



8/11/23 + 4/12/23

## 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:

NETCAMPUS (PTY) LTD

POSTAL ADDRESS:

13 MUSPEL ROAD, PARC DU CAP

Building 3, 1st floor, Bellville

**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**

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

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

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

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

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

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

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

### **2. Validity Period**

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

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

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

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

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

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

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

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

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

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

## **5. Authorised Signatory**

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

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

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

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

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

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

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

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

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

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

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

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

## **10. Opening, Recording and Publications of Tenders Received**

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

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

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

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

## **11. Evaluation of Tenders**

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

## **12. Subcontracting**

The Contractor shall not subcontract the whole of the contract.

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

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

## **13. Extension of Contract**

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

## **14. Past Practices**

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

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

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

## 15. Persons in the service of the state

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

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

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

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

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

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

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

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

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

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

### Bidders other than EMEs

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

### Bidders who qualify as EMEs

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

## VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

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



Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on [http://www.sanas.co.za/directory/bbee\\_default.php](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, ANNEXURE H. QUESTIONNAIRE AND ANNEXURE K. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED**

**17. Application**

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

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

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

**18. Standards**

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

**19. Information and Inspection**

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

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

**20. Governing Language**

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

**21. Payments**

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

Payment will be made in Rand unless otherwise stipulated.

**22. Prices and Evaluation of bids**

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

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

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

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

### **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

#### **24. Termination for Insolvency**

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

#### **25. Settlement of Disputes**

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

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

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

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

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

#### **26. Applicable Law**

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

#### **27. Notices**

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

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

#### **28. Taxes and duties**

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

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

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

## **29. Value-added tax (VAT) on invoices**

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

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

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

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

The VAT registration number of the District Municipality is 4700193495.

## **30. Tax Clearance Certificate**

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

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

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

## **31. Municipal Rates, Taxes and Charges**

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

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

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

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

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

**33. Letter of Good Standing from the Commissioner of Compensation**

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

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

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

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

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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

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
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>					
<b>SUPPLIER INFORMATION</b>					
Name of bidder	NETCAMPUS (PTY) LTD				
Postal address	13 MISPEL ROAD, PARC DU CAP, BELLVILLE BUILDING 3				
Street address	13 MISPEL ROAD PARC DU CAP, BELLVILLE BUILDING 3				
Telephone number	Code	021	Number	831 0550	
Cell phone number	082 893 4119				
E-mail address	Riaan.vanWillingh@netcampus.com				
VAT registration number	423 025 1730				
Tax compliance status	TCS PIN:	965196922P	OR	CSD No:	MAAA 0317564
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	4		Total bid price	R 1195 600.00	
Signature of bidder			Date	1 DECEMBER 2018	
Capacity under which this bid is signed	Strategic Accounts Manager				
<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>					
Contact person	Rushdi Hollenbach				
Telephone number	023 348 2360				
E-mail address	<a href="mailto:rushdi@capewinelands.gov.za">rushdi@capewinelands.gov.za</a>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED</b>					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	<a href="mailto:elmine@capewinelands.gov.za">elmine@capewinelands.gov.za</a>				

*Carmen.vanderberg@netcampus.com*

**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**

- 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):

Riaan van Willough

Capacity for the Tenderer:

Strategic Accounts Manager.

## **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

<b>A.1 MICROSOFT 365 CERTIFIED: ENTERPRISE ADMINISTRATOR EXPERT</b>		
<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) <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.3 VEEAM CERTIFIED ENGINEER (VMCE)</b>	
<b>Background</b>	The Cape Winelands District Municipality (CWDM) require skilled, experienced and qualified Officials to support the CWDM backup infrastructure.
<b>Scope of tender</b>	Veeam Certified Engineer (VMCE) would provide the skills to Network Administrators and Technicians to fully support the CWDM backup infrastructure The award under this tender will be for a maximum of a 3 year period not exceeding 30 June 2023, commencing from the date of appointment as per an appointment letter.
<b>Accreditation</b>	Service Provider must be a Veeam Accredited Learning/Training Partner (Proof required). Facilitator must be Veeam accredited (Proof Required).
<b>Modules to be covered</b>	Veeam Certified Engineer (VMCE) <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 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.7 IN-SE CompTIA Security</b>	
<b>Background</b>	The Cape Winelands District Municipality (CWDM) require skills, experienced and qualified officials to supports the current infrastructure.
<b>Scope of tender</b>	IN-SE CompTIA Security+ 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 CompTIA Accredited Learning/Training Partner (Proof required).
<b>Modules to be covered</b>	IN-SE CompTIA Security+ <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.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>B. ONLINE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSES (E-LEARNING)</b>	
<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> <p>(a) Environmental Health Practitioners,  (b) Emergency Specialists/Services (Disaster Management and Fire Service Officials),</p> <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> <p>(a) Training must be done in accordance to the Health Professions Council of South Africa (provide proof of accreditation);</p> <p>(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);</p> <p>(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.</p>

	<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

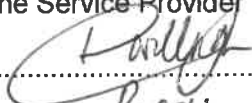
The bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender and offers to perform all of the obligations and liabilities under the contract 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):

Riaan Van Willingh

Capacity for the Tenderer:

strategie accounts Manager

Name of organization

Netcampus (Pty) Ltd

Name and Signature of Witness:

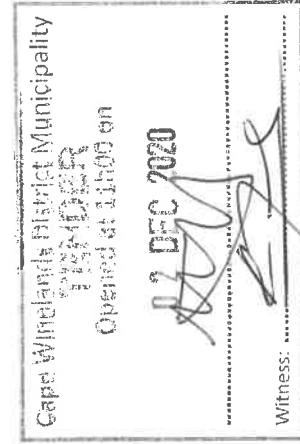
Jacob Carmen Van Der Berg

Date:

1 DECEMBER 2020

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

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 6200.00	R 6820.00	R 7502.00
Facilitation cost	R 20000.00	R 22000.00	R 24200.00
Assessment/Examination cost	R 3600.00	R 3960.00	R 4356.00
Re-examination Cost:	R 3600.00	R 3960.00	R 4356.00
Cost per person (Excl. Vat)	R 33400.00	R 36740.00	R 40414.00
VAT @ 15 %	R 5010.00	R 5511.00	R 6062.10
Cost per person (Incl. Vat)	R 38410.00	R 42251.00	R 46476.10



<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)</b>			
<b>3 Year Tender</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>
	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
<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

*NOT TENDERING ON!*

<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)</b>			
<b>3 Year Tender</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>
	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
<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

*NOT TENDERING ON!*

<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)</b>			
<b>3 Year Tender</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>
	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
<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

*NOT TENDERING ON!*



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 5900 . 00	R 6490 . 00	R 7139 . 00
Facilitation cost	R 11300 . 00	R 12430 . 00	R 13673 . 00
Assessment/Examination cost	R 3600 . 00	R 3960 . 00	R 4350 . 00
Re-examination Cost:	R 3600 . 00	R 3960 . 00	R 4350 . 00
<b>Cost per person (Excl. Vat)</b>	R 24400 . 00	R 26840 . 00	R 29524 . 00
<b>VAT @ 15 %</b>	R 3660 : 00	R 4026 . 00	R 4428 . 60
<b>Cost per person (Incl. Vat)</b>	R 28060 . 00	R 30866 . 00	R 33952 . 60

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

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
A.6 SOPHOS XG FIREWALL ADMINISTRATORS CERTIFICATE			
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 TENDERING ON!



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 2000.00	R 2200.00	R 2420.00
Facilitation cost	R 4800.00	R 5280.00	R 5808.00
Assessment/Examination cost	R 2450.00	R 2695.00	R 2964.50
Re-examination Cost:	R 2450.00	R 2695.00	R 2964.50
Cost per person (Excl. Vat)	R 11700.00	R 12870.00	R 14156.00
VAT @ 15 %	R 1755.00	R 1930.50	R 2123.40
Cost per person (Incl. Vat)	R 13455.00.	R 14800.50	R 16279.40

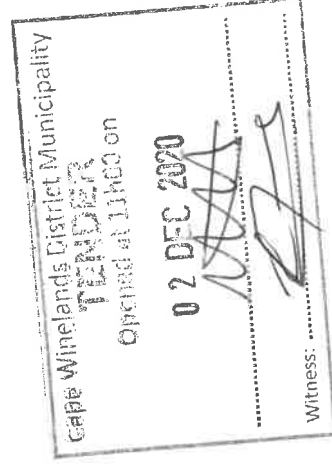
Cape Winelands District Municipality  
**TRIPLES**  
 Opened at 11h00 on  
**02 DEC 2020**

Witness: \_\_\_\_\_

<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)</b>			
<b>3 Year Tender</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>
	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

*Not TENDERING ON!*

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 5760.00	R 6336.00	R 6969.60
Facilitation cost	R 13440.00	R 14784.00	R 16262.40
Assessment/Examination cost	R 3600.00	R 3960.00	R 4338.00
Re-examination Cost:	R 3600.00	R 3960.00	R 4338.00
Cost per person (Excl. Vat)	R 26400.00	R 29040.00	R 31944.00
VAT @ 15 %	R 3960.00	R 4336.00	R 4791.60
Cost per person (Incl. Vat)	R 30360.00	R 33396.00	R 36735.60.



<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

NOT TENDERING ON

**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		
116340	Apply costing principles to municipal operational and service-based costing	1		
116341	Conduct performance management to a South African municipal environment	6		
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	3		
116343	Apply the principles of ethics in a municipal environment	8		
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	1		
116345	Apply the principles of budgeting within a municipality	8		
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	1		
116347	Contribute to capital planning and financing	1		
116348	Conduct stakeholder consultation around municipal finance programmes	3		
116351	Conduct auditing planning and implementation in a South African municipality	3		
116353	Participate in the design and implementation of municipal supply chain management	8		

*NOT TENDERING ON*

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



119353	Plan and implement public-private partnerships for municipal service delivery	1		
<b>Sub - Total Cost (Excl. Vat)</b>				
<b>VAT @ 15 %</b>				
<b>Total Cost (Incl. Vat)</b>				

**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		
116340	Apply costing principles to municipal operational and service-based costing	1		
116341	Conduct performance management to a South African municipal environment	6		
116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	3		
116343	Apply the principles of ethics in a municipal environment	8		
116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	1		
116345	Apply the principles of budgeting within a municipality	8		
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	1		
116347	Contribute to capital planning and financing	1		
116348	Conduct stakeholder consultation around municipal finance programmes	3		
116351	Conduct auditing planning and implementation in a South African municipality	3		
116353	Participate in the design and implementation of municipal supply chain management	8		

*NOT TENDERING ON*

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

119353	Plan and implement public-private partnerships for municipal service delivery	1		
<b>Sub - Total Cost (Excl. Vat)</b>				
<b>VAT @ 15 %</b>				
<b>Total Cost (Incl. Vat)</b>				

**C. MUNICIPAL MINIMUM COMPETENCY LEVELS TRAINING PROGRAMME****Year 3  
01 July 2022 - 30 June 2023**

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

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

119353	Plan and implement public-private partnerships for municipal service delivery	1		
<b>Sub - Total Cost (Excl. Vat)</b>				
<b>VAT @ 15 %</b>				
<b>Total Cost (Incl. Vat)</b>				


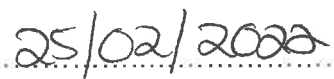


## H. ACCEPTANCE

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 (to be completed by the Cape Winelands District Municipality)</b>	
<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
MAKGATHO	TEBOGO	7106290454089	/
KAOEBE	POLO	751111074083	
PHACANE	JACK	7502265327088	

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

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

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

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

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

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

**NETCAMPUS (PTY) LTD**

**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 onregverdige 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 onregverdige 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**.

100 %
- 3.** Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **gestremdheid**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**.

0 %
- 4.** Persentasie 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	Riaan van Wieringh
3.2	Identity Number (person submitting this declaration)	8504055185089
3.3	Position occupied in the Company (official/director/trustee/shareholder <sup>2</sup> ):	strategic Accounts Manager
3.4	Company Registration Number	2008/02275/07
3.5	Tax Reference Number	9150161140
3.6	VAT Registration Number	4230251730
3.7	The names of all directors/ members/ trustees/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

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

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

3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<del>No</del>
3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<del>No</del>
3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

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

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

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


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

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

4	<p><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 <u>owns</u> shares in the company and is actively involved in the management of the company or business, and exercises control over the company.</b></p>					
	Full name of directors / trustees / shareholders	Identity Number	% Share-holding in company	Personal Tax Reference Number	State Employee Number (Persal)	Municipal rates & services account numbers (3.17.1) <i>Municipal clearance or most recent service account must be attached as evidence</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

  
 Signature

1 DECEMBER 2020.  
 Date

strategic accounts Manager  
 Capacity of Signatory

Netcampus (PTY) LTD  
 Name of Bidder/Company/CC Name

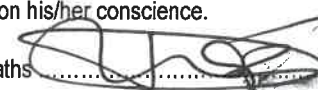
**MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:**

- <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 Bellville

on this the 1 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 

Position: Attorney

Address Parc du Cap  
Mispel Road.

Tel: .....

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

**Ingrid Maré**  
**Parc Du Cap, Building 3**  
**Mispel Road, Bellville**  
**COMMISSIONER OF OATHS**  
**PRACTISING ATTORNEY**  
**CONVEYANCER | NOTARY PUBLIC**

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 CWDM Employees  
for period ending 30 June 2023

(Bid Number and Description)

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

I certify, on behalf of: Net Campus (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

*strategic accounts manager*  
 .....  
 Position

1 DECEMBER 2020  
 .....  
 Date

*Netcampus (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.



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

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

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

---

### 1. GENERAL CONDITIONS

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

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

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

### 2. DEFINITIONS

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

Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE PREFERENCE POINT SYSTEM

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

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

Where

- P<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: = ..... (maximum of 20 points)

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

**7. SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

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

8.1 Name of company/firm: netcampus (Pty) LTD

8.2 VAT registration number: 423 025 1730

8.3 Company registration number: 2000 / 021275 / 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**

Information, communication and technology solutions training provider. Accredited with the likes of Microsoft, Comptia, Oracle and many other technology organizations to provide training on their products

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: Bellville, Cape Town  
 Registered Account Number: 208161032, 220872337  
 Stand Number: .....

8.8 Total number of years the company/firm has been in business: 20

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: 1 DECEMBER 2020

ADDRESS: 13 MISPEN ROAD PARK DU CAAP - Bellville

WITNESSES:

1. [Signature]

2. [Signature]

## M. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
TEBGO MALGATHO	KNOXHILL Estate. KNOX street	6880893895	JOBURG
POLO RADEBE	788 South Ave. ATHOL	555504220	JOBURG
Jack Phalane	12 Brentford Rd. Dallenwood	403667654	JOBURG

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

**DECLARATION:**

I, the undersigned (name) Reaan Van Willingh  
 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

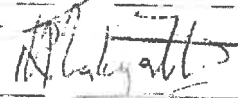


1 DECEMBER 2020  
 Date

strategic accounts Manager  
 Position

Netcampus  
 Name of Bidder

**N. AUTHORITY FOR SIGNATORY**

We, the undersigned, hereby authorize Mr/Mrs Keaan van Willem  
 acting in his/her capacity as strategic accounts manager  
 of the business trading as Nextcampus (PTY) LTD  
 to sign all documentation in connection with Tender T 2020/052

Name of members / directors		Date
TEBGO MAKGATHO		1/12/2020
Pols RADEBE		30/11/2020
Jack Phalane		1/12/2020

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

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

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<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) Riaan Van Willingham 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.

*Riaan Van Willingham*  
Signature

1 DECEMBER 2020  
Date

strategic accounts Manager  
Position

Netcampus  
Name of Bidder





## Q. COMPULSORY DOCUMENTATION / CHECKLIST

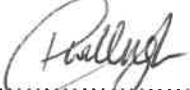
PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT: (Failure to submit this documentation shall lead to disqualification)

<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, Riaan Van Wiltingh confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: 

Date: 1 DECEMBER 2020

## R. CAPABILITY OF BIDDER

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

Company Name	SITA SOC
Description of project	NRF SYSTEMS DEVELOPMENT
Contact person name	TEBOGO Tshabalala
Contact person telephone number	083 376 8186
Value of project	R500 000.00

Company Name	COMPUTACENTER
Description of project	TECHNICAL SUPPORT NRF 4 & SYSTEMS SUPPORT/NRF 5
Contact person name	MARI VAN RENSBURG
Contact person telephone number	021 957 4968
Value of project	R700 000.00

Company Name	MIX TELEMATICS
Description of project	SYSTEMS DEVELOPMENT NRF 5
Contact person name	Porshe Cwaete
Contact person telephone number	021 886 5688
Value of project	R800 000.00

Company Name	AFRIKA TIKKUN SERVICES
Description of project	END USER MS OFFICE NRF 3 (Asable learners)
Contact person name	Yvonne Buntsh
Contact person telephone number	082 229 8731
Value of project	R500 000.00



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA



2019116060

CALL CENTER NO: 0860 105 350

REG NO : 990000436293  
FAX NO : 0123456789  
ISSUE DATE : 2020-10-09  
CERTIFICATE NO : 2019116060

NETCAMPUS PTY LTD  
PO BOX 940  
Centurion

### LETTER OF GOOD STANDING

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

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

**NETCAMPUS PTY LTD**

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

**Nature of business :EDUCATION & TRAINING**

**Expiry date :2021-04-30**

### IMPORTANT NOTICE:

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

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

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

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

Yours faithfully

COMPENSATION COMMISSIONER



W.As. 48

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

Microsoft Corporation  
One Microsoft Way  
Redmond, WA 98052-6399

Tel 425 882 8080  
Fax 425 706 7329  
www.microsoft.com



10/14/2020

To whom it may concern:

I hereby confirm that Netcampus (Pty) Ltd has satisfied the requirements and attained the following competencies in the Microsoft Partner Network program.

Netcampus (Pty) Ltd (MPNID: 5032492)  
Lords Office Estate, Block 6  
276 West Avenue, Centurion  
Pretoria, Gauteng - 0157  
South Africa

- Silver Project and Portfolio Management (Expires on 3/15/2021)
- Silver Messaging (Expires on 3/15/2021)
- Silver Data Analytics (Expires on 3/15/2021)
- Silver Communications (Expires on 3/15/2021)
- Silver Application Development (Expires on 3/15/2021)
- Silver Collaboration and Content (Expires on 3/15/2021)
- Silver Cloud Platform (Expires on 3/15/2021)
- Silver Datacenter (Expires on 3/15/2021)
- Silver Cloud Productivity (Expires on 3/15/2021)
- Silver Enterprise Mobility Management (Expires on 3/15/2021)
- Silver Windows and Devices (Expires on 3/15/2021)

Best Regards,

A handwritten signature in black ink, appearing to read "Dan Truax".

Dan Truax  
General Manager, Partner Digital Experiences and Programs

Microsoft Corporation

Microsoft Corporation  
One Microsoft Way  
Redmond, WA 98052-6399

Tel 425 882 8080  
Fax 425 706 7329  
www.microsoft.com

Alexander  
Rumber



To whom it may concern:

I hereby confirm that Netcampus Ltd. (MPN ID: 5032492) has an active membership in the Silver Learning Option of the Application Development competency in the Microsoft Partner Network through March, 14, 2020.

Netcampus Ltd. has satisfied the requirements to offer training on Microsoft Technologies and Certification Paths through Courseware Marketplace.

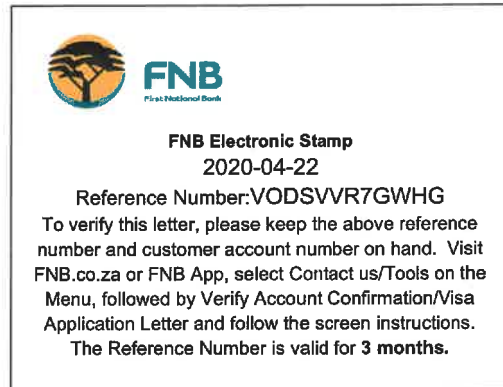
It is hereby clarified that Microsoft is not responsible for the work of the partner, including, but not limited to, the nature of the services it provides, solutions developed by partner, and the way such solutions were implemented. The direct responsibility for all the partner's activities, and services, lies with the partner alone. Also, the said competency certification does not provide and/or assign to any party copyright or any other proprietary rights of Microsoft relating, or in connection to, Microsoft technologies.

Best Regards,

A handwritten signature in blue ink, appearing to read "Dan Donohue".

**Daniel Donohue**

Channels Manager, Learning Partner Program  
MSL Channel Management  
Microsoft Corporation



Date: 2020-04-22

To whom it may concern

### ACCOUNT CONFIRMATION LETTER

We confirm that **\*NETCAMPUS (PTY) LTD** with identification/registration number **2000/021275/07** ("the account holder") holds the following account with First National Bank, a division of FirstRand Bank Limited ("FNB"):

<b>Account Type</b>	PLATINUM BUSINESS ACCOUNT	<b>Account Number</b>	62426247111	
<b>Branch Code</b>	261550	<b>Branch Name</b>	CENTURION	838
<b>Swift Code</b>	FIRZAJJ	<b>Date Opened</b>	2013-08-14	

FNB issues this letter at the specific request of the account holder and for informational purposes only. This letter serves only to confirm that the above information is, according to the records available to FNB, factually correct as at the date of this letter.

Accordingly, FNB provides no warranties, guarantees, assurances or undertakings of any nature in connection with the above information, the account and/or the account holder, cannot be held responsible for any reliance which may be placed on this letter.

Without limiting the above in any way:

- (i) This letter does not constitute a letter of guarantee or a letter of credit.
- (ii) This letter does not imply or infer in any way that FNB has reserved the funds held in the account in favour of any person, nor that FNB has placed a hold on or limited the amount available in the account. The amount available in the account may change at any time without prior notice to you; and
- (iii) FNB will not be held responsible for any change in the information contained in this letter.

This letter is issued to you without any liability for FNB or its employees. You are to treat this letter as confidential.

Should you have any queries, please visit our website [www.fnb.co.za](http://www.fnb.co.za) or feel free to contact us on 087 736 2247.

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - ICT**

I the undersigned,

Full name & Surname	TEBOAO REG-BASTA MAKGATHO
Identity Number	7106290454089

Hereby declare under oath as follows:

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

Enterprise Name	NETCAMPUS PTY LTD
Trading Name	NETCAMPUS
Registration Number	2000/021275/07
VAT Number	4230251730
Nature of Business	LEARNING AND DEVELOPMENT
Enterprise Address	276 WEST AVENUE, LORDS OFFICE ESTATE BLOCK 6, DIE HOEWES, CENTURION

**Definition of "Black People"**

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013

"Black People" is a generic term which means Africans, Coloureds and Indians –

- (a) Who are citizens of the Republic of South Africa by birth or descent; or
- (b) Who became citizens of the Republic of South Africa by naturalization
  - i. Before 27 April 1994; or
  - ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

- The Enterprise is 100% % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
- The Enterprise is 100% % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;

**Definition of "Black Designated Groups"**

Black designated groups: Means

- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution
- b) Black people who are youth as defined in the National Youth Commission Act of 1996
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act
- d) Black people living in rural and under-developed areas
- e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;




- The Enterprise is 100% % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013
  - Black Youth % = 35 %
  - Black Disabled % = 0 %
  - Black Unemployed % = 4 %
  - Black People living in Rural areas % = 0 %
  - Black Military Veterans % = 0 %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of 2019/03/31 the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

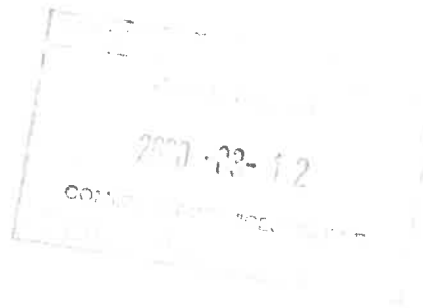
100% black owned	Level One (135% B-BBEE procurement recognition)	✓
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	

- 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 date signed by the commissioner.

Deponent Signature: 

Date: 2020/03/12

  
 Commissioner of Oaths  
 Signature & stamp





**Account Number: 555504220**

<b>City of Johannesburg Property Rates</b>	<b>VAT 4760117194</b>	<b>Sub - Total</b>	<b>Total Amount</b>		
Category of Property: Property Rates Residential The property rates are based on the market values of the property and are calculated as follows: R 6,900,000.00 X R 0.0080590 / 12 ( Billing Period 2020/09 ) Less rates on first R350 000.00 of market value Prop. Rates-Residential Cr Prop. Rates-Residential Dr Prop. Rates-Residential Cr Prop. Rates-Residential Cr Prop. Rates-Residential Dr Prop. Rates-Residential Cr Prop. Rates-Residential Cr Prop. Rates-Residential Cr Prop. Rates-Residential Cr Prop. Rates-Residential Dr VAT: 0 %				4,633.93 - 235.05 - 46,774.80 36,082.31 - 15,396.82 - 50,399.94 50,755.95 - 5,160.69 - 541.72 4,398.87 0.00	- 22,637.96

<b>City Power Electricity</b>	<b>VAT 4710191182</b>	<b>Sub - Total</b>	<b>Total Amount</b>		
(Reading period = 2020/08/01 to 2020/08/31 = 31 days) Energy meter readings and consumption: Meter no 14249810798 start reading 113,949.000 and end reading 115,990.000 = 2,041.000 kWh - Actual Reading Daily average consumption 65.839 kWh Charges for 2,041.000 kWh are based on a sliding scale for a 31 day period Step 1 509.240 kWh @ R 1.4242 ( Billing Period 2020/09 ) Step 2 509.240 kWh @ R 1.6344 Step 3 1,018.481 kWh @ R 1.7550 Step 4 4.039 kWh @ R 1.8516 Extended Social Package Grant Network Surcharge kWh Network Surcharge kWh Service charge Network charge VAT: 15.00%				3,352.47 0.00 91.92 147.74 596.18 628.25	4,816.56

<b>Johannesburg Water Water &amp; Sanitation</b>	<b>VAT 4270191077</b>	<b>Sub - Total</b>	<b>Total Amount</b>		
(Reading period = 2020/07/14 to 2020/08/11 = 29 days) Meter readings and consumption: Meter no 13058595 start reading 3,367.000 and end reading 3,405.000 = 38.000 KL - Actual Reading Daily average consumption 1.310 KL Charges for 38.000 KL are based on a sliding scale for a 29 day period Step 1 5.717 KL @ R 0.0000 ( Billing Period 2020/09 ) Step 2 3.811 KL @ R 18.990 Step 3 4.764 KL @ R 19.820 Step 4 4.763 KL @ R 27.790 Step 5 9.528 KL @ R 38.400 Step 6 9.417 KL @ R 42.000 Extended Social Package Grant Demand Management Levy Sewer monthly charge based on Stand size 1507 m2 ( Billing Period 2020/09 ) VAT: 15.00%				1,060.54 0.00 26.52 671.63 263.80	2,022.49

<b>PIKITUP Refuse</b>	<b>VAT 4790191292</b>	<b>Sub - Total</b>	<b>Total Amount</b>

WASTE MANAGEMENT SERVICE		
Refuse Charge	368.00	
VAT: 15.00%	55.20	423.20

<b>Current Charges (Including VAT)</b>	<b>-15,375.71</b>
--	-------------------

Where can a payment be made?  
 Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or internet site).  
 YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

How to make a payment  
 By debit order, cash or debit card.  
 KEEP ALL RECEIPTS FOR FUTURE REFERENCE

When to make a payment  
 Payments must reach the CoJ on or before the due date.

Change of address  
 This must be done timeously, in writing and submitted to any CoJ Municipal Regional Office.

Terminating electricity and water services?  
 This must be done in writing 7 working days before the date you want your services terminated and submitted to any CoJ Municipal Regional Office.



CENTRAL REGION  
PO BOX 8610 JHB 2000



TEL: 08600 37566  
SMS: 35328

ESKOM HOLDINGS SOC LTD REG NO 2002/015527/30  
VAT REG NO 4740101508

CONTACT CENTRE: (0860) 037566  
FAX NO: 0862 437 566  
E-MAIL: customerservices@eskom.co.za  
WEB: WWW.ESKOM.CO.ZA

MAKGATHO,TEBOGO REG-BASTA  
PO BOX 2001  
HALFWAY HOUSE  
1685

YOUR ACCOUNT NO	6880893895
SECURITY HELD	6251.04
BILLING DATE	2020-09-23
TAX INVOICE NO	688941994879
ACCOUNT MONTH	SEPTEMBER 2020
CURRENT DUE DATE	2020-10-19
VAT REG NO	NOT SUPPLIED
NOTIFIED MAX DEMAND	50.00

CUSTOMER SELF SERVICE WEBSITE:  
<https://csonline.eskom.co.za>

CENTRAL REGION  
PO BOX 8610 JHB 2000

DIRECT DEPOSIT DETAIL	
BANK:	First National Bank
BRANCH CODE:	255005
BANK ACC NO:	62006191077

## TAX INVOICE

E-MAIL: tebogo.makgatho@gmail.com

READING TYPE: ACTUAL	READING DATES: 2020/08/21 - 2020/09/20	NO OF DAYS: 30	SEASON:		
Your next actual reading will be on 21/10/2020					
CONSUMPTION SUMMARY FOR BILLING PERIOD					
METER NUMBER	PREV. READING	CURR. READING	DIFFERENCE	CONSTANT	CONSUMPTION
07700067791	49163.0000	50649.0000	1486.0000	1.0000	1,486.0000
<b>TOTAL ENERGY CONSUMED FOR BILLING PERIOD (kWh)</b>					1,486.00
PREMISE ID NUMBER	3335159859	TARIFF NAME: Homepower Standard			
STAND 001291,UNIT 1 KNOXHILL ESTATE KNOX STREET					
Network Capacity Charge @ R11.68 per day for 30 days R 350.40					
Energy Charge ( 0 - 600 kWh) 600 kWh @ R1.4555 /kWh : R 873.30					
Energy Charge (> 600kWh) 886 kWh @ R2.2409 /kWh : R 1,985.44					
<b>TOTAL CHARGES FOR BILLING PERIOD</b>					R 3,209.14
<b>ACCOUNT SUMMARY FOR SEPTEMBER 2020</b>					
BALANCE BROUGHT FORWARD (Due Date 2020-09-19) R 4,739.50					
PAYMENT(S) RECEIVED Cash - 2020-08-26 R -2,500.00					
TOTAL CHARGES FOR BILLING PERIOD R 3,209.14					
VAT RAISED ON ITEMS AT 14% R 0.00					
VAT RAISED ON ITEMS AT 15% R 481.37					
<b>ARREARS</b>					
>90 DAYS	61-90 DAYS	31-60 DAYS	CURRENT	<b>TOTAL AMOUNT DUE</b>	
0.00	0.00	0.00	5,930.01	R 5,930.01	
Balance brought forward is reflected in the current amount and must be paid by 2020-09-19 to avoid disconnection. Please ignore if already paid.					

ACCOUNT NO / REFERENCE NO	6880893895
NAME	MAKGATHO,TEBOGO REG-BASTA
FAX NUMBER	
0934 6880893895	

11341 6880893895



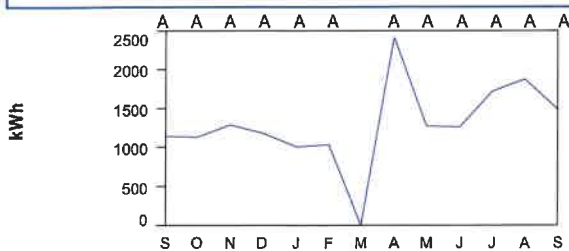
9207 2688 0893 8959



<b>TOTAL AMOUNT DUE</b>
<b>5,930.00</b>

PAYMENT ARRANGEMENT
INSTALMENT
0.00
ARREARS
0.00
DUE DATE
2020-10-19
AMOUNT PAID

LATE PAYMENT CHARGES WILL BE ADDED TO OVERDUE ACCOUNTS



MONTH (A=Actual, E=Estimate)

PAGE RUN NO	EE 2594
BILL GROUP	
BILL PAGE	1 OF 1



a world class African city

Computer generated  
**TAX INVOICE**

PHALANE JH & J  
12 BRENTFORD RD  
DARRENWOOD  
2194

You can contact us in the following ways

- Phone: Tel: 0860 56 28 74 Fax: (011) 358-3408/9
- Correspondence: P O BOX 5000 JOHANNESBURG 2000
- E-mail: joburgconnect@joburg.org.za

VAT NO: CITY OF JOHANNESBURG: 4760117194 VAT NO: PIKITUP: 4790191292  
VAT NO: JOHANNESBURG WATER: 4270191077 VAT NO: CITY POWER: 4710191182

Date	2020/09/02
Statement for	September 2020
Physical Address	12 BRENTFORD ROAD
Stand No./Portion	00000137 - 00000
Township	DARRENWOOD

Stand Size	Number of Dwellings	Date of Valuation	Portion	Municipal Valuation	Region
1487 m2	1	2018/07/01	B1	Market Value R 2,300,000.00	Region B WARD 98

Invoice Number: 28004530875	Next Reading Date: 2020/09/30
Client VAT Number:	Deposit: R 1,592.00

**Account Number: 403667654** **PIN CODE: 769364**

Previous Account Balance	5,775.63
Sub Total	5,775.63
Current Charges (Excl. VAT)	5,666.10
VAT @ 15%	653.47

90 DAYS +	60 DAYS	30 DAYS	CURRENT	INSTALMENT PLAN	TOTAL AMOUNT OUTSTANDING	Total Due	
0.00	0.00	5,775.63	6,319.57	0.00	12,095.20	12,095.20	
						Due Date	2020/09/30

We notice that payment on your account was not received in full last month. If you have since paid we thank you and request that you ignore this message. If you had not yet paid please do so urgently



**Remittance Advice:**

This stub must accompany payment, please do not detach if paying at the post office

EasyPay 91115 4036676544

Postal Office 0146 403667654



51600880011159 40366765409

Date: 2020/09/02 PHALANE JH & J  
Acc. No.: 403667654 12 BRENTFORD ROAD

Standard Bank City of Johannesburg Banking details:  
Internet banking - Use the banks pre-loaded Company details  
SBSA branch deposits - CIN no AA45 to be used in place of bank acc. nr.  
Client Account No/Deposit Reference 403667654

Total Due	12,095.20
Due Date	2020/09/30



**Account Number: 403667654**

<b>City of Johannesburg Property Rates</b>	<b>VAT 4760117194</b>	<b>Sub - Total</b>	<b>Total Amount</b>
Category of Property: Property Rates Residential The property rates are based on the market values of the property and are calculated as follows: R 2,300,000.00 X R 0.0080590 / 12 ( Billing Period 2020/09 ) Less rates on first R350 000.00 of market value VAT: 0 %			
		1,544.64 - 235.05 0.00	1,309.59

<b>City Power Electricity</b>	<b>VAT 4710191182</b>	<b>Sub - Total</b>	<b>Total Amount</b>
(Reading period = 2020/08/01 to 2020/08/30 = 30 days) Energy meter readings and consumption: Meter no 14201058642 start reading 71,965.000 and end reading 73,060.000 = 1,095.000 kWh - Actual Reading Daily average consumption 36.500 kWh Charges for 1,095.000 kWh are based on a sliding scale for a 30 day period Step 1 492.813 kWh @ R 1.4242 ( Billing Period 2020/09 ) Step 2 492.813 kWh @ R 1.6344 Step 3 109.374 kWh @ R 1.7550 Extended Social Package Grant Network Surcharge kWh Network Surcharge kWh Service charge Network charge VAT: 15.00%			
		1,699.26 0.00 36.12 147.74 435.24 347.75	2,666.11

<b>Johannesburg Water Water &amp; Sanitation</b>	<b>VAT 4270191077</b>	<b>Sub - Total</b>	<b>Total Amount</b>
(Reading period = 2020/07/11 to 2020/08/07 = 28 days) Meter readings and consumption: Meter no 498878 start reading 10,723.000 and end reading 10,759.000 = 36.000 KL - Actual Reading Daily average consumption 1.286 KL Charges for 36.000 KL are based on a sliding scale for a 28 day period Step 1 5.520 KL @ R 0.0000 ( Billing Period 2020/09 ) Step 2 3.679 KL @ R 18.990 Step 3 4.600 KL @ R 19.820 Step 4 4.599 KL @ R 27.790 Step 5 9.200 KL @ R 38.400 Step 6 8.402 KL @ R 42.000 Extended Social Package Grant Demand Management Levy Sewer monthly charge based on Stand size 1487 m2 ( Billing Period 2020/09 ) VAT: 15.00%			
		995.00 0.00 26.52 671.63 253.97	1,947.12

<b>PIKITUP Refuse</b>	<b>VAT 4790191292</b>	<b>Sub - Total</b>	<b>Total Amount</b>
WASTE MANAGEMENT SERVICE Refuse Charge VAT: 15.00%			
		345.00 51.75	396.75

**Current Charges (Including VAT)**

**6,319.57**

Where can a payment be made?

Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or internet site).  
YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

How to make a payment

By debit order, cash or debit card.  
KEEP ALL RECEIPTS FOR FUTURE REFERENCE

When to make a payment

Payments must reach the CoJ on or before the due date.

Change of address

This must be done timeously, in writing and submitted to any CoJ Municipal Regional Office.

Terminating electricity and water services?

This must be done in writing 7 working days before the date you want your services terminated and submitted to any CoJ Municipal Regional Office.

# Jacques Pace

Job Title: **FACILITATOR**

**NET CAMPUS**  
LEARN. INNOVATE. EVOLVE

## PROFESSIONAL PROFILE / SYNOPSIS

### Technologies trained

Microsoft, CompTIA, VMware

### Personal Attributes

On a more personal note, I am a family man, I have one son that is studying law and 3 adopted daughters. I love the outdoors, especially mountain biking. I am the 2016 Veterans Mountain bike Marathon champion

### Professional Attributes

I am an organized person with a 20+ year career in IT and a consistent record of meeting employers' requirements and goals.

I have over the past 20 years been involved with various IT projects. My passion is skills upliftment and training. I believe that it is important to be able to grow with and within a company, for this to happen there must be a mutual trust relationship that is earned over time. I love technology and are always looking for something new to learn. I am a great team player, but can also work on my own and get

the job done. I have a great passion for interacting with people and always try and deliver more than what is expected of my clients or student. In a professional environment, I live by the motto that "The client is

king, he pays your Salary." As a trainer, I believe that a good trainer is born not made. Anyone can be a trainer, but to be good at it, one must have a passion for it and be willing to do that little bit of extra for your students.

## SKILLS SUMMARY, SPECIALISATION AREA & COMPETENCY

### QUALIFICATIONS

- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE) 2000/2008/2012 /2016
- Azure Administrator
- Hyper-V Certified
- MCIPT 2008/2012
  
- VMware Certified Professional on vSphere 6
- VMware Certified Professional on vSphere 5
- VMware Certified Professional on vSphere 4
- VMware Certified Professional on VI3
- VMware Advanced Certified. (Deploy Secure and Analyse)
- VMware Trouble Shooting
- VDM (VMware Desktop Manager)



## QUALIFICATIONS

- VDI (VMware Desktop Infrastructure)
- VMware Capacity Planner
- VMware Certified Instructor
- VMware Sales Professional
- VMware Technical Sales Professional
  
- Veeam Technical Sales Professional
- Veeam Sales Professional
  
- CompTIA Certified Technical

## SPECIALISATION AREA/S

Microsoft/VMware

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## RELATED EXPERIENCE

(Diverse Skillset, including but not limited to)

## RELATED EXPERIENCE

20 years' experience

I have 20 years of training experience of which 15 years are as an MCT. I deliver classroom-based training and VILT. Currently, I am busy certifying as an AWS Authorized instructor. (AAI) I am also enrolled at UNISA as a LAW student.

# Microsoft Certification Official Transcript

Microsoft Certification ID: 1022883



JACQUES PACE  
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## Active Certifications

## Achievement Date

Trainer: MCT Enrollment Certification Number : E227-7991		May 17, 2020
Microsoft 365 Certified: Fundamentals Certification Number : H383-9472		March 11, 2020
Microsoft Certified: Azure AI Engineer Associate Certification Number : H363-5285	Valid until	February 19, 2020 February 19, 2022
Microsoft Certified: Azure Security Engineer Associate Certification Number : H358-6200	Valid until	February 07, 2020 February 7, 2022
Microsoft Certified: Azure Administrator Associate Certification Number : H223-5496	Valid until	September 13, 2019 September 13, 2021
Microsoft® Certified Solutions Expert: Core Infrastructure Certification Number : H219-1205		September 05, 2019
Microsoft® Certified Solutions Associate: Windows Server 2016 Certification Number : H126-6789		May 15, 2019
Microsoft® Certified Solutions Associate: Windows Server 2008 Certification Number : D712-1478		April 16, 2012
Microsoft Certified Professional: Microsoft Certified Professional Certification Number : E904-8563		April 16, 2012
Microsoft® Certified Technology Specialist: Windows Server 2008 Active Directory, Configuration Certification Number : A118-3515		September 06, 2010
Microsoft® Certified Technology Specialist: Windows Server 2008 Applications Infrastructure, Configuration Certification Number : A118-3517		March 26, 2010
Microsoft® Certified Technology Specialist: Windows Server 2008 Network Infrastructure, Configuration Certification Number : A118-3516		March 19, 2010

## Microsoft Certified Trainer History

## Active From

## To

MCT History

March 16, 2005

May 17, 2021

# Microsoft Certification Official Transcript

Exams	Date Completed
MD-100 Windows 10	March 17, 2020
MS-900 Microsoft 365 Fundamentals	March 11, 2020
AI-100 Designing and Implementing an Azure AI Solution	February 19, 2020
AZ-500 Microsoft Azure Security Technologies	February 7, 2020
AZ-103 Microsoft Azure Administrator	September 13, 2019
744 Securing Windows Server 2016	September 5, 2019
743 Upgrading Your Skills to MCSA: Windows Server 2016	May 15, 2019
740 Installation, Storage and Compute with Windows Server 2016	April 25, 2019
640 Windows Server 2008 Active Directory, Configuring	September 6, 2010
646 Pro: Windows Server 2008, Server Administrator	May 21, 2010
643 TS: Windows Server 2008 Applications Infrastructure, Configuring	March 26, 2010
642 Windows Server 2008 Network Infrastructure, Configuring	March 19, 2010
403 TS: System Center Virtual Machine Manager 2008, Configuring	March 12, 2010
652 TS: Windows Server Virtualization, Configuration	February 16, 2010
221 Designing a Microsoft Windows 2000 Network Infrastructure	June 2, 2001
222 Migrating from Microsoft Windows NT 4.0 to Microsoft Windows 2000	June 2, 2001
219 Designing a Microsoft Windows 2000 Directory Services Infrastructure	May 12, 2001
216 Implementing and Administering a Microsoft Windows 2000 Network Infrastructure	April 21, 2001
217 Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure	March 17, 2001
215 Installing, Configuring, and Administering Microsoft Windows 2000 Server	March 13, 2001
210 Installing, Configuring, and Administering Microsoft Windows 2000 Professional	February 24, 2001
058 Networking Essentials	September 25, 1998
068 Implementing and Supporting NT™ Server 4.0 in the Enterprise	August 17, 1998
059 Internetworking with Microsoft TCP/IP on Microsoft Windows NT™ 4.0	July 17, 1998
073 Implementing and Supporting NT™ 4.0 Workstation	May 15, 1998
067 Implementing and Supporting NT™ Server 4.0	May 4, 1998

# Microsoft Certification Official Transcript

## Certification History

## Achievement Date

Microsoft® Certified IT Professional: Server Administrator on Windows Server 2008  
Certification Number : A118-3518

September 06, 2010

Microsoft® Certified Technology Specialist: System Center Virtual Machine Manager  
2008, Configuration  
Certification Number : A118-3521

March 12, 2010

Microsoft® Certified Technology Specialist: Windows Server Virtualization,  
Configuration  
Certification Number : A118-3520

February 16, 2010

Microsoft Certified Systems Engineer: Windows 2000  
Certification Number : A118-3495

June 02, 2001

Microsoft Certified Systems Engineer: Windows NT 4.0  
Certification Number : A118-3489

May 12, 2001

Microsoft Certified Professional: Microsoft Certified Professional  
Certification Number : A118-3490

May 04, 1998

## CONTACT INFORMATION

For further information relating to this document, please contact:

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## TRAINING TENDERED ON:

A.1 – Microsoft 365 Certified: Enterprise Administrator Expert.

A.5 – Microsoft Certified: Azure Solutions Architect Expert.

A.7 – IN-SE CompTIA Security+.

A.9 – Microsoft 365 Certified: Teamwork Administrator Associate.

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## APPENDICES

**Appendix A – MICT Seta Accreditation Letter**

## 1 INTRODUCTION

This document together with the prescribed pricing template constitutes the formal response by Netcampus (Pty) Ltd to the Cape Winelands District Municipality. This is a request for an accredited education and training provider (“ETP”) to assist in planning and executing training on End User programs.

### 1.1 About Netcampus

Netcampus is a Black Women Owned Company, a Level 1 BBBEE contributor and we are an accredited MICT SETA Training Provider (MICT SETA, Accreditation number: ACC/2010/09/996).

We are leaders in offering a Blended Training approach. Through multiple training methods including classroom, eLearning and cloud learning, we enable organisations to up-skill their staff on the latest technologies easily, effectively and efficiently. Netcampus is a Microsoft Learning Partner. We are well known for our excellent capability in developing and delivering quality training solutions.

We provide the methods and training solutions that help students gain the knowledge power necessary to becoming contributing members of your workforce.

### GENERAL TRAINING SERVICES

The Netcampus General Training Business is responsible for sourcing and partnering with relevant industry bodies in order to provide training and certification relating to specific product sets and services. We specialize in Microsoft Office and Technical Training as well as a host of internationally recognized soft-skills certifications. Netcampus makes use of three modes to deliver the required training namely:

- Classroom-based Instructor-led training
- eLearning
- Blended learning

We additionally deliver the following services:

- Learning Consulting, including Needs Analysis, Training Strategy and Assessment Strategy
- Assistance with implementing a Quality Management System (QMS)
- SETA alignment and accreditation support
- Unit Standard alignment of training material
- Career path planning for technical staff, i.e. MS technical competencies, ITIL, TOGAF

- We partner with your organisation to deliver services that match the Skills Programme training needs, your organisational strategy as well as your overall business needs.

Netcampus is a 100% Black and Women-owned interest and a Level 1 BBBEE contributor with a collective track record of more than 25 years in the Learning and Development Industry.

## 2 MANAGEMENT OF SKILLS PROGRAMS

The management of the skills programs will be the responsibility of Netcampus.

### **Project Management**

Netcampus has experienced and dedicated Project Managers and team members who will be assigned to manage the daily activities of the programme. These resources are permanently accountable for the execution of tasks at every phase of the project for the entire duration. Some of the resources available as required include:

- Project Manager
- Project Administrators
- Trainers
- Business Unit Specialists
- Inventory Control
- Exam Administrator
- Technicians
- Operations Manager

The project team is responsible for the monitoring and evaluation of progress on the project. The assigned Project Manager will constantly, as be agreed upfront, report to the client on the project progress.

### **Administration**

Netcampus projects team members will handle all administrative aspects of the program and keep track of all documents such learner agreements, code of conduct and progress reports etc. by means of the Netcampus LMS (Learner Management System)

### **Communication**

Netcampus project team members are the central points of contact and will facilitate all communication between the learner and the client.



### 3 PROPOSED IMPLEMENTATION PROGRAMS:

The training program required by the CWDM will be designed to provide each candidate with a logical training plan based on the expected knowledge competencies. Netcampus envisage that through the proposed training plan as well as their workplace interaction with their mentors, the candidates will gain the required knowledge and practical and applied competencies. This in turn leading to competent candidates of the prescribed skills programs.

The following elements are critical to ensuring the successful rollout and implementation of the training program.



CompTIA IN-SE Security +					
3.1	CompTIA Security+	5 days	R6800.00	R7480.00	R8228.00
3.2	CompTIA EXAM SY0-501	1 day	R2450.00	R2695.00	R2964.50
3.3	CompTIA re-write exam	1 day	R2450.00	R2695.00	R2964.50
MS 365 CERTIFIED: Teamwork Administrator Associate					
4.1	MS Managing MS Teams MS700	4 days	R7700.00	R8470.00	R9317.00
4.2	MS Sharepoint Hybrid deployment & Migration MS040	5 days	R9300.00	R10230.00	R11253.00
4.3	MS Manage sharepoint online & Onedrive for Business	3 days	R6700.00	R7370.00	R8107.00
4.4	MS Exam re-write x 3 Exams	1 day	R2700.00	R2960.00	R3267.00

## 6 TRACK RECORD

COMPANY NAME	PROGRAM	QUALIFICATION/S	YEAR COMPLETED	NUMBER OF INTERNS
Telkom	Internship	Technical Support NQF Level 4.	2016/2017	125
National Library of South Africa BCX	Internship	Microsoft Certified Systems Engineer.	2017	65
National Library of South Africa BCX	Internship	Microsoft Certified Systems Engineer.	2017/2018	200
Innovation Hub	Internship	Microsoft Certified Solutions Associate Microsoft Certified Systems Engineer Microsoft Certified Solutions Development	2018	20
SITA	Learnership	NQF 4 and Systems development	2019-2020	300
Computacenter	Learnership Programme	Technical Support NQF Level 4 Systems Support NQF Level 5	2019/2020	50

ATS	Learnership Programme	Technical Support NQF Level 4	2019/2020	5 Disabled Candidates
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## Inclusions and Exclusions

### Pricing includes the below:

- Certified Technical Trainers
- Communication with learners and the employer
- Reporting - Quarterly Reports or Monthly Report for the employer. Netcampus will provide reporting with mutually agreed information as well as MICT SETA specific information to ensure that all parties are 100% updated with the project status.
- Avail Netcampus Project team to run with the daily activities of the program. The project team will also be responsible for the monitoring and evaluation of progress on the project. The assigned Project Manager and owner will constantly, as be agreed upfront, report to City of Cape Town on the project progress.
- Prices include ALL courseware (training material)
- Assessment
- Pricing is based on acceptance of the full proposal; any reduction in numbers will result in increased unit costs
- Netcampus Certificates of Completion
- Attendance Registers
- Refreshments / Catering
- Itemized Billing
- Venue
- Parking

### The above pricing **excludes** the following:

- Recruitment of learners
- All prices quoted exclude Valued Added Tax of 15%
- Pricing excludes accommodation and travel costs for learners

**MICT SETA ACCREDITATION LETTER**

## The services are as follows:

<b>Key Area</b>	<b>Activities</b>	<b>Key Focus</b>
Training delivery	Learning Facilitation by accredited Subject Matter Experts, using outcomes-based Learner Guides	Ensuring that learners are provided with appropriate structured learning, using outcomes-based facilitation methodologies and learner guides
Project management	Project planning, quality control, meetings, monitoring and reporting  Curriculum design	Ensuring that the project is well managed
Administration	Recording and tracking of learner progress throughout.  Access to learner progress using online Learner Management System	Ensuring that all administrative requirements for program are met
Learner support and organizational interface	Learner support services including monthly workshops, telephonic, email and Discussion Forum on the Learner Management System  Guidance and Support of interns in line with organisational policy, Stakeholder orientation, awareness and education	Ensuring that learners have adequate support, to ensure high completion rates.  Providing guidance on vocational training self-management techniques and principles