-May-18	06-May-21
116345	Apply the principles of budgeting within a municipality	07-May-18	06-May-21
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	07-May-18	06-May-21
116358	Contribute to the strategic planning process in a South African municipality	07-May-18	06-May-21
116363	Prepare and analyse municipal financial reports	07-May-18	06-May-21
119332	Manage and develop oneself in the public sector work environment	07-May-18	06-May-21
119336	Manage the development and performance of human capital in the public sector	07-May-18	06-May-21



**LGSETA**

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	07-May-18	06-May-21
119352	Apply principles of information systems to public finance and administration	07-May-18	06-May-21
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	07-May-18	06-May-21
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	07-May-18	06-May-21
10146	Supervise a project team of a developmental project to deliver project objectives	07-May-18	06-May-21
110487	Describe and explain national and provincial strategies and policies relevant to local economic development	07-May-18	06-May-21
110505	Design, implement and manage a local economic development project in own work context	07-May-18	06-May-21
110525	Apply a range of skills to facilitate workshops, community meetings and planned sessions in the local economic development environment	07-May-18	06-May-21
116339	Apply risk management in South African municipalities	07-May-18	06-May-21
116341	Conduct performance management to a South African municipal environment	07-May-18	06-May-21
116343	Apply the principles of ethics in a municipal environment	07-May-18	06-May-21
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	07-May-18	06-May-21



**LGSETA**  
LOCAL GOVERNMENT SETTING

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

116347	Contribute to capital planning and financing	07-May-18	06-May-21
116348	Conduct stakeholder consultation around municipal finance programmes	07-May-18	06-May-21
116351	Conduct auditing planning and implementation in a South African municipality	07-May-18	06-May-21
116353	Participate in the design and implementation of municipal supply chain management	07-May-18	06-May-21
116357	Design internal control and internal control evaluation framework	07-May-18	06-May-21
116360	Manage information technology resources in a municipal finance environment	07-May-18	06-May-21
116361	Interpret South African legislation and policy affecting municipal financial management	07-May-18	06-May-21
116362	Manage a municipality's assets and liabilities	07-May-18	06-May-21
116364	Plan a municipal budgeting and reporting cycle	07-May-18	06-May-21
119331	Conduct working capital management activities in accordance with sound financial management policy	07-May-18	06-May-21
119333	Conduct and apply mathematical analyses relating to economics and finance	07-May-18	06-May-21
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	07-May-18	06-May-21
119335	Conduct and apply statistical analyses required to make informed public sector finance decisions	07-May-18	06-May-21



LGSETA

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 Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system	07-May-18	06-May-21
119338	Participate in the planning and implementation of disaster management systems	07-May-18	06-May-21
119339	Prepare and interpret tax reports and returns required by South Africa's legislation	07-May-18	06-May-21
119340	Apply economic principles to finance and management decisions	07-May-18	06-May-21
119341	Apply cost management information systems in the preparation of management reports	07-May-18	06-May-21
119343	Apply operations research principles and tools in the management of project activities and resources	07-May-18	06-May-21
119344	Apply the legislation governing the establishment and management of public entities	07-May-18	06-May-21
119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	07-May-18	06-May-21
119346	Apply sound communication principles in the coordination of selected public sector communications programmes	07-May-18	06-May-21
119347	Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector	07-May-18	06-May-21
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	07-May-18	06-May-21
119349	Apply principles of risk management to manage and report risk situations	07-May-18	06-May-21





LGSETA

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

119350	Apply accounting principles and procedures in the preparation of reports and decision making	07-May-18	06-May-21
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	07-May-18	06-May-21
119353	Plan and implement public-private partnerships for municipal service delivery	07-May-18	06-May-21
120304	Analyse, interpret and communicate information	07-May-18	06-May-21
120310	Apply client service techniques to improve service delivery	07-May-18	06-May-21
120499	Design and implement a set of engagement and participation processes, systems and events in support of the integrated development planning process in a municipality	07-May-18	06-May-21
120500	Evaluate the effectiveness and efficiency of the integrated development planning processes	07-May-18	06-May-21
242914	Apply the principles and theories of public sector project management	07-May-18	06-May-21
243824	Develop an integrated Project Management plan for a simple to moderately complex project	07-May-18	06-May-21
252043	Manage a diverse work force to add value	07-May-18	06-May-21
255574	Participate in municipal policy making and analysis processes	07-May-18	06-May-21
255575	Apply the theories and processes to facilitate local government elections	07-May-18	06-May-21
255576	Apply the broad managerial and administrative framework to a local government environment	07-May-18	06-May-21



LGSETA

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 Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

255577	Design, implement, monitor and evaluate local government plans for development projects	07-May-18	06-May-21
255578	Apply the principles of sustainable development in local government	07-May-18	06-May-21
255579	Interpret and analyse the impact of legislative framework on local government	07-May-18	06-May-21
337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	07-May-18	06-May-21



**LGSETA**  
LIFE SKILLS TRAINING

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

Victor Viljoen  
Private Bag X38  
Lynnwood Ridge

0040

Dear Sir/Madam

**Notification of registration as an LGSeta moderator**

Enclosed herewith please find your moderator registration portfolio with the LGSeta

**Moderator registration information:**

A. Your moderator identifier with the LGSeta	<b>Mod597VicVi3460</b>
B. Your ETQA ID with the LGSeta	<b>597</b>
C. Your moderator status with LGSeta	<b>REGISTERED</b>
D. Registered as a moderator from	<b>07-Dec-17</b>
To	<b>06-Dec-20</b>
E. Your record was last updated on	<b>19-Dec-17</b>

Please feel free to raise any queries to the ETQA office closest to your province.

Yours truly

**Pumla Mkele**  
**ETQA Manager**  
[pumlam@lgseta.org.za](mailto:pumlam@lgseta.org.za)

Member No: V1063

James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria

19/9/2018 *JTR*

CERTIFIED TRUE COPY



# CHARTERED INSTITUTE OF GOVERNMENT FINANCE, AUDIT & RISK OFFICERS

Reg. No. 1929/001781/08  
Non - Profit Company

*This is to certify that*

**V VILJOEN**

*Identity No: 470117 5083 004*

*Was admitted as*

**ASSOCIATE MEMBER**

*Of the Institute on*

*Witness our hand and seal*

President



Chief Executive Officer



James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
11th Park Manor, Pretoria  
19/9/2018 *JTR*

CERTIFIED TRUE COPY



No. 1063

# INSTITUTE OF MUNICIPAL FINANCE OFFICERS

*Incorporated Association Not For Gain*  
*Reg. No. 05/01781/08*  
*A.D. 1929*

*This is to certify that*

**V VILJOEN**


*Was admitted as*

**ASSOCIATE**

*of The Institute on*

**25 April 1997**

*Witness our hands and seal*

  
\_\_\_\_\_  
President



  
\_\_\_\_\_  
Chief Executive Officer

**Membership Classes: Fellow, Associate, Licentiate**



University of Pretoria  
Faculty of Economic and Management Sciences  
School of Public Management and Administration

James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 88  
360 Bush Road  
Willow Park Manor, Pretoria

*[Signature]*

This is to certify that

**CERTIFIED TRUE COPY**

*V Vijoen*

has successfully completed the

### Executive Leadership Municipal Development Programme

offered jointly by the South African Local Government Association and the  
School of Public Management and Administration

**July 2006 to April 2007**

*This certificate is awarded with distinction*

*[Signature]*

Director: School of Public Management  
and Administration

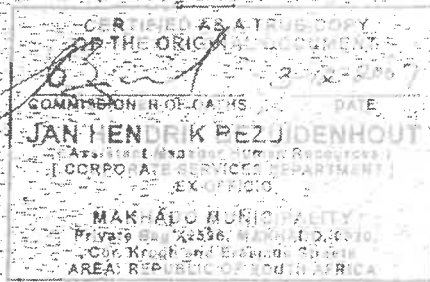
*[Signature]*

Course Leader

*[Signature]*

Operations Manager: CE of UP

Mr Y Viljoen  
PO Box 1773  
Makhado  
Dimpone  
0920  
South Africa



CONTINUING EDUCATION  
UNIVERSITY OF PRETORIA  
VOORTGESETTE ONDERWIS  
UNIVERSITEIT VAN PRETORIA

James Thomas Louis Richter  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
300 Birch Road  
Willow Park Manor, Pretoria

06-June-2007

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National ID/Passport: 4701175083087

**Final Results: Executive Leadership Municipal Development Programme (P001063-06-2006)**

Herewith a summary of your results which are available for your record. Compare it with the attached details and should there be any difference, please contact me as soon as possible.

DESCRIPTION	RESULTS (%)	GRADE
Module: Module 1		
Subject: Module 1	72	PASS
Module 1 Total:	72	PASS
Module: Module 2		
Subject: Module 2	75	PASS WITH DISTINCTION
Module 2 Total:	75	PASS WITH DISTINCTION
Module: Module 3		
Subject: Module 3	72	PASS
Module 3 Total:	72	PASS
Module: Module 4		
Subject: Module 4	75	PASS WITH DISTINCTION
Module 4 Total:	75	PASS WITH DISTINCTION
Module: Module 5		
Subject: Module 5	75	PASS WITH DISTINCTION
Module 5 Total:	75	PASS WITH DISTINCTION
Module: Module 6		
Subject: Module 6	72	PASS
Module 6 Total:	72	PASS
Module: Module 7		
Subject: Module 7	72	PASS
Module 7 Total:	72	PASS
Module: Module 8		
Subject: Module 8	72	PASS
Module 8 Total:	72	PASS
Module: Overall Assessment		
Subject: Overall Assessment	88	PASS WITH DISTINCTION
Overall Assessment Total:	88	PASS WITH DISTINCTION
P001063-06-2006 Total:	75	PASS WITH DISTINCTION



James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria  
19/9/2014  
Annexure K405  
CERTIFIED TRUE COPY

# Die Instituut vir Administrasie en Handel van Suider-Afrika

Hiermee word gesertifiseer dat

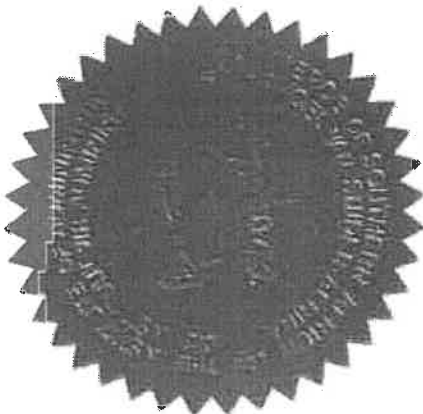
**Victor Viljoen**

aan die toelatingsvereistes van  
die Instituut voldoen het en

**SENIOR LIDMAATSKAP**


deur die Raad van die Instituut vir die jaar  
eindigende 31 Desember 2000 toegeken word.

Uitgereik onder die seël van die Instituut te Kaapstad hierdie 4 dag van Augustus 2000



  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Voorsitter van die Raad

  
\_\_\_\_\_  
Sekretaris



Annexure K4-7  
Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
New Park Manor, Pretoria  
1914  
O.E. 100.  
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S. 4211/73872

Republiek van Suid-Afrika  Republic of South Africa

DEPARTEMENT VAN HOËR ONDERWYS  
DEPARTMENT OF HIGHER EDUCATION

Nasionale Senior Sertifikaat (St. x)  
National Senior Certificate (Std. x)

TOEGEKEN AAN : AWARDED TO

VICTOR VILJOEN

met ingang van 1.12.68  
with effect from

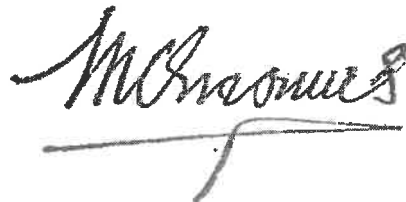
VAKKE GESLAAG — SUBJECTS PASSED

AFRIKAANS A	AFRIKAANS A
ENGELS B	ENGLISH B
EKONOMIE	ECONOMICS
BOEKHOUD	BOOKKEEPING
HANDEL	COMMERCE

XXX



Eksamenbeampte.  
Examinations Officer.



Sekretaris van Hoër Onderwys.  
Secretary for Higher Education.

CERTIFIED AS A TRUE COPY  
OF THE ORIGINAL DOCUMENT

*[Signature]* 3-12-2007

COMMISSIONER OF OATHS DATE

**JAN HENDRIK BEZUIDENHOUT**  
(Assistant Manager Human Resources)  
(CORPORATE SERVICES DEPARTMENT)  
EX OFFICIO

MAKHADO MUNICIPALITY  
Private Bag X2596, MAKHADO, 0920  
Cor. Krugher and Erasmus Streets  
AREA: REPUBLIC OF SOUTH AFRICA

# IMASA

INSTITUTE OF MUNICIPAL ADMINISTRATION  
FOR SOUTHERN AFRICA

## Certificate Of Membership

James Thomas Louls Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
How Park Manor, Pretoria

It is hereby certified that

19/9/2018 *[Signature]*

CERTIFIED TRUE COPY

**V. VILJOEN**

.....  
was admitted as a

**PROFESSIONAL MEMBER**

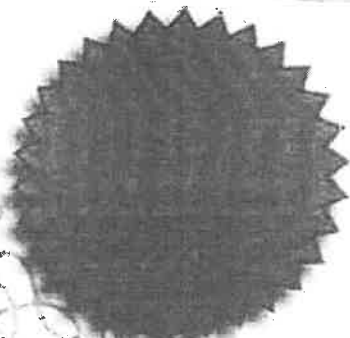
of the Institute of Municipal Administration for Southern Africa  
in terms of Clause 11 of the Institute's Constitution during

**APRIL 2006**

.....  
MEMBERSHIP NUMBER: **418**

*[Signature]*  
.....  
**PRESIDENT**

*[Signature]*  
.....  
**SECRETARY GENERAL**



James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria

19/9/2012

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*Die Suid-Afrikaanse Instituut*

*vir*

*Organisasie en Metode*

DIE RAAD VAN DIE INSTITUUT VERKLAAR

VIGT VULLE

IN DIPLOMALID VAN DIE INSTITUUT  
(D.J.O.M.)

LIK SERTIFISEER DAT DIE LID OOR VOLDOENDE OPLEIDING  
BESIT IN DIE TEGNIEKE VAN ORGANISASIE EN METODE

Namens die Raad

*[Handwritten Signature]*  
LEDER

*[Handwritten Signature]*  
VOORSITTER

SERTIFIKATNUMMER 77 012



James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria  
19/9/2019  
CERTIFIED TRUE COPY

Annexure K4-10

**UNIVERSITY OF THE WITWATERSRAND  
JOHANNESBURG**

**FACULTY OF COMMERCE, LAW &  
MANAGEMENT**

**GRADUATE SCHOOL OF  
BUSINESS  
ADMINISTRATION**

**ISSUES IN LEADERSHIP  
PROGRAMME**

This confirms that

**Victor Viljoen**

attended the above programme from  
03 TO 05 OCTOBER 2005

A handwritten signature in cursive script, appearing to read "Muthuli Kunda".

**Executive Education Director**



UNIVERSITEIT VAN  
STELLENBOSCH



UNIVERSITY OF  
STELLENBOSCH

James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria

19/9/2019 *[Signature]*

CERTIFIED TRUE COPY

Hiermee word verklaar dat  
This is to certify that

**V. VILJOEN**

die ondergenoemde kursus bevredigend voltooi het:  
satisfactorily completed the following course:

**Tariefbepaling van Elektrisiteit**  
**Electricity Pricing**

Die kursus is aangebied deur die Departement van  
Bedryfsekonomie in samewerking met die Buro vir  
Universiteits- en Voortgesette Onderwys,  
Universiteit van Stellenbosch

The course was presented by the Department of  
Business Economics in conjunction with the Bureau  
for University and Continuing Education.  
University of Stellenbosch

*[Signature]*  
.....  
KURSUSLEIER COURSE LEADER

*[Signature]*  
.....  
VOORSITTER: DEPARTEMENT  
BEDRYFSEKONOMIE  
CHAIRMAN: DEPARTMENT OF  
BUSINESS ECONOMICS

16/7/93  
DATUM/DATE: .....



UNIVERSITEIT VAN STELLENBOSCH  
UNIVERSITY OF STELLENBOSCH

James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria  
1991 2018

CERTIFIED TRUE COPY

*Hiermee word gesertifiseer dat  
It is hereby certified that*

**Victor Viljoen**

*die volgende kursus bygewoon het  
attended the following course*

**DPLG Performance Management System Training**

*Gedurende die periode  
During the period*

**October, November 2001 & February 2002**

Direkteur:  
Director:

Projekbestuurder:  
Project Manager:

Datum:

Date: **9 December 2002**



**JUPMET**



Opleidingsraad vir  
Plaaslike Owerheids-  
liggame



Training Board for  
Local Government  
Bodies

James Thomas Louis Richards  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 86  
380 Bush Road  
Willow Park Manor, Pretoria  
2019/2019

CERTIFIED TRUE COPY

## SERTIFIKAAT / CERTIFICATE

Hiermee word gesertifiseer dat / This is to certify that

V. VILJOEN

Identiteitsnommer 470117 5083 004 Identity number

die onderstaande kursus met goeie gevolg deurloop het  
completed the undermentioned course with good results

Kursus UITLEG VAN WETTE EN Course

MAAK VAN VERORDENINGE DEUR 'N PLAASLIKE OWERHEID

Vanaf 4 NOVEMBER 1993 From

Tot 5 NOVEMBER 1993 To

Duur van kursus 2 DAE Duration of course

Hoof van Opleidingsentrum / Head of Training Centre

Sertifikaatnommer . 1832  
Certificate number

Opleidingsraad vir  
Plaaslike Owerheids-  
liggame



Training Board for  
Local Government  
Bodies

James Thomas Louis Robinson  
Commissioner of Oaths  
Ex Officio - Attorneys  
Willow Estate 88  
380 Bush Road

Willow Park Manor, Pretoria  
19/9/2019 *[Signature]*

CERTIFIED TRUE COPY

## SERTIFIKAAT / CERTIFICATE

Hiermee word gesertifiseer dat / This is to certify that

V. VILJOEN

Identiteitsnommer ..... 470117 5083 004 ..... Identity number

die onderstaande kursus met goeie gevolg deurloop het  
completed the undermentioned course with good results

Kursus ..... ADMINISTRATIEFREG ..... Course

Vanaf ..... 1 NOVEMBER 1993 ..... From

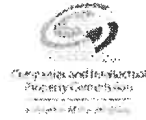
Tot ..... 3 NOVEMBER 1993 ..... To

Duur van kursus ..... 3 DAE ..... Duration of course

*[Signature]*  
Hoof van Opleidingsentrum / Head of Training Centre

Sertifikaatnommer ..... 1815 .....  
Certificate number





Date: 18/11/2020

Our Reference: 9323545211

STOFBERG  
E-mail: JFS@GETFIN.CO.ZA  
GETFIN AFS PTY LTD  
LA CONCORDE 57 MAIN ROAD  
PAARL  
7646

**RE: Amendment to Company Information**  
**Company Number: 2004/028231/07**  
**Company Name: NEXT STEP ACADEMY (PTY) LTD**

We have received a COR39 (Notice of change of company directors) from you dated 18/11/2020.

The COR39 was accepted and placed on file.

The following change was effected to Director/Secretary/Officer:  
Director DEWALD CORNELUIS VAN DER WESTHUIZEN was added

The following change was effected to Director/Secretary/Officer:  
Director JACQUES FRANCOIS STOFBERG - Change was made.  
- Director / member status changed from Active to Resigned.  
- Postal address changed from P O BOX 695 to 25 VREDE DEVELOPMENT.  
- Postal address changed from SUIDER PAARL to SANDDRIFT STREET.

Yours truly

**Commissioner: CIPC**

**Please Note:**

The attached certificate can be validated on the CIPC web site at [www.cipc.co.za](http://www.cipc.co.za)  
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



The Companies and Intellectual Property Commission  
of South Africa  
P.O. BOX 424, PRETORIA, 0014, Republic of South Africa, Dorens 256, PRETORIA.  
CIPC Centre 19 068 190 2472, Web: [www.cipc.co.za](http://www.cipc.co.za)



1

**Certificate issued by the Companies and Intellectual Property  
Commission on Thursday, November 19, 2020 04:55**  
**Certificate of Confirmation**



Registration number	2004 / 028231 / 07
Enterprise Name	NEXT STEP ACADEMY (PTY) LTD
Enterprise Shortened Name	None provided.
Enterprise Translated Name	None provided.
Registration Date	06/10/2004
Business Start Date	06/10/2004
Enterprise Type	Private Company
Enterprise Status	In Business
Financial year end	December
Main Business/Main Object	Training College.
Postal address	LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646
Address of registered office	LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646



The Companies and Intellectual Property Commission  
of South Africa  
P.O. BOX 424, PRETORIA, 0014, Republic of South Africa, Dorens 256, PRETORIA  
CIPC Centre 19 068 190 2472, Web: [www.cipc.co.za](http://www.cipc.co.za)



2

**Certificate issued by the Companies and Intellectual Property  
Commission on Thursday, November 19, 2020 04:55  
Certificate of Confirmation**



Registration number **2004/028231/07**  
Enterprise Name **NEXT STEP ACADEMY (PTY) LTD**

Name  
Postal Address

**Active Directors / Officers**

Surname and first names	ID number or date of birth	Director type	Appoint-ment date	Addresses
VAN DER WESTHUIZEN, DEWALD CORNELIUS	8607285273083	Director	18/11/2020	Postal: 5 VREDE STREET, DURBANVILLE, DURBANVILLE, WESTERN CAPE, 7550. Residential: 5 VREDE STREET, DURBANVILLE, DURBANVILLE, WESTERN CAPE, 7550
VAN STADEN, JACOBUS ADRIAAN	4512155028081	Company Secretary	11/11/2005	Postal: PO BOX 17154, GROENKLOOF, 0027 Residential: 247 CELLIERS STREET, MUCKLENEUK, 0002



The Companies and Intellectual Property Commission  
of South Africa  
P.O. Box 412, PRETORIA, 051, Republic of South Africa, Coates 256, FAKET 256A,  
Call Centre 19 088 100 2472, E-Mail: [info@cipc.co.za](mailto:info@cipc.co.za)





Next Step Academy (Pty) Ltd  
Company Reg. No. 2004/028231/07  
Primary ETQA SETA Accreditation No. ETDPP10155  
Tel: +27 082 808 5411 | E-mail: [info@nsa.edu.za](mailto:info@nsa.edu.za) | Website: [www.nsa.edu.za](http://www.nsa.edu.za) | 57 Main Road, Paarl, 7646

01 December 2020

To Whom it may Concern  
Bid Adjudication Committee

I Dewald van der Westhuizen, being a director of Next Step Academy hereby inform the Bid Adjudication Committee that we have submitted our documents to be approved on your supplier database.

Do not hesitate to contact me should you have any questions.

Thanking you kindly

Dewald van der Westhuizen  
Director

**Next Step Academy (Pty) Ltd**

South African Private College  
Central Supplier Database Reg. No. MAAA0737356  
DHET Registration Number: 2011/FE07/005  
LG SETA Registration Number: LGRS-844-111025

Cell: +27 73 363 3478

E-mail: [dewald@nsa.edu.za](mailto:dewald@nsa.edu.za)  
Website: [www.nsa.edu.za](http://www.nsa.edu.za)

Director: Dewald van der Westhuizen

Next Step Academy (Pty) Ltd is fully registered with DHET as a Private College Reg. No: 2011/FE07/005 No Expiry



## TAX COMPLIANCE STATUS

### PIN Issued

NEXT STEP ACADEMY  
LA CONCORDE BUILDING  
57 MAIN ROAD  
SOUTHERN PAARL  
PAARL  
7646

Enquiries should be addressed to SARS:

#### Contact Detail

SARS  
Alberton  
1528

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

#### Details

Taxpayer Reference Number: 9602830151

Always quote this reference number when contacting SARS

Issue Date: 2020/08/17

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	Next Step Academy
Trading Name	ASSESSMENT AND RPL COLLEGE
Tax Reference Number(s)	IT - 9602830151 Vat - 4050240466 PAYE - 7680765718
Purpose of Request	Good Standing
Request Reference Number	0005306569GS1708202350366
PIN	CF8C17A21H
PIN Expiry Date	17/08/2021

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**

I, the undersigned,

Full name & Surname	Jacques Francois Stofberg
Identity number	691023 5067 083

Hereby declare under oath as follows:


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


Enterprise Name	Next Step Academy (Pty) Ltd
Trading Name	Next Step Academy
Registration Number	2004 / 028231 / 07
Enterprise Address	La Concorde Building 57 Main Road Paarl 7646

- I hereby declare under oath that:
  - The enterprise is 100 % black owned;
  - The enterprise is 0 % black woman owned;
  - Based on the management accounts and other information available on the 31 December 2018 financial year, the income did not exceed R10,000,000.00 (ten million Rands);
  - Please confirm on the table below the B-BBEE level contributor, by **ticking the applicable box**.

100% black owned	Level One (135% B-BBEE procurement recognition)	<b>X</b>
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

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

Deponent Signature:  \_\_\_\_\_  
 Date: 18 August 2020

  
 Commissioner of Oaths – Chris Jones  
 Designation: Chartered Accountant (SA)  
 Date: 18 August 2020  
 La Concorde Building, 57 Main Road, Paarl, 7646

Commissioner of Oaths  
 Signature & stamp



Companies and Intellectual  
Property Commission

a division of the dti/epsc

Date: 04/06/2020

Our Reference: 9264331526

STOFBERG  
E-mail: JFS@GETFIN.CO.ZA  
GETFIN AFS PTY LTD  
LA CONCORDE 57 MAIN ROAD  
PAARL  
7646

**RE: Amendment to Company Information**

**Company Number: 2004/028231/07**

**Company Name: NEXT STEP ACADEMY (PTY) LTD**

We have received a COR15.2 (Amendment of Memorandum of Incorporation) from you dated 04/06/2020.

The COR15.2 was accepted and placed on file.

The name was changed from  
ASSESSMENT AND RPL COLLEGE to NEXT STEP ACADEMY.

Yours truly

**Commissioner: CIPC**

**Please Note:**

The attached certificate can be validated on the CIPC web site at [www.cipc.co.za](http://www.cipc.co.za).  
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



The Companies and Intellectual Property Commission

of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 255, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)



Companies and Intellectual  
Property Commission

a division of the DTI Group

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION  
REPUBLIC OF SOUTH AFRICA****Form COR14.3 - Amended Registration Certificate**

Effective date: 04/06/2020  
Print date: 05/06/2020  
Customer code: 202857  
Tracking number: 9264331526

**Concerning:****NEXT STEP ACADEMY (PTY) LTD 2004/028231/07**

The above company has filed an amendment of its Memorandum of Incorporation in terms of section 16 of the Companies Act, 2008, changing the company name from ASSESSMENT AND RPL COLLEGE to NEXT STEP ACADEMY (PTY) LTD.

In accordance with the Notice of Amendment of the Memorandum of Incorporation, the change of the company name takes effect on 04/06/2020.

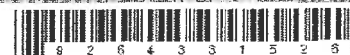
In conjunction with this certificate, the Commission has not issued another notice contemplated in section 12 (3).

**Commissioner: CIPC**

The Companies and Intellectual Property Commission  
of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 256, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)



**Certificate issued by the Companies and Intellectual Property  
Commission on Friday, June 05, 2020 05:34  
Certificate of Confirmation**



Companies and Intellectual  
Property Commission

© 2010/11/05 10:00:00 AM

Registration number	<b>2004 / 028231 / 07</b>
Enterprise Name	<b>NEXT STEP ACADEMY (PTY) LTD</b>
Enterprise Shortened Name	<b>None provided.</b>
Enterprise Translated Name	<b>None provided.</b>
Registration Date	<b>06/10/2004</b>
Business Start Date	<b>06/10/2004</b>
Enterprise Type	<b>Private Company</b>
Enterprise Status	<b>In Business</b>
Financial year end	<b>December</b>
Main Business/Main Object	<b>Training College.</b>
Postal address	<b>LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646</b>
Address of registered office	<b>LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646</b>



The Companies and Intellectual Property Commission  
of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 256, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)





**Certificate issued by the Companies and Intellectual Property  
Commission on Friday, June 05, 2020 05:34  
Certificate of Confirmation**



Companies and Intellectual  
Property Commission  
a member of the SAG Group

Registration number **2004/028231/07**  
Enterprise Name **NEXT STEP ACADEMY (PTY) LTD**  
**Auditor**  
Name **VAN STADEN AND VAN RENSBURG INC**  
Postal Address **P O BOX 17154  
GROENKLOOF  
0027**

**Active Directors / Officers**

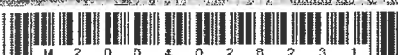
Surname and first names	ID number or date of birth	Director type	Appoint-ment date	Addresses
STOFBERG, JACQUES FRANCOIS	6910235067083	Director	24/01/2019	Postal: P O BOX 695, SUIDER PAARL, PAARL, WESTERN CAPE, 7620 Residential: 25 VREDE DEVELOPMENT, SANDDRIFT STREET, PAARL, WESTERN CAPE, 7646
VAN STADEN, JACOBUS ADRIAAN	4512155026081	Company Secretary	11/11/2005	Postal: PO BOX 17154, GROENKLOOF, 0027 Residential: 247 CELLIERS STREET, MUCKLENEUK, 0002

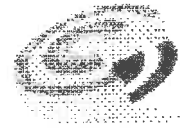


The Companies and Intellectual Property Commission  
of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 256, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)





Companies and Intellectual  
Property Commission

A member of the DTI group

Date: 04/06/2020

Our Reference: 9264331526

STOFBERG  
E-mail: JFS@GETFIN.CO.ZA  
GETFIN AFS PTY LTD.  
LA CONCORDE 57 MAIN ROAD  
**PAARL**  
7646

**RE: Amendment to Company Information**  
**Company Number: 2004/028231/07**  
**Company Name: NEXT STEP ACADEMY (PTY) LTD**

We have received a COR15.2 (Amendment of Memorandum of Incorporation) from you dated 04/06/2020.  
The COR15.2 was accepted and placed on file.

The name was changed from  
ASSESSMENT AND RPL COLLEGE to NEXT STEP ACADEMY.

Yours truly

**Commissioner: CIPC**

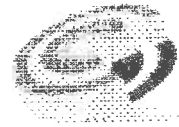
**Please Note:**

The attached certificate can be validated on the CIPC web site at [www.cipc.co.za](http://www.cipc.co.za).  
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



The Companies and Intellectual Property Commission  
of South Africa  
P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 255, PRETORIA.  
Call Centre Tel 036 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)





Companies and Intellectual  
Property Commission  
a member of the dti group

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION  
REPUBLIC OF SOUTH AFRICA**

**Form COR14.3 - Amended Registration Certificate**

Effective date: 04/06/2020  
Print date: 05/06/2020  
Customer code: 202857  
Tracking number: 9264331526

**Concerning:**

**NEXT STEP ACADEMY (PTY) LTD 2004/028231/07**

The above company has filed an amendment of its Memorandum of Incorporation in terms of section 16 of the Companies Act, 2008, changing the company name from ASSESSMENT AND RPL COLLEGE to NEXT STEP ACADEMY (PTY) LTD.

In accordance with the Notice of Amendment of the Memorandum of Incorporation, the change of the company name takes effect on 04/06/2020.

In conjunction with this certificate, the Commission has not issued another notice contemplated in section 12 (3).

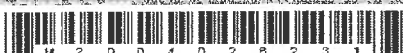
**Commissioner: CIPC**



The Companies and Intellectual Property Commission  
of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 256, PRETORIA.

Call Centre Tel: 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)



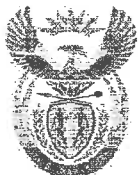
**Certificate issued by the Companies and Intellectual Property  
Commission on Friday, June 05, 2020 05:34  
Certificate of Confirmation**



Companies and Intellectual  
Property Commission

Company and Intellectual Property Commission  
of the Republic of South Africa

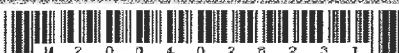
Registration number	<b>2004 / 028231 / 07</b>
Enterprise Name	<b>NEXT STEP ACADEMY (PTY) LTD</b>
Enterprise Shortened Name	<b>None provided.</b>
Enterprise Translated Name	<b>None provided.</b>
Registration Date	<b>06/10/2004</b>
Business Start Date	<b>06/10/2004</b>
Enterprise Type	<b>Private Company</b>
Enterprise Status	<b>In Business</b>
Financial year end	<b>December</b>
Main Business/Main Object	<b>Training College.</b>
Postal address	<b>LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646</b>
Address of registered office	<b>LA CONCORDE BUILDING 57 MAIN ROAD PAARL WESTERN CAPE 7646</b>



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P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 256, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)



**Certificate issued by the Companies and Intellectual Property  
Commission on Friday, June 05, 2020 05:34  
Certificate of Confirmation**



Companies and Intellectual  
Property Commission  
a member of the dti group

Registration number **2004/028231/07**  
Enterprise Name **NEXT STEP ACADEMY (PTY) LTD**

**Auditor**  
Name **VAN STADEN AND VAN RENSBURG INC**  
Postal Address **P O BOX 17154  
GROENKLOOF  
0027**

**Active Directors / Officers**

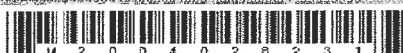
Surname and first names	ID number or date of birth	Director type	Appoint-ment date	Addresses
STOFBERG, JACQUES FRANCOIS	6910235067083	Director	24/01/2019	Postal: P O BOX 695, SUIDER PAARL, PAARL, WESTERN CAPE, 7620 Residential: 25 VREDE DEVELOPMENT, SANDDRIFT STREET, PAARL, WESTERN CAPE, 7646
VAN STADEN, JACOBUS ADRIAAN	4512155026081	Company Secretary	11/11/2005	Postal: PO BOX 17154, GROENKLOOF, 0027 Residential: 247 CELLIERS STREET, MUCKLENEUK, 0002



The Companies and Intellectual Property Commission  
of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa. Docex 255, PRETORIA.

Call Centre Tel 086 100 2472, Website [www.cipc.co.za](http://www.cipc.co.za)



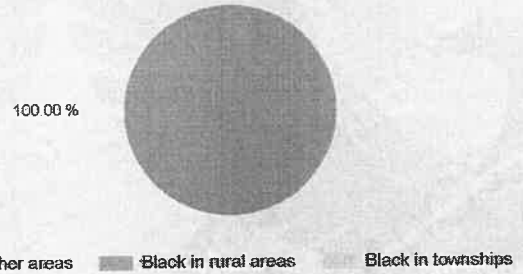


## CSD REGISTRATION REPORT

Disabled % Ownership



Living area % Ownership



### DIRECTORS/MEMBERS/OWNERS INFORMATION

#### DIRECTOR/MEMBER 1

Director type	Director	Created date	14 Feb 2019 21:00:10:000
Director status	Active	Edit by	jfs@getfin.co.za
Name(s)	JACQUES FRANCOIS	Edit date	19 Aug 2020 23:39:08:000
Surname	STOFBERG	Restricted Supplier	No
Country	South Africa	Restriction Last Verification Date	19 Aug 2020 23:42:05:517
Identification type	South African Identification Number	Government Employee	No
South African identification number	6910235067083	Government Employee Last Verification Date	19 Aug 2020 23:42:05:533
Work permit	0000000	SA identification number Verified	Yes
Appointment date	24 Jan 2019 00:00:00:000	SA identification number verification date	19 Aug 2020 23:39:08:560
Email address	jfs@getfin.co.za	Companies involved in	MAAA0209483; MAAA0709191; MAAA0763367; MAAA0816052;
Cellphone number	082 808 5411		
Owner	No		
Created by	jfs@getfin.co.za		

#### DIRECTOR/MEMBER 2

Director type	Owner	Owner's ethnic group	Coloured
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## CSD REGISTRATION REPORT

Director status	Active	Owner's gender	Male
Name(s)	JAMES HENRY	Owner youth	No
Surname	SAUL	Owner person with disabilities	No
Country	South Africa	Owner military veteran	No
Identification type	South African Identification Number	Created by	jfs@getfin.co.za
South African identification number	4504075107083	Created date	29 May 2019 17:22:43:000
Appointment date	06 Jun 2019 00:00:00:000	Edit by	jfs@getfin.co.za
Address	jsaul@webmail.co.za	Edit date	06 Jun 2019 12:21:20:000
Cellphone number	082 868 9488	Restricted Supplier	No
Owner	Yes	Restriction Last Verification Date	19 Aug 2020 23:42:05:517
Ownership %	100.00%	Government Employee	No
Living areas of owner	City of Cape Town, Belhar 2	Government Employee Last Verification Date	19 Aug 2020 23:42:05:533
		SA identification number Verified	Yes
		SA identification number verification date	19 Aug 2020 23:36:04:727
		Companies involved in	MAAA0032578;

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.







## CSD REGISTRATION REPORT

### Tips and Frequently Asked Questions (FAQ)

#### **Identifier**

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases

#### **Bank**

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message

#### **Tax**

##### **Tax Compliance Status**

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### **Tax Compliance Expiry Date**

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### **CIPC**

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### **State Employee**

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

#### **BBBEE**

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.





VERREGISTREDE DIE WOKOM-IDENTITEITSKAART

1. Waaroor die bewys van u OORSPRONKLIKHEIT (S.A. IN-  
KOUS) DEES in hierdie sakkie

2. Indien u van adres verander het, of u van bewoontehede wissel  
nederige adres, by u streeksamant oorkant, moet u hierdie kaart  
opnuut in die vorm KENNISGEWING VAN ADRESVERANDERING (S.A. IN-  
KOUS) oorkant oorkant in die identiteitskaart in u sakke, en u moet die  
verandering aan te teisele oorkant die oorkant oorkant oorkant  
aan die meesle streek- distrikkanon van die OORSPRONKLIKHEIT VAN  
DIENSTLANDSE SAKKE

REGISTERED HOME AFFAIRS IDENTIFICATION CARD

1. Whereof the proof of your ORIGIN (S.A. IN-  
KOUS) DEES is in this packet

2. If you have changed your address, or a residence of your  
present address, e.g. name of street and to whom you have been  
changed, the NOTICE OF CHANGE OF ADDRESS must be  
presented at the back of the identity document card in a post  
paid envelope and it must be handed in at the office of the relevant  
competent district office of the DEPARTMENT OF HOME AFFAIRS

I.D.No. 450407 5107 08 3



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

SAUL

VOORNAME/FORENAMES

JAMES HENRY

GEBORTEDISTRIK OF-LAND/  
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBORTEDATUM/  
DATE OF BIRTH

1945-04-07

DATUM UITGEREIK  
DATE ISSUED

1998-12-18



UITGEREIK OP BESAG VAN DIE  
DIREKTOR-GENERAAL  
BINNELANDSE SAKKE

ISSUED BY AUTHORITY OF THE  
DIRECTOR GENERAL  
HOME AFFAIRS

GESERTIFISEER AS 'N WOKOM-  
VAN DIE OORSPRONKLIKHEIT

GIDEON VAN DYK

B.Proc LL.B.

KOMMISSARIS VAN EDE

9/1/8/2 (R.S.A.)

BESTUURDER

SCHONBERGTRUST FINANSIËLE MAKELAARS (EDMS) BPK

EDWARDSTR 120, BELLVILLE

1

I.D. No. 960729 5273 083



S.A.CITIZEN

SURNAME

VAN DER WESTHUIZEN

FORENAMES

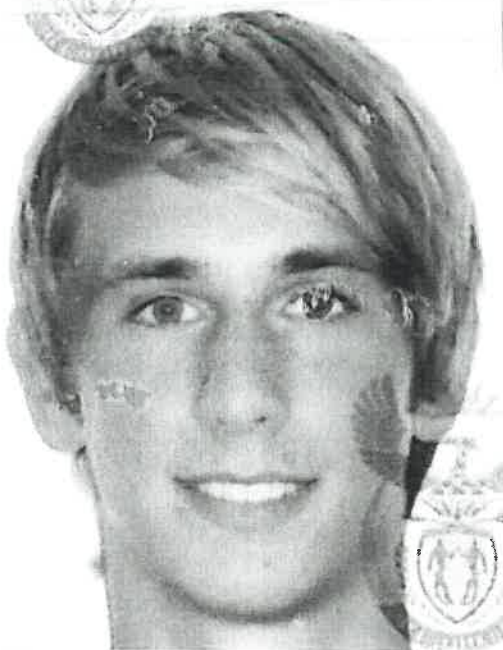
DEWALD CORNELUIS

COUNTRY OF BIRTH

SOUTH AFRICA

DATE OF BIRTH

1996-07-29



DATE ISSUED

2013-01-29

ISSUED BY AUTHORITY OF  
THE DIRECTOR-GENERAL  
HOME AFFAIRS



TEL : (021) 975 1177  
 FAX : (021) 975 8842  
 EMAIL: janet@lmscape.co.za

WOODLANDS BODY CORPORATE  
 C/O LABUSCHAIGNE MNGE SERV  
 PO BOX 2221  
 DURBANVILLE  
 7551

STATEMENT

Date 15/10/2020

Page 1

Account Number 700 / 20

CHUBELLA FAMILIE TRUST  
 P/A JANNETTE EN PIERRE  
 POSBUS 977  
 BRACKENFELL  
 7561

WOODLANDS BODY CORPORATE  
 C/O LABUSCHAIGNE MNGE SERV  
 PO BOX 2221  
 DURBANVILLE  
 7551

Account	Date	Page		
20	15/10/2020	1		
Reference	Description	Debit	Credit	Cumulative
01/09/2020	S20 WATER & SEWER 31/7/2020 MR=199.643	116.66		116.66
01/09/2020	SEP 2020 LEVY	1,141.25		1,257.91
01/09/2020	SEP 2020 CSOS LEVY	12.83		1,270.74
07/09/2020	3/85 PAYMENT RECEIVED		1,270.74	
01/10/2020	S20 WATER & SEWER 31/8/2020 MR=201.894	72.23		72.23
01/10/2020	OCT 2020 LEVY	1,141.25		1,213.48
01/10/2020	OCT 2020 CSOS LEVY	12.83		1,226.31
02/10/2020	5/66 PAYMENT RECEIVED		1,226.31	
01/11/2020	S20 WATER & SEWER 30/9/2020 MR=204.88	95.81		95.81
01/11/2020	NOV 2020 LEVY	1,141.25		1,237.06
01/11/2020	NOV 2020 CSOS LEVY	12.83		1,249.89

*Handed R95.81*

IF YOU PREFER MONTHLY LEVY STATEMENTS VIA E-MAIL, KINDLY FORWARD COMPLEX NAME & REFERENCE NUMBER VIA E-MAIL TO : info@lmscape.co.za

Please note - interest will be charged on overdue accounts

120+ Days	90 Days	60 Days	30 Days	Current	Amount Due	
0.00	0.00	0.00	0.00	1,249.89	1,249.89	
					Amount Paid:	2,497.05
					Total Due	

ABSA CHEQ ACC 404 731 4444

An Authorised Financial Services and Credit Provider  
Reg. No. 1929/001225/06  
NCA Reg. No. NCRCP20

No 5 Merchant Place, 9 Fredman Drive, Sandton, Gauteng,  
PO Box 785611, Sandton, 2146, South Africa.  
Tel: +27 11 303-5000 Fax: +27 11 301-4330/1  
Regional Offices: Pretoria, Hillcrest, Umhlanga, Nowlands, Tyger Valley, Stellenbosch  
Client Service: 0860 67 4446

www.rmbprivatebank.com



11 September 2020

To whom it may concern

**CONFIRMATION OF BANKING DETAILS  
NEXT STEP ACADEMY (PTY) LTD , REGISTRATION NUMBER 2004/028231/07**

We hereby confirm that the following RMB Private Bank Business Cheque account is opened with RMB Private Bank, a division of FirstRand Bank Limited:

Account Name: NEXT STEP ACADEMY (PTY) LTD  
Bank Name: FNB - RMB Private Bank division\*  
Branch Name: Stellenbosch  
Branch Code: 250 408  
Account number: 62801548184  
Date opened: 2019/02/14  
Swift Code: FIRNZAJJ

*\*for internet banking transactions kindly select FNB/First National Bank*

Should you have any queries, kindly contact the writer hereof at 0877 366 219.

This letter is provided for your confidential information only and without any liability for the bank or its employees.

For: RMB Private Bank, a division of FirstRand Bank Limited

  
Cynthia Willemse  
Private Banker Analyst

Tania Els  
Private Banker



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 Fax: (021) 946 4043

2 Old Paarl Road  
 Sunbel Building  
 Office 205, Second Floor  
 Belville  
 7530

29/07/2020

C Snyman  
**Next Step Academy (Pty) Ltd**  
 LA Concorde Building  
 57 Main Road  
 Southern Paarl  
 7624

Dear Christelle Snyman

This serves as confirmation that **Next Step Academy (Pty) Ltd** has been awarded Re-Accreditation valid until **31/03/2025**, as a Skills Development Provider

**The Credentials for the awarded status is:**

<b>Accreditation Status</b>	Re-Accredited
<b>Registration Number</b>	
<b>Accreditation Number</b>	ETDP10155
<b>Primary ETQA</b>	ETDPSETA
<b>Start Date</b>	01/04/2020
<b>End Date</b>	31/03/2025



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Unit Standards			
Unit Standard ID	Level	Credits	Title
114878	Level 04	10	Identify and measure the factors that influence productivity
114884	Level 04	8	Co-ordinate the improvement of productivity within a functional unit
123392	Level 06	12	Design and develop instruments to evaluate education, training and development
242842	Level 04	2	Plan and prepare for an effective presentation
263976	Level 05	5	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework

Qualification			
Qualification ID	Level	Credits	Title
50334	Level 05	120	National Certificate: Occupationally Directed Education Training and Development Practices
58761	Level 04	140	Further Education and Training Certificate: Early Childhood Development



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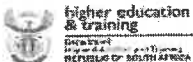
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Elective Unit Standards

Unit Standard ID	Level	Credits	Title
10294	Level 05	10	Identify and respond to learners with special needs and barriers to learning
10305	Level 06	16	Devise interventions for learners who have special needs
110506	Level 04	4	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication
114583	Level 04	8	Develop, implement and evaluate a marketing strategy for a new venture
114585	Level 04	4	Plan strategically to improve business performance
114590	Level 04	4	Mobilise resources for a new venture
114592	Level 04	8	Produce business plans for a new venture
114593	Level 04	5	Tender to secure business for a new venture
114596	Level 04	5	Research the viability of new venture ideas/opportunities
114938	Level 03	2	Describe how to manage anxiety and depression in the workplace
114942	Level 03	2	Describe how to manage reactions arising from a traumatic event
115755	Level 06	10	Design and develop outcomes-based assessments
115759	Level 06	10	Conduct moderation of outcomes-based assessments
117895	Level 03	8	Demonstrate how society and socially constructed roles impact on gender attitudes and behaviours and contribute to women's oppression
119661	Level 04	7	Demonstrate knowledge of the foundations of human rights and democracy
119662	Level 04	8	Describe the relevance of human rights and democratic practices in South African society

The information in this communication is confidential and may be legally privileged.

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119665	Level 05	12	Demonstrate understanding of the concept of human rights and democracy and its application in society
120036	Level 04	5	Analyse the role of institutions in developing and perpetuating gender inequality
123394	Level 05	10	Develop outcomes-based learning programmes
123398	Level 05	5	Facilitate the transfer and application of learning in the workplace
123400	Level 06	5	Evaluate and promote education training and development (ETD) providers, services and products for organisational use
123401	Level 06	15	Design outcomes-based learning programmes
13643	Level 05	6	Develop learning programmes to enhance participation of learners with special needs
15217	Level 05	6	Develop an organisational training and development plan
15218	Level 06	4	Conduct an analysis to determine outcomes of learning for skills development and other purposes
15222	Level 05	3	Promote a learning culture in an organisation
15227	Level 04	4	Conduct skills development administration in an organisation
15232	Level 05	6	Coordinate planned skills development interventions in an organisation
242812	Level 03	4	Induct a member into a team
242816	Level 04	5	Conduct a structured meeting
242819	Level 04	10	Motivate and Build a Team
244256	Level 05	15	Facilitate a Numeracy Learning Programme in the Reception Year
244257	Level 05	15	Facilitate a Literacy Learning Programme in the Reception Year
244259	Level 03	8	Support children and adults living with HIV and AIDS
244260	Level 05	15	Facilitate a Life Skills Learning Programme in the Reception Year





Education, Training and Development Practices Sector Education and Training Authority

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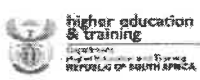
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244478	Level 05	5	Manage an Early Childhood Development service
244481	Level 05	6	Evaluate an Early Childhood Development (ECD) service
244571	Level 03	2	Describe how to manage anxiety and depression in the workplace
244610	Level 05	8	Refer a person with a disability to specialised services
252041	Level 05	5	Promote a learning culture in an organisation



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 E-mail: [etdpseta@tip-offs.com](mailto:etdpseta@tip-offs.com)

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**CONDITIONS FOR ACCREDITATION ( Next Step Academy (Pty) Ltd )**

The ETDP SETA should not be brought into any disrepute. Therefore, your Institution must abide with the ETDP SETA policies and procedures on accreditation, monitoring; assessments, verification and certification. As a Skills Development Provider, it is imperative that quality training is conducted against the national standards and quality assurance requirements, in the event of non-compliance, the ETDP SETA shall investigate the complaint/s and may de-accredit your Institution.

During this accreditation term, your Institution must upload learner achievements, implement and review its Quality Management System. The learning programme training period will take on the lifespan of the unit standard, qualification or the accreditation duration of your Institution or whichever date comes first. It is, therefore, your Institution's responsibility to ensure that the learning programme is updated and meets the necessary quality assurance requirements. Furthermore, your Institution is responsible for the submission of a re-accreditation application, which must be made to the ETDP SETA at least one (01) year before the expiry date of the accreditation term.

**USE OF ETDP SETA LOGO**

Please take note that the provider may not use the ETDP SETA logo under any circumstances if written permission is not granted. The ETDP SETA will not hesitate in taking legal action should this be violated.

**NATIONAL LEARNER RECORDS DATABASE (NLRD) UPLOAD**

The ETDP SETA is pleased to report that your company details have been updated on the ETDP SETA MIS system and your accreditation information will be uploaded every year to SAQA for the purposes of updating the National Learner's Records Database (NLRD).

**DUAL ACCREDITATION**

Primary accredited provider wishing to extend their scope to include programmes that are quality assured by a particular ETQA should inform the ETDP SETA and the provider will be granted programme approval by the secondary ETQA. Once accredited the provider may not seek accreditation with any other ETQA.

Yours sincerely



**Nombulelo Nxesi**  
 Chief Executive Officer



**LGSETA**

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
 Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website http://www.lgseta.org.za

Assessment and RPL College (Pty) Ltd

Private Bag x 10

Menlo Park

0102

For attention: Dr. Indranie Ram

**Notification of Program Approval with the LGSeta**

Enclosed herewith please find your company's status with the LGSeta

**The accreditation status with the LGSeta include:**

A. Your company's accreditation number with LGSETA	<b>LGRS-844-111025</b>
B. Your company's unique identifier with the LGSeta <i>(The above identifier must be referenced during provider data loads)</i>	<b>ETDP-944</b>
C. Your ETQA ID with the LGSeta	<b>581</b>
D. LGSeta ETQA decision number	<b>LGRS-ETDP-510111024</b>
E. Accreditation period from	<b>19-Apr-18</b>
To	<b>31-Mar-20</b>
F. Your record was last updated on	<b>07-May-18</b>

**LGSETA's responsibility during the accreditation period:**

- A. The LGSETA will conduct monitoring and evaluation visit on an annual basis to ensure that the organization continuously complies with the legislative requirements for accreditation and consistently promotes good quality teaching, learning and assessment within its period of accreditation.



**LGSETA**

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008  
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- B. The seta will send a self-evaluation tool to providers on an annual basis to identify provider's needs and this will help the seta to conduct relevant capacity building to providers.
- C. A yearly customer survey will be conducted and providers will be given feedback of the survey.

**The Provider's responsibility during the accreditation period:**

- A. The training provider's must ensure that the learning programme/s is/are updated and meets the necessary requirements.
- B. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Qualification(s)/Unit Standard(s). If any
- C. The Provider must apply for reaccreditation 6 months prior to expiry date of accreditation.
- D. In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please contact the LGSETA ETQA on 011 456 8579 to arrange for the verification visit.
- E. The Provider must apply for the use of the LGseta logo, applications to be addressed to [lazaruss@lgseta.org.za](mailto:lazaruss@lgseta.org.za).
- F. Providers are not allowed to use the Seta logos without the permission of the seta.

The LGSETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours sincerely

  
\_\_\_\_\_



LGSETA

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Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website <http://www.lgseta.org.za>

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**Pumla Mkele**  
**ETQA Manager**  
***pumlam@lgseta.org.za***



LGRSETA

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Your organization's accreditation status are specifically associated with the following:

**Registered assessor/s linked to your organisation**

	Identifier	Surname	Name	Registration	
				From	To
1	LGRS-A1006-1053	Jooste	Marthinus	5/7/2013	5/6/2016
2	LGRS-A1109-1738	Van der Merwe	Pierre	1/28/2016	1/27/2019
3	LGRS-A1406-708	Stone	Adriana	6/6/2014	6/5/2017
4	LGRS-A1502-886	Viljoen	Victor	2/20/2015	2/19/2018

**Registered moderator/s linked to your organisation**

	Identifier	Last Name	Name	Registration	
				From	To
1	Mod597MarJo0911	Jooste	Marthinus	9/16/2014	9/15/2017

**Qualification/s linked to your organisation**

	Qualification ID	Title	Provision date	
			From	To
1	48965	Certificate: Municipal Financial Management	4/19/2018	3/31/2020
	<b>Qualification linked status</b>		Fully accredited training provider	
	<b>ETQA approval number:</b>		LGRS-01-ETDP-130529	

**Unit Standard/s linked to your organisation**

	Unit Standard ID	Title	Provision date	
			From	To
1	116341	Conduct performance management to a South African municipal environment	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>		LGRS-US-ETDP-111025	
2	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>		LGRS-US-ETDP-111025	



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3	116358	Contribute to the strategic planning process in a South African municipality	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
4	116363	Prepare and analyse municipal financial reports	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
5	116364	Plan a municipal budgeting and reporting cycle	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
6	116345	Apply the principles of budgeting within a municipality	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
7	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
8	116362	Manage a municipality's assets and liabilities	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
9	116339	Apply risk management in South African municipalities	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
10	116357	Design internal control and internal control evaluation framework	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
11	116351	Conduct auditing planning and implementation in a South African municipality	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
12	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
13	119350	Apply accounting principles and procedures in the preparation of reports and decision making	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
14	116348	Conduct stakeholder consultation around municipal finance programmes	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
15	116343	Apply the principles of ethics in a municipal environment	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
16	116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
17	116361	Interpret South African legislation and policy affecting municipal financial management	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		



**LGSETA**  
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18	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
19	116347	Contribute to capital planning and financing	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
20	116340	Apply costing principles to municipal operational and service-based costing	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
21	119331	Conduct working capital management activities in accordance with sound financial management policy	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
22	119341	Apply cost management information systems in the preparation of management reports	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
23	116353	Participate in the design and implementation of municipal supply chain management	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
24	119353	Plan and implement public-private partnerships for municipal service delivery	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--111025		
25	116360	Manage information technology resources in a municipal finance environment	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-01-ETDP--130529		
26	337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-01-ETDP--130529		
27	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-01-ETDP--130529		
28	119352	Apply principles of information systems to public finance and administration	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--160601		
29	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--160601		
30	119343	Apply operations research principles and tools in the management of project activities and resources	4/19/2018	3/31/2020
	<b>ETQA approval number:</b>	LGRS-US-ETDP--160601		

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