

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF TOURISM)

BID NUMBER: **NDT0001/15**

CLOSING DATE: **19 May 2015**

CLOSING TIME: **11:00**

**DESCRIPTION: Appointment of Training Providers to be included in the Database of Accredited Training Providers for the SRI Programme for Three (3) (2015/16– 2017/18.**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

BID DOCUMENTS MAY BE POSTED TO: **Private Bag x424  
Pretoria  
0001**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  
**Ground Floor, Tourism House, 17 Trevenna Street, Sunnyside, 0002**

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

**THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER	.....
POSTAL ADDRESS	.....
STREET ADDRESS	.....
TELEPHONE NUMBER	CODE.....NUMBER.....
CELLPHONE NUMBER	.....
FACSIMILE NUMBER	CODE .....NUMBER.....
E-MAIL ADDRESS	.....
VAT REGISTRATION NUMBER	.....
HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)	YES/NO
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES/NO [IF YES ENCLOSE PROOF]
SIGNATURE OF BIDDER	.....
DATE	.....
CAPACITY UNDER WHICH THIS BID IS SIGNED	.....
TOTAL BID PRICE.....	TOTAL NUMBER OF ITEMS OFFERED .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



### Application for a Tax Clearance Certificate

#### Purpose

Select the applicable option ..... Tenders  Good standing

If "Good standing", please state the purpose of this application


#### Particulars of applicant

Name/Legal name (Initials & Surname or registered name)											
Trading name (if applicable)											
ID/Passport no					Company/Close Corp. registered no						
Income Tax ref no					PAYE ref no	7					
VAT registration no	4				SDL ref no	L					
Customs code					UIF ref no	U					
Telephone no	CODE		NUMBER		Fax no	CODE		NUMBER			
E-mail address											
Physical address											
Postal address											

#### Particulars of representative (Public Officer/Trustee/Partner)

Surname											
First names											
ID/Passport no					Income Tax ref no						
Telephone no	CODE		NUMBER		Fax no	CODE		NUMBER			
E-mail address											
Physical address											

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

**Audit**

Are you currently aware of any Audit investigation against you/the company?..... YES NO  
If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent -- Date

Name of representative/agent

**Declaration**

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer -- Date

Name of applicant/Public Officer

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to:
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## SBD 4 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:  
 .....  
 .....  
 .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....



**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**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, 2011.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
<b>1.3.1.1 PRICE</b>	<b>90</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>10</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 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.

1.5 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

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or



<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number .....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider

- Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

.....  
 SIGNATURE(S) OF BIDDER(S)  
 .....

2. ....

DATE:.....  
 ADDRESS:.....  
 .....  
 .....

## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

**CONTRACT FORM - RENDERING OF SERVICES**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....



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

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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	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? (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 <i>audi alteram partem</i> rule was applied).  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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 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:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ 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.

<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.

**SBD 9**

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

.....  
Date

.....  
Position

.....  
Name of Bidder



# National Department OF TOURISM

## BAS ENTITY MAINTENANCE FORM

Head Office Only	
Date Received	_____
Safetynet Capture	_____
Safetynet Verified:	_____
BAS/LOGIS Capt	_____
BAS/LOGIS Auth	_____
Supplier No.	_____

**The Director General**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens .

**I/We understand that bank details provided should be *exactly as per record held by the banks* .**

**I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.**

Company / Personal Details													
Registered Name													
Trading Name													
Tax Number													
VAT Number													
Title:													
Initials:													
Full Names													
Surname													
Persal Number													
Address Detail													
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New Detail													
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information													
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other ( Specify )												
Department Number	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												

**Supplier Account Details (To be Verified by the bank)**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

**Bank screen info**

**ABSA-CIF screen**  
**FNB-Hogans system on the CIS4/CUPR**  
**STD Bank-Look-up-screen**  
**Nedbank- Banking Platform under the Client Details Tab**

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Bank Stamp

**Supplier Contact Details**

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**





**tourism**

Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

THE NATIONAL DEPARTMENT OF TOURISM AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) ACT, NO. 53 OF 2003 AND THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO. 5 OF 2000 AND ITS REGULATIONS.

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF TRAINING PROVIDERS TO BE INCLUDED IN THE DATABASE OF ACCREDITED TRAINING PROVIDERS FOR THE SRI PROGRAMME FOR THREE YEARS (3) (2015/16– 2017/18.**

**1. BACKGROUND**

The Chief Directorate: Social Responsibility Implementation in the Department of Tourism is implementing training projects in line with the Expanded Public Works Programme (EPWP). One of the different training interventions provided for the beneficiaries who are participating in our programmes is through accredited training. The department has identified a number of skills programmes to be provided for the workers within the EPWP infrastructure projects.

**2. METHOD OF APPOINTING FROM PANEL**

When the need for the provision of a specific skills programme is identified the first three service providers which have been placed on the panel for a specific skills programme will be requested to submit quotations for the provision of the skills programme within the cost parameters set by the cost department. The service provider offering the lowest price will be appointed and will have to sign the Memorandum agreement. The department will apply the rotation system to the database. Appropriately accredited training providers are invited to submit application forms to be included in a panel of service providers from which appointments will be made for the provision of identified skills programmes when the need arises. Training providers will be appointed to the panel based on technical ability and BEE requirements.

### **3. SCOPE OF WORK**

The Training Providers appointed by the Department will be required to conduct training in all the approved infrastructure projects and ensure that:

- a) Facilitation, Assessment and Moderation of training is of quality
- b) Training plan are compiled in a format prescript by the Department
- c) Work is carried out in a professional, competent and cost effective manner.
- d) On completion of training, the trainees receive accredited certificate, and they are registered with the relevant Seta.
- e) That at the end of training they shall submit a training completion report on the template prescript by the department and ensure that report is acceptable.

### **4. SKILLS PROGRAMMES FOR WHICH PROPOSALS ARE SOUGHT**

The list of skills programmes and their constituent unit standards which have been identified by the department are available on the website [www.tourism.gov.za](http://www.tourism.gov.za) as Annexure A B C and D. Training providers may apply for more than one skills programme. A separate proposal and application form must however be submitted per seta.

### **5. PAYMENT TERMS**

The remuneration for the provision of skills programmes will be based on cost norms for accredited training that were developed for accredited training of the department's EPWP projects. The norm is expressed as a cost per credit per learner. The current norm cost per credit is R329. The price may be adjusted at the discretion of the department.

The cost for a skills programme will thus be determined based on the total number of credits for the constituent unit standards. Such cost per credit is based on a minimum group size of 12 and is all inclusive and includes but is not limited to the cost of facilitation, assessment, course material, venue, meals and accommodation for learners where necessary and travelling cost to the venue.

By submitting an application form prospective training providers indicate their willingness to provide the service within the abovementioned parameters.

## 6. EVALUATION CRITERIA

Item	Score
<b>6.1. FUNCTIONALITY</b>	<b>100</b>
<b>6.1.1 Bidder Experience of the project to be undertaken</b>	
Company relevant experience and track record	20
<b>6.1.2 Qualifications and experience of key staff members accountable / responsible for this project (Attach CVs of not more than 5 pages per person)</b>	
□ Current CV's of the facilitators/Assessors and Moderators with related experience and expertise to cover the different content areas of the course	40
□ Proposed team structure to manage the project ( Attach)	10
<b>6.1.3 Methodology and approach to the project to be undertaken</b>	
□ Project implementation plan for training with realistic timeframes for achieving the outcomes	15
<b>6.1.4 Submission of three referee reports from companies you rendered service for (on their letterhead ) from different contactable referees for similar projects done covering the following:</b>	15
<ul style="list-style-type: none"> <li>• Project name</li> <li>• Description and type of training</li> <li>• Project duration</li> <li>• Project price</li> <li>• Quality of services</li> </ul>	
<b>6.2 PRICE</b>	<b>80</b>
<b>6.3 B-BBEE Contributing level</b>	<b>20</b>

Bid Evaluation can only be done on the basis of information, which we asked for. The comprehensiveness of the bid can therefore be decisive in the awarding thereof

## **8. COMPULSORY BID CONDITIONS (FAILURE TO ADHERE TO THE CONDITIONS AS SPECIFIED YOUR BID PROPOSAL WILL BE DISQUALIFIED)**

- 8.1 Bidders are required to submit **ORIGINAL** and **VALID** Tax Clearance Certificate.
- 8.2 All Standard Bidding Documents (SBD) or forms should be fully completed signed (**handwritten with black ink**) and not be re-typed, retyped SBD documents will be disqualified.
- 8.3 Training service providers must submit a valid letter of accreditation and programme approval from the Cathsseta/Services seta/Construction seta/Agriseta failure to submit the accreditation letter or document with the bid, your proposal will be disqualified.
- 8.4 The curriculum vitae of Facilitators, Assessors and Moderators for relevant training field must be attached: Failure to submit CV's will invalidate your bid proposal.
- 8.5 **NB:** No tender shall be awarded to a bidder whose name(or any of its directors or partners or associates) appears on the Register of Defaulters kept by the Treasury, or who have been placed on the National Treasury's List of Restricted Supplies. The department reserves the right to withdraw an award or cancel the Service Level Agreement concluded with the bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by any Government Institution.
- 8.6 Should the bidder bid for different Seta, the service provider **MUST** submit separate bid/s per training clearly marked or written the name (**NB: Agriseta/Cathsseta/Construction /Services**) and relevant supporting document required as per bid invitation. The **unmarked** bid proposal will be disqualified.
- 8.7 Failure to submit a separate proposal per Seta will result in a bid being disqualified
- 8.8 E-mailed or faxed applications will not be accepted.
- 8.9 Late applications/proposals will not be considered.

## **9 CONDITIONS OF THE BID**

- 9.1 Bids will be subject to Supply Chain Management conditions as follows:
  - 9.1.1 The Preferential Procurement Policy Framework Act, Act No. 05 of 2000 and the Broad Base Black Economic Empowerment Act, Act 53 of 2003 will apply to this bid.
- 9.2 **The criteria for evaluation of the bids proposals will be as follows:**
  - a) Firstly, the assessment of the functionality will be done in terms of the evaluation criteria as indicated below. Thereafter, only bidders who obtain at **least 60 out 100 points** for the

- functionality will be considered for further evaluation. A bid proposal will be disqualified if it fails to meet the minimum qualifying score for functionality as per the bid invitation.
- b) Thereafter, only the qualifying bids on functionality are evaluated in terms of the 80/20 preference points system, where the 80 points must be used for the price and 20 points are used for the Broad Based Black Economic Empowerment (B-BBEE) level.
  - c) Bidders who obtain a minimum of 60 points on functionality will be allocated a maximum score of 80 points for price.
- 9.3 Bidders are required to submit an original or certified copy of a valid B-BBEE Status Level Verification Certificates to substantiate their B-BBEE rating claims.
- 9.4 Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE
- 9.5 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for separate bids.
- 9.6 A Service level agreement shall be signed with the preferred bidder. The successful bidder may not alter its B-BBEE status during the contract period. NDT reserves the right to terminate the contract should the successful bidder no longer meet the B-BBEE requirements
- 9.7 The bid proposal should be submitted with all required information containing technical information as well as price information and NDT BAS Entity Maintenance form.
- 9.8 Preference will be given to training providers with good project management track record.
- 9.9 The training provider will be expected to cover all the geographical areas of the province.
- 9.10 Potential training providers/bidders must submit separate bid/s clearly marked the name of the project that you're bidding for.
- 9.11 The NDT reserves the right not to award and the terms of reference or specification is valid for a period of 90 days from the date of an advert.
- 9.12 Bidders must complete and write the **compulsory application form** indicating the training projects. See the attached Annexures **A, B, and C & D** for your information and submission with your bid proposal. Failure to complete the **compulsory application form** bid proposal will be disqualified.

**SUBMISSION OF PROPOSALS:**

Proposals must be submitted in a sealed envelope or file clearly marked "CD SRI: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF TRAINING PROVIDERS TO BE INCLUDED IN THE DATABASE OF ACCREDITED TRAINING PROVIDERS FOR THE SRI PROGRAMME FOR THREE YEARS (3) (2015/16– 2017/18.

**Sent/delivered to the department for attention:**

Bid/Tender Administration Office

Directorate: Supply Chain Management

Department of Tourism

Private Bag X 424

Pretoria

0001

**Or hand-delivered to:**

Department of Tourism's Head Office

Tourism House

Ground Floor (Tender Box),

17 Trevenna Street

Sunnyside,

Pretoria

0002

**Closing date: 19 May 2015**

**Closing time: 11H 00**

**Technical Enquiries Only:**

Mr. Jonga Kuhlane, tel. (012) 444 6474 or e-mail: [jkuhlane@tourism.gov.za](mailto:jkuhlane@tourism.gov.za)

Ms. Lomvula Mavuso, tel. (012) 444 6492 or e-mail: [lmavuso@tourism.gov.za](mailto:lmavuso@tourism.gov.za)

**Bid Enquiries Only**

Ms Merriam Malapane, Tel (012) 444 6230 or e-mail: [mmalapane@tourism.gov.za](mailto:mmalapane@tourism.gov.za)

Mr. Mogomotsi Mogodiri; tel (012) 444 6234 or e-mail: [mmogodiri@tourism.gov.za](mailto:mmogodiri@tourism.gov.za)





**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA


**NAME OF SERVICE PROVIDER REPRESENTATIVE.....**

**SIGNATURE.....**

**DATE.....**



**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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5. Use of contract documents and information; inspection
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11. Insurance
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23. Termination for default
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## General Conditions of Contract

### 1. Definitions

1. 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 supplies 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 supplies 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 "Written" or "in writing" means handwritten 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, 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 supplies, 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 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **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.

**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 in SCC.

**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 supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies 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 supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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 23 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 and 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**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 in the SCC.

**12. Transportation**

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

**13. Incidental services**

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

- (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 in SCC, 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 in SCC.

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 in SCC 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 in SCC, 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 in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment 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 in SCC.
- 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 in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 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 contracts 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 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 supplies are required, or the supplier's services are not readily available.

21.5 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 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies 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 intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority actively associated.
- 23.6 If 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. Anti-dumping 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 favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies 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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 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.

**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 in SCC.
- 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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 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 (or bid rigging).
- 34.2 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 the Competition Act No. 89 of 1998.

- 34.3 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.



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

**ANNEXURE A**

AC/PROMAN/4/0030		
Project Management		
SAQA ID	Unit standard title	Level
10133	Schedule project activities to facilitate effective project execution	4
10143	Monitor, evaluate and communicate project schedules	4
10137	Soncut project documentation management to support project processes	4
13835	Contribute to project initiation, scope definition and scope change control	4
<b>Total Credits</b>		<b>27</b>

AC/PROTEAM/4/0031		
Project Team		
SAQA ID	Unit standard title	Level
14214	Evaluate and improve project team's performance	4
10144	Identify, suggest and implement corrective actions to improve quality	4
<b>Total Credits</b>		<b>14</b>

AC/PROFIN/4/0032

**Project Finance**

SAQA ID	Unit standard title	Level	Credit
10134	Participate in the estimation and preparation of cost budgets for an element of work and monitor and control actual cost against budget	4	6
10142	Fulfill procurement activities and supervise procurement administration	4	8
10141	Contribute to the management of project risk within field of own expertise	4	5
<b>Total Credits 19</b>			

HP/CommLang/48812/01

**Communication and Language**

SAQA ID	Level	Credit
8974	Engage in sustained oral communication and evaluate spoken texts:	4
8975	Read, analyze and respond to a variety of texts:	4
8976	Write for a wide range of context:	4
8973	Use language and communication in occupational learning programmes	4
8979	occupational learning programmes:	4
8968	Accommodate audience and context needs in oral communication:	4
8969	Interpret and use information from texts:	4
8970	Write texts for a range of communicative contexts:	4
<b>Total Credits 45</b>		



HP/MathLiter/48812/02

Mathematics Literacy		
SAQA ID		Level Credit
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues:	4 6
9016	Represent, analyze and calculate shape and motion in 2-and3-dimensional space in different contexts:	4 4
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life-related problems:	4 6
<b>Total Credits 16</b>		

HP/HeritManag/48812/03

Heritage Management		
SAQA ID		Level Credit
114509	Analyze and synthesize a variety of texts related to issues in heritage production and consumption:	4 5
114512	Participate in sustainable heritage practices:	4 5
114513	Contribute to the preservation of heritage objects/sites/resources:	4 5
114522	Facilitate community awareness and participation in preserving heritage resources:	4 10
114524	Perform general heritage administrative tasks:	4 12
<b>Total Credits 37</b>		

HP/HeritBusDev/48812/04

Heritage Business Development		
SAQA ID	Level	Credit
114524	4	12
Perform general heritage administrative tasks:		
10385	4	
Develop a business plan for a small business:		
10021	4	5
Instill in myself a personal marketing culture:		
10388	4	4
Interpret basic financial statement:		
114521		3
Raise funds for a heritage practice:		
Facilitate community awareness and participation in preserving		
114522	4	4
heritage resources:		
<b>Total Credits 38</b>		

HP/HeritTour/48812/05

Heritage Tourism (Elective)		
SAQA ID	Level	Credit
114515	4	5
Provide research assistance in the heritage context:		
114526	4	16
Develop products for heritage tourism purposes:		
<b>Total Credits 21</b>		

HP/HeritConsPres/48812/06

Heritage Conservation and Preservation		
SAQA ID	Level	Credit
114515	4	5
Provide research assistance in the heritage context:		
114528	4	16
Monitor and report on conditions of heritage resources to enhance preservation and conservation:		
<b>Total Credits 21</b>		

**HP/PreventHerit/48812/07**

<b>Preventative and Interactive Heritage</b>		
<b>SAQA ID</b>		<b>Level Credit</b>
114515	Provide research assistance in the heritage context:	4 5
114530	Control factors causing deterioration in heritage:	4 16
<b>Total Credits 21</b>		

**HP/HeritCurat/48812/08**

<b>Heritage Curation</b>		
<b>SAQA ID</b>		<b>Level Credit</b>
114515	Provide research assistance in the heritage context:	4 5
114531	Manage tangible collections records by collecting, documenting and retrieving information:	4 16
<b>Total Credits 21</b>		

**HP/HeritComm/48812/09**

<b>Heritage Communication</b>		
<b>SAQA ID</b>		<b>Level Credit</b>
114517	Provide assistance with installing and dismantling exhibitions: Participate in the research and generation of ideas for exhibition concepts:	4 5
114519	Develop heritage education learning programmes:	4 5
114520	Design a guided experience for customers:	4 5
8532		
<b>Total Credits 20</b>		

**CUSTOMER SERVICE PROGRAMME**

**CUST/ServProgr/4/0095**

<b>Customer Service Programme Level 4</b>				
<b>SAQA ID</b>	<b>Unit standard title</b>	<b>Level</b>	<b>Credit</b>	<b>UnStd Info</b>
8480	Introduce South Africa to tourist	4	7	Compulsory
7789	Provide Customer Care	4	8	Compulsory
7710	Deal with the arrival of customers	3	2	Compulsory
7703	Provide customers with information and book external service	3	2	Compulsory
260178	Relate diversity to customer service		5	Compulsory
<b>Total Credits 24</b>				

**CUST/ServProgr/5/0095**

<b>Customer Service Programme Level 5</b>				
<b>SAQA ID</b>	<b>Unit standard title</b>	<b>Level</b>	<b>Credit</b>	<b>UnStd Info</b>
14734	Deal with Customers	5	8	Compulsory
7865	Improve service to customers	5	6	Compulsory
7836	Monitor customer satisfaction	5	3	Compulsory
8490	Contribute to sustainable tourism in South Africa	5	4	Compulsory
<b>Total Credits 21</b>				

TOURISM GUIDING

TG/ADVSITEGUIDE/4/0007

**Adventure Site Guide (NQF 4)**

SAQA ID	Unit standard title	UStd Info	Level	Credit
335816	Conduct a guided adventure experience	Compulsory	4	8
246740	Care for customers	Compulsory	4	3
262317	Lead participants through an outdoor recreation and adventure activity	Compulsory	4	10
335803	Research and plan a guided experience at a prominent tourism site	Elective	4	10
262320	Manage and organise groups	Elective	4	10
262246	Set up and operate a camping site	Elective	4	5
335816	Plan and impliment minimum environmental impact practices	Elective	4	5
<b>Total Credit Value Minimum 26 Credits</b>				

TG/CULTSITEGD/4/0031

Culture Site Guide L4			
SAQA ID	Unit Standard name	UnStd Info	NQF Level Credits
335802	Conduct a guided cultural experience	Compulsory	4 12
246740	Care for customers	Compulsory	4 3
335801	Conduct a tourist guiding activity	Compulsory	4 8
255914	Minimise and manage safety and emergency incidents	Compulsory	4 6
	<b>ELECTIVE: Select minimum ONE US: Minimum 5 Credits</b>		
119869	Demonstrate knowledge of Iron Age archaeology	Elective	4 10
119877	Demonstrate knowledge of Stone Age archaeology	Elective	4 10
335803	Research and design a guided experience at a prominent tourism site	Elective	4 5
119870	Research a Southern African archaeological site from published and unpublished material	Elective	4 6
<b>Total Credit Value Minimum 34 Credits</b>			

TG/NATSITEGD/4/0032

Nature Site Guide L4

SAQA ID	Unit Standard name	NQF Level	Credits
335799	Conduct a guided nature experience	4	7
246740	Care for customers	4	3
335801	Conduct a tourist guiding activity	4	8
255914	Minimise and manage safety and emergency incidents	4	6
	<b>ELECTIVE: Select minimum ONE US: Minimum 5 Credits</b>		
335815	Conduct a guided biome experience	4	10
335814	Conduct a guided birding experience	4	10
335803	Research and design a guided experience at a prominent tourism site	4	5

Total Credit Value Minimumum 29 Credits

TG/REINTROSPEC/4/0033

Release/Re-introduction Specialist

SAQA ID	Unit Standard name	UnStd Info	Level	Credits
	<u>Apply a basic training and enrichment programme for captive animals</u>	Compulsory	4	8
113824	animals	Compulsory	4	40
113820	Care for animals in facility	Compulsory	4	4
113815	Demonstrate a basic knowledge of legislation	Compulsory	4	4
113817	Interact with visitors in a facility	Compulsory	4	4
255914	Minimise and manage safety and emergency incidents	Compulsory	4	6

Total Credit Value Minimum 62 Credits

Adventure Site Guide L4		NOF Level	Credits
SAGA ID	Unit Standard name		
335816	Conduct a guided adventure experience	4	8
246740	Care for customers	4	3
335801	Conduct a tourist guiding activity	4	8
255914	Minimise and manage safety and emergency incidents	4	6
262317	<b>Lead participants through an outdoor recreation and adventure activity</b> Electives: Select at least one of the following US. Minimum 5Cr	4	10
262246	Set up and operate a camping site	4	5
335803	Research and design a guided experience at a prominent tourism site	4	5
262320	Manage and organise groups	4	10
335816	Plan and implement minimum environmental impact practices PL US: Adventure specialist field activity choice to conduct a guiding experience in specialization area	4	5
<b>Total Credit Value Minimum 40 Credits</b>			



## HOSPITALITY

HSP/RmAttId/2/0012		Room Attendant			
SAQA ID	Unit standard title	UStd Info	Level	Credit	
7793	<u>Describe layout, services and facilities of the organisation</u>	Compulsory	2	1	
7796	<u>Maintain a secure working environment</u>	Compulsory	3	1	
7799	<u>Maintain a safe working environment</u>	Compulsory	2	2	
7800	<u>Maintain health, hygiene and a professional appearance</u>	Compulsory	2	1	
7602	<u>Prepare beds and handle linen and bed coverings</u>	Compulsory	2	2	
7605	<u>Service guest bedroom areas</u>	Compulsory	2	1	
<b>PLUS Select at least 8 credits from the following:</b>					
7603	<u>Service toilet and bathroom areas</u>	Elective	2	2	
7606	<u>Clean floors and floor coverings</u>	Elective	2	1	
7608	<u>Handle and store cleaning equipment and materials</u>	Elective	2	1	
7612	<u>Handle and dispose of waste</u>	Elective	2	3	
7613	<u>Deep clean floors and soft floor coverings</u>	Elective	2	2	
7614	<u>Service self-catering kitchen areas and equipment</u>	Elective	2	2	

**Suitable for room attendants who service guest accommodation.**  
**It also provides for those who service self-catering kitchen areas and equipment within guest accommodation**

HSP/LndAsss/2/0013				
Laundry Assistant				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7608	Handle and store cleaning equipment and materials	Compulsory	2	1
7612	Handle and dispose of waste	Compulsory	2	3
7618	Provide an on-premise laundry service	Compulsory	2	2
7631	Launder Guest Clothes	Compulsory	3	1
7634	Provide a Valet Service	Compulsory	3	1
7635	Control Linen for External Laundry	Compulsory	2	1

Suitable for learners working in an in-house laundry.

HSP/Cleanr/2/0014				
Public Area Cleaner				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7626	Cleaning and maintain public areas	Compulsory	2	2
7629	Service toilets and washrooms	Compulsory	2	2
<b>PLUS Select at least 3 credits from the following:</b>				
7606	Clean floors and floor coverings	Elective	2	1
7608	Handle and store cleaning equipment and materials	Elective	2	1
7612	Handle and dispose of waste	Elective	2	1
7613	Deep clean floors and soft floor coverings	Elective	2	3

Suitable for learners who are responsible for cleaning and maintaining of public areas within an establishment

HSP/AssHkr/2/0015

Assistant Housekeeper		Unit standard title	UStd Info	Level	Credit
SAQA ID					
7789	Provide Customer Service	Compulsory	4	8	
7790	Process incoming and outgoing telephone calls	Compulsory	3	3	
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1	
7794	Communicate verbally	Compulsory	3	8	
	Maintain effective working relationships with other members of staff	Compulsory	3	1	
7795	Maintain a secure working environment	Compulsory	3	1	
7796	Maintain a safe working environment	Compulsory	2	2	
7799	Maintain health, hygiene and a professional appearance	Compulsory	2	1	
7800	Perform basic calculations	Compulsory	2	3	
7812					
	<b>PLUS Select at least 9 credits from the following:</b>				
7792	Maintain Data in a Computer System	Elective	2	4	
7821	Develop Self within The Job Role	Elective	4	3	
7636	Provide a housekeeping service within designated area of work	Elective	3	3	
7638	Maintain housekeeping supplies	Elective	3	3	
7657	Maintain a clean linen supply	Elective	3	3	

Suitable for learners who check a number of rooms allocated by the housekeeper contribute to the maintenance of housekeeping and linen and also supplies.

HSP/FOHPrt/2/0016

Front of House - Porter				
SAQA ID	Unit standard title	USId Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
	<b>PLUS Select at least 8 credits from the following:</b>			
7663	Handle mail, messages and written communication	Elective	2	1
7698	Store and handle customer and establishment property	Elective	2	1
7700	Provide a collection and delivery service	Elective	2	2
7702	Greet and assist guests on arrival and departure	Elective	2	2
7739	Prepare, service & clear function rooms	Elective	2	1
7608	Handle and store cleaning equipment and materials	Elective	2	1
7612	Handle and dispose of waste	Elective	2	2
7626	Clean and maintain public areas	Elective	2	2
7634	Provide a Valet Service	Elective	3	1

Suitable for learners who assist with the provision of the front office service & with the arrival and departure of guests.

HSP/PrtCon/210018

Front of House - Porter/Concierge		Unit standard title	UStd Info	Level	Credit
SAQA ID					
7789	Provide Customer Service	Compulsory	4	8	
7790	Process incoming and outgoing telephone calls	Compulsory	3	3	
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1	
7794	Communicate verbally	Compulsory	3	8	
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1	
7796	Maintain a secure working environment	Compulsory	3	1	
7799	Maintain a safe working environment	Compulsory	2	2	
7800	Maintain personal health, hygiene and a professional appearance	Compulsory	2	1	
7812	Perform basic calculations	Compulsory	2	3	
	<b>PLUS Select at least 10 credits from the following:</b>				
7792	Maintain Data in a Computer System	Elective	2	4	
7821	Develop Self within The Job Role	Elective	4	3	
7822	Prepare written communications	Elective	4	3	
7663	Handle mail, messages and written communication	Elective	2	1	
7703	Provide customer information and book external services	Elective	3	2	
7722	Co-ordinate the greeting and assisting of guests on arrival and departure	Elective	5	4	
7725	Provide Valet / Butler Service	Elective	3	3	
7765	Provide a room service	Elective	3	2	

Suitable for learners responsible for booking external services and providing information for guests as well as assisting them on arrival and departure

HSP/CKConf/2/0019

Cook - Convenience Foods				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7637	Maintain hygiene in food preparation, cooking & storage areas	Compulsory	3	2
7705	Handle and maintain knives	Compulsory	2	2
<b>PLUS select at least 5 credits from the following:</b>				
7659	Prepare fruit for hot and cold dishes	Elective	2	1
7660	Prepare vegetables for hot and cold dishes	Elective	2	2
7661	Prepare cold and hot sandwiches & rolls	Elective	2	2
7662	Prepare and microwave food	Elective	2	1
7664	Prepare and fry food	Elective	2	1
7665	Prepare and grill food	Elective	2	1
7697	Prepare and bake food	Elective	2	1
7701	Prepare and boil, poach or steam foods	Elective	2	1
7704	Prepare and finish reconstituted food	Elective	2	1
<p>Suitable for learners who prepare a limited range of mainly convenience foods.</p>				

HSP/CKFsH/2/0020

**Cook - Fast Foods**

SAQA ID	Unit standard title	USId Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7637	Maintain hygiene in food preparation, cooking & storage areas	Compulsory	3	2
<b>PLUS select at least 5 credits from the following:</b>				
7717	Handle and maintain utensils and equipment	Elective	2	2
7665	Prepare and grill food	Elective	2	1
7677	Prepare, cook and assemble food for quick service	Elective	2	2
7678	Prepare and cook battered fish and chipped potatoes	Elective	2	1
7679	Prepare, assemble and cook pizza products	Elective	3	3
7699	Prepare, cook and assemble hot filled baked potatoes	Elective	2	1
7705	Handle and maintain knives	Elective	2	2
7741	Prepare, cook and present coated chicken	Elective	3	2

**Suitable for learners working in fast food operations**

HSP/KchCln/2/0021

Kitchen Cleaner				
SAQA ID	Unit standard title	USid Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
<b>PLUS select at least 7 credits from the following:</b>				
7707	Clean cutting equipment	Elective	2	2
7717	Handle and maintain utensils and equipment	Elective	2	2
7748	Handle and store food	Elective	2	2
7749	Clean food production areas and equipment	Elective	2	3
7751	Clean and store crockery and cutlery	Elective	2	1
7608	Handle and store cleaning equipment and materials	Elective	2	1
7612	Handle and dispose of waste	Elective	2	1

Suitable for learners who clean kitchen areas and equipment and do not prepare or cook food.



HSP/AssChf/2/0022

Assistant Chef		Unit standard title	USid Info	Level	Credit
SAQA ID					
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1	
	Maintain effective working relationships with other members of staff	Compulsory	3	1	
7795	Maintain a secure working environment	Compulsory	3	1	
7796	Maintain a safe working environment	Compulsory	2	2	
7799	Maintain health, hygiene and a professional appearance	Compulsory	2	1	
7800	Maintain hygiene in food preparation, cooking & storage areas	Compulsory	3	2	
7637	Maintain hygiene in food preparation, cooking & storage areas	Compulsory	3	2	
7705	Handle and maintain knives	Compulsory	2	2	
7728	Prepare and cook basic meat, poultry, game or offal dishes	Compulsory	4	8	
7754	Prepare and cook basic fish dishes	Compulsory	3	3	
7757	Prepare and cook basic pulse dishes	Compulsory	3	3	
7660	Prepare and cook basic sauces and soups	Compulsory	3	4	
	Prepare vegetables for hot and cold dishes	Compulsory	2	2	
7748	Handle and store food	Compulsory	2	2	
	<b>PLUS select at least 22 credits from the following:</b>				
7790	Process incoming and outgoing telephone calls	Elective	3	3	
7792	Maintain Data in a Computer System	Elective	2	4	
7821	Develop Self within The Job Role	Elective	4	3	
7755	Prepare and cook basic cold and hot desserts	Elective	4	4	
7759	Prepare and cook basic cold and hot desserts	Elective	2	2	
7762	Prepare and cook basic pulse dishes	Elective	2	2	
7766	Prepare and cook basic rice dishes	Elective	3	3	
7768	Prepare and cook basic dough products	Elective	3	4	
7772	Prepare and cook basic pastry dishes	Elective	3	6	
7802	Prepare, bake and decorate basic cakes & biscuits	Elective	2	2	
7805	Prepare and cook basic egg dishes	Elective	2	2	
7806	Prepare and cook basic pasta dishes	Elective	2	2	
	Prepare and present food for cold presentation	Elective	3	2	
7807	Prepare and cook basic shellfish dishes	Elective	2	2	

7809	Prepare and cook basic fruit dishes	Elective	2	1
7810	Prepare and cook starch	Elective	2	1
7811	Prepare and cook basic vegetable protein dishes	Elective	2	1
7816	Clean food production areas, equipment and utensils	Elective	2	4
7817	Cook-Chill foods	Elective	3	4
7819	Cook-Freeze foods	Elective	3	4
7823	Provide a cook-freeze or cook-chill food service to clients	Elective	3	4
7745	Provide a carvery / buffet service	Elective	3	2

**Suitable for learners who prepare basic dishes using fresh ingredients**

HSP/FSvVA/2/0023				
Food Service Assistant				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7794	Communicate verbally	Compulsory	3	8
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
<b>PLUS Select at least 3 credits from the following:</b>				
7740	Prepare and clear areas for table service	Elective	3	1
7732	Prepare and clear areas for counter service	Elective	2	1
7733	Prepare and clear areas for take-away service	Elective	2	1
7737	Prepare and clear areas for room service	Elective	2	2
7739	Prepare, service & clear function rooms	Elective	2	1
7608	Handle and store cleaning equipment and materials	Elective	2	1
7612	Handle and dispose of waste	Elective	2	1

**Suitable for learners who assist in the cleaning and preparation of food service areas and equipment.**  
**It is appropriate for those who work in table service, counter service, take away service, functions or room service. At this level the learner is not required to take or serve customer orders.**

HSP/DS/v/A/2/0024

Drink Service Assistant				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7794	Communicate verbally	Compulsory	3	8
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7740	Prepare and clear areas for drinks service	Compulsory	2	1
7735	Clean and store glassware	Compulsory	2	1
7738	Clean and restock drinks machines / equipment	Compulsory	2	1
7608	Handle and store cleaning equipment and materials	Compulsory	2	1
7612	Handle and dispose of waste	Compulsory	2	1

Suitable for learners who clean and prepare bar / drink service areas and equipment.  
At this level, the learner is not required to take or serve customer orders.

HSP/Tb/Att/2/0025				
Table Attendant				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7789	Provide Customer Service	Compulsory	4	8
7790	Process incoming and outgoing telephone calls	Compulsory	3	3
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7794	Communicate verbally	Compulsory	3	8
7795	Maintain effective working relationships with other members of staff	Compulsory	3	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7740	Prepare and clear areas for table service	Compulsory	3	1

7742	Provide a table service	Compulsory	3	2
7744	Provide a table drink service	Compulsory	3	4
7812	Perform basic calculations	Compulsory	2	3
<b>PLUS Select at least 4 credits from the following:</b>				
7792	Maintain Data in a Computer System	Elective	2	4
7821	Develop Self within The Job Role	Elective	4	3
7745	Provide a carvery / buffet service	Elective	3	2
7747	Provide a silver service	Elective	4	2
7750	Serve bottled wines	Elective	3	3
7765	Provide a room service	Elective	3	2
<b>Suitable for learners who take and serve customers orders at the table in addition to setting up their work area / station.</b>				

<b>HSP/FCAT/2/0026</b>				
<b>Fast Food / Counter Attendant</b>				
SAQA ID	Unit standard title	USid Info	Level	Credit
7789	Provide Customer Service	Compulsory	4	8
7790	Process incoming and outgoing telephone calls	Compulsory	3	3
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
7794	Communicate verbally	Compulsory	3	8
7795	Maintain effective working relationships with other members of staff	Compulsory	3	1
7796	Maintain a secure working environment	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7800	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7812	Perform basic calculations	Compulsory	2	3
<b>PLUS Select at least 8 credits from the following:</b>				
7792	Maintain Data in a Computer System	Elective	2	4
7820	Operate a payment point and process payments	Elective	3	3
7821	Develop Self within The Job Role	Elective	4	3
7732	Prepare and clear areas for counter service	Elective	2	1

7733	<u>Prepare and clear areas for take-away service</u>	Elective	2	1
7761	<u>Provide a counter service</u>	Elective	3	2
7763	<u>Provide a take-away service</u>	Elective	3	2
7767	<u>Clean and restock vending machines</u>	Elective	3	2

**Suitable for learners who serve customers within a take-away / fast food establishment and process payments.**

<b>HSP/BarAtt/2/0027</b>				
<b>Bar Attendant</b>				
<b>SAQA ID</b>	<b>Unit standard title</b>	<b>UStd Info</b>	<b>Level</b>	<b>Credit</b>
7789	<u>Provide Customer Service</u>	Compulsory	4	8
7790	<u>Process incoming and outgoing telephone calls</u>	Compulsory	3	3
7793	<u>Describe layout, services and facilities of the organisation</u>	Compulsory	2	1
7794	<u>Communicate verbally</u>	Compulsory	3	8
7795	<u>Maintain effective working relationships with other members of staff</u>	Compulsory	3	1
7796	<u>Maintain a secure working environment</u>	Compulsory	3	1
7799	<u>Maintain a safe working environment</u>	Compulsory	2	2
7800	<u>Maintain health, hygiene and a professional appearance</u>	Compulsory	2	1
7812	<u>Perform basic calculations</u>	Compulsory	2	3
7760	<u>Provide a drink service for licensed premises</u>	Compulsory	3	2
7820	<u>Operate a payment point and process payments</u>	Compulsory	3	3
<b>PLUS Select at least 9 credits from the following:</b>				<b>33</b>
7792	<u>Maintain Data in a Computer System</u>	Elective	2	4
7821	<u>Develop Self within The Job Role</u>	Elective	4	3
7740	<u>Prepare and clear areas for drinks service</u>	Elective	2	1
7735	<u>Clean and store glassware</u>	Elective	2	1
7738	<u>Clean and restock drinks machines / equipment</u>	Elective	2	1
7744	<u>Provide a table drink service</u>	Elective	3	4
7750	<u>Serve bottled wines</u>	Elective	3	3
7753	<u>Prepare and serve cocktails</u>	Elective	4	2
7756	<u>Maintain kegs and gas cylinders for use</u>	Elective	4	2

7758	Maintain cellars/beverage store room	Elective	3	2
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**Suitable for learners who serve drinks to customers within a licensed premises.**

HSPM/dHos/0055				
Ward Hostess				
SAQA ID	Unit standard title	UStd Info	Level	Credit
7784	Communicate in a business environment	Compulsory	4	6
	Maintain effective working relationships with other members of staff	Compulsory	3	1
7795	Describe layout, services and facilities of the organisation	Compulsory	2	1
7793	Maintain a secure working environment	Compulsory	3	1
7796	Maintain a safe working environment	Compulsory	2	2
7799	Maintain health, hygiene and a professional appearance	Compulsory	2	1
7800	Handle and dispose of waste	Compulsory	2	1
7612	Handle and store food	Compulsory	3	1
7748	Handle and maintain utensils and equipment	Compulsory	2	2
7717	Provide a room service	Compulsory	3	2
7765	<b>PLUS Select at least 10 credits from the following:</b>			
	Provide a table service	Elective	3	2
7742	Operate a computer	Elective	3	8
7786	Maintain Data in a Computer System	Elective	2	4
7792	Prepare and microwave food	Elective	2	1
7662	Prepare and finish reconstituted food	Elective	2	1
7704	Provide a cook - freeze or cook - chill food service to clients	Elective	2	1
7823		Elective	3	4

HSP/CstOPr/3/0057

Customer Operative		UStd Info	Level	Credit
SAQA ID	Unit standard title			
7789	Sell products/services	Compulsory	5	8
7793	Describe layout, services and facilities of the organisation	Compulsory	2	1
11235	Maintain effective working relationships with other members of staff	Compulsory	3	1
7799	Maintain a safe working environment	Compulsory	2	2
7796	Maintain a secure working environment	Compulsory	3	1
7800	Maintain health, hygiene and professional appearance	Compulsory	2	1
7794	Communicate verbally	Compulsory	3	8
7790	Process incoming and outgoing telephone calls	Compulsory	3	3
7789	Provide customer service	Compulsory	4	8
7820	Operate a payment point and process payments	Compulsory	3	5
7839	Maintain the receipt, storage and issue of goods	Compulsory	4	5
7761	Provide a counter service	Compulsory	3	2

HSP/HOSRecept/4/0011

Hospitality Reception				
SAQA ID	Unit standard title	Level	Credit	UnStd Info
7789	<u>Provide Customer service</u>	4	8	Compulsory
7790	<u>Process incoming and outgoing telephone calls</u>	3	3	Compulsory
7820	<u>Operate payment point and process payments</u>	3	3	Compulsory
7703	<u>Provide customer information and book external services</u>	3	2	Compulsory
7706	<u>Maintain a booking system</u>	3	3	Compulsory
7710	<u>Deal with the arrival of customers</u>	3	2	Compulsory
	<u>Co-ordinate the greeting and assisting of guests on arrival and departure.</u>	4	4	Compulsory
7722	<u>Communicate verbally</u>	3	8	Compulsory
7794	<u>Describe lay-out, services and facilities of the organisation</u>	2	1	Compulsory
7793	<u>Monitor and maintain health, safety and security</u>	5	4	Compulsory
7868	<b>PLUS Select at least 4 credits from the following:</b>			
	<u>Receive and process reservations</u>	3	3	Electives
7724	<u>Exchange foreign cash and travellers cheques</u>	4	2	Electives
7721	<u>Maintain the portering/concierge service</u>	5	4	Electives
7730	<u>Audit financial procedures/conduct a night audit</u>	4	4	Electives
7852	<u>Maintain Practices and procedure for handling cash/cash equivalents</u>	5	3	Electives
7727	<u>Maintain Practices and procedure for handling foreign cash/cash equivalents</u>	5	3	Electives
7726				

Total minimum credits 45

Suitable for learners responsible for dealing with bookings, checking customers in and out and dealing with accounts







CONSTRUCTION

ID	Unit Standard Title	Level	Credit
24497	Perform plumbing works	4	5
242821	Identify responsibilities of a team leader in ensuring that organizational standards are met	4	6
13224	Monitor the application of safety, health and environmental protection procedures	4	4
244502	Install and maintain soil, waste and vent pipe system	4	12

**Skills Programme: Construction: Plumbing - NQF 4**

ID	Unit Standard Title	Level	Credit
259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4
261664	Erect, use and dismantle access equipment for construction work	3	6
261697	Prepare surface for painting	3	20
261666	Prime and apply paint surface	3	18
261737	Procure building and civil construction material, tools, and equipment	3	8
14496	Paint surfaces	3	15
	<b>Sub-Total</b>		<b>71</b>

**Skills Programme: Construction: National Certificate Building and Civil Construction: Painting - NQF 3**

ID	Unit Standard Title	Level	Credit
259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4
9969	Prepare for plastering	3	15
261664	Erect, use and dismantle access equipment for construction work	3	6
10003	Apply specialist tiling to surface	4	18
21665	Prepare Surfaces and apply tiles	3	20
10002	Plaster walls and screed a floor and steps	3	6
	<b>Sub-Total</b>		<b>69</b>

**Skills Programme(National Certificate Civil and Building : ( Tiling and Plastering) NQF 3**

ID	Unit Standard Title	Level	Credit
10002	Plaster walls and screed a floor and steps	3	15
259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4
261664	Erect, use and dismantle access equipment for construction work	3	6
9969	Prepare for plastering	3	15
261663	Build masonry superstructures using concrete hollow units	3	10
21659	Build masonry superstructures using solid units	3	20
14662	Set out, excavate, cast concrete strip foundations and build foundation walling	3	6
261657	Plaster Surfaces	3	12
9971	Apply Screed to concrete floor	3	15
	<b>Sub-Total</b>		<b>103</b>

**Skills Programme: National Certificate: Building and Civil Construction(Bricklaying and Plastering) NQF 3**

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CONSTRUCTION QUALIFICATIONS			
1	National certificate: Building and		
2	National certificate: Building and		
6	Further Education and Training		
8	National certificate: National		
9	National certificate: Community		

ID	Unit Standard Title	Level	Credit	Sub-Total
964	Apply health and safety to work area	2	3	Compsory
14882	Apply screeds to a concrete floor	2	15	Compsory
14883	Apply tiles to plastered surface	2	4	Compsory
14884	Build masonry superstructures using solid and hollow units	2	12	Compsory
14887	Clad roof structures	2	6	Compsory
14891	Erect roof trusses	2	14	Compsory
14893	Paint internal and external surfaces	2	6	Compsory
14890	Erect ceilings and install insulation	2	4	Compsory
14892	Install glazing	2	2	Compsory
			<b>74</b>	<b>Sub-Total</b>

**Skills Programme: Construction: Community House Building - NQF 2 Handyman**

ID	Unit Standard Title	Level	Credit	Total
259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4	Compsory
261664	Erect, use and dismantle access equipment for construction work	3	6	Compsory
14673	Install finishing components	3	16	Compsory
14674	Clad roof structure	3	16	Compsory
14676	Erect roof trusses	3	16	Compsory
14224	Fabricate, erect and strip formwork for straight walls, columns and bases	3	15	Compsory
			<b>73</b>	<b>TOTAL CREDITS</b>

**Skills Programme: (National Certificate Building and Civil Construction): Carpentry - NQF 3**

ID	Unit Standard Title	Level	Credit	Sub-Total
244507	Install, maintain and test cold water supply systems	4	14	Compsory
244496	Install, maintain and test hot water supply systems	4	12	Compsory
244498	Install, maintain and test ground drainage systems	4	14	Compsory
244492	Install, maintain and repair sanitary wire appliances	4	8	Compsory
			<b>75</b>	<b>Sub-Total</b>

## NOF LEVEL 2 NEW VENTURE (SMME)

## ANNEXURE D

### UNIT STANDARDS:

ID	UNIT STANDARD TITLE	PRE-2009 NOF LEVEL	NOF LEVEL	CREDITS
Core	<u>113924</u> Apply basic business ethics in a work environment	Level 2	NOF Level 02	2
Core	<u>114974</u> Apply the basic skills of customer service	Level 2	NOF Level 02	2
Core	<u>114959</u> Behave in a professional manner in a business environment	Level 2	NOF Level 02	4
Core	<u>119666</u> Determine financial requirements of a new venture	Level 2	NOF Level 02	8
Core	<u>119673</u> Identify and demonstrate entrepreneurial ideas and opportunities	Level 2	NOF Level 02	7
Core	<u>119667</u> Identify the composition of a selected new venture's industry/sector and its procurement systems	Level 2	NOF Level 02	8
Core	<u>119668</u> Manage business operations	Level 2	NOF Level 02	8
Core	<u>119674</u> Manage finances for a new venture	Level 2	NOF Level 02	10
Core	<u>119672</u> Manage marketing and selling processes of a new venture	Level 2	NOF Level 02	7
Core	<u>119669</u> Match new venture opportunity to market needs	Level 2	NOF Level 02	6
Core	<u>119670</u> Produce a business plan for a new venture	Level 2	NOF Level 02	8
Fundamental	<u>8963</u> Access and use information from texts	Level 2	NOF Level 02	5
Fundamental	<u>9009</u> Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	NOF Level 02	3
Fundamental	<u>7480</u> Demonstrate understanding of rational and irrational numbers and number systems	Level 2	NOF Level 02	3
Fundamental	<u>9008</u> Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	NOF Level 02	3
Fundamental	<u>8962</u> Maintain and adapt oral communication	Level 2	NOF Level 02	5
Fundamental	<u>8967</u> Use language and communication in occupational learning programmes	Level 2	NOF Level 02	5

Fundamental	<a href="#">7469</a>	Use mathematics to investigate and monitor the financial aspects of personal and community life	Level 2	NQF Level 02	2
Fundamental	<a href="#">9007</a>	Work with a range of patterns and functions and solve problems	Level 2	NQF Level 02	5
Fundamental	<a href="#">8964</a>	Write for a defined context	Level 2	NQF Level 02	5
Elective	<a href="#">9964</a>	Apply health and safety to a work area	Level 2	NQF Level 02	3
Elective	<a href="#">14343</a>	Investigate the structure of an organization as a workplace	Level 2	NQF Level 02	8
Elective	<a href="#">14341</a>	Keep informed about current affairs related to one's own industry	Level 2	NQF Level 02	4
Elective	<a href="#">14340</a>	Maintain an existing information system in a business environment	Level 2	NQF Level 02	4
Elective	<a href="#">114976</a>	Operate and take care of equipment in an office environment	Level 2	NQF Level 02	2
Elective	<a href="#">14346</a>	Process numerical and text data in a business environment	Level 2	NQF Level 02	2
Elective	<a href="#">119671</a>	Administer contracts for a selected new venture	Level 3	NQF Level 03	10
Elective	<a href="#">119713</a>	Apply basic HR principles in a new venture	Level 3	NQF Level 03	4
Elective	<a href="#">13912</a>	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	NQF Level 03	5
Elective	<a href="#">117837</a>	Assemble, install and dismantle exhibition stands	Level 3	NQF Level 03	5
Elective	<a href="#">13929</a>	Co-ordinate meetings, minor events and travel arrangements	Level 3	NQF Level 03	3
Elective	<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	NQF Level 03	4
Elective	<a href="#">13930</a>	Monitor and control the receiving and satisfaction of visitors	Level 3	NQF Level 03	4
Elective	<a href="#">13936</a>	Outline the legal environment of a selected industry	Level 3	NQF Level 03	2
Elective	<a href="#">13934</a>	Plan and prepare meeting communications	Level 3	NQF Level 03	4
Elective	<a href="#">13933</a>	Plan, monitor and control an information system in a business environment	Level 3	NQF Level 03	3
Elective	<a href="#">13932</a>	Prepare and process documents for financial and banking processes	Level 3	NQF Level 03	5
Elective	<a href="#">119712</a>	Tender for business or work in a selected new venture	Level 3	NQF Level 03	8

# NQF Level 4 New Venture qualification

## UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	<u>114600</u>	Apply innovative thinking to the development of a small business	Level 4	NQF Level 04	4
Core	<u>263455</u>	Apply the principles of costing and pricing to a business venture	Level 4	NQF Level 04	6
Core	<u>263356</u>	Demonstrate an understanding of an entrepreneurial profile	Level 4	NQF Level 04	5
Core	<u>263514</u>	Demonstrate an understanding of the function of the market mechanisms in a new venture	Level 4	NQF Level 04	5
Core	<u>120389</u>	Explain and apply the concept, principles and theories of motivation in a leadership context	Level 4	NQF Level 04	6
Core	<u>114584</u>	Finance a new venture	Level 4	NQF Level 04	5
Core	<u>263534</u>	Implement an action plan for a new venture	Level 4	NQF Level 04	4
Core	<u>263474</u>	Manage finances of a new venture	Level 4	NQF Level 04	6
Core	<u>114805</u>	Manage general administration	Level 4	NQF Level 04	4
Core	<u>13948</u>	Negotiate an agreement or deal in an authentic work situation	Level 4	NQF Level 04	5
Core	<u>263434</u>	Plan and manage production/operations in a new venture	Level 4	NQF Level 04	6
Core	<u>263456</u>	Plan strategically to improve new venture performance	Level 4	NQF Level 04	4
Core	<u>114592</u>	Produce business plans for a new venture	Level 4	NQF Level 04	8
Core	<u>114596</u>	Research the viability of new venture ideas/opportunities	Level 4	NQF Level 04	5
Core	<u>116394</u>	Implement and manage human resource and labour relations policies and acts	Level 5	Level TBA: Pre-2009 was L5	9
Fundamental	<u>119472</u>	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03	5
Fundamental	<u>119457</u>	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	<u>119467</u>	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	<u>119465</u>	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03	5
Fundamental	<u>9015</u>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	<u>119462</u>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	NQF Level 04	5
Fundamental	<u>119469</u>	Read/view, analyse and respond to a variety of texts	Level 4	NQF Level 04	5
Fundamental	<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	<u>119471</u>	Use language and communication in occupational learning programmes	Level 4	NQF Level 04	5
Fundamental	<u>7468</u>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6

Fundamental	<a href="#">119459</a>	Write/present/sign for a wide range of contexts	Level 4	NQF Level 04	5
Elective	<a href="#">119671</a>	Administer contracts for a selected new venture	Level 3	NQF Level 03	10
Elective	<a href="#">113836</a>	Apply basic computer technology	Level 3	NQF Level 03	11
Elective	<a href="#">13912</a>	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	NQF Level 03	5
Elective	<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	NQF Level 03	4
Elective	<a href="#">123258</a>	Foster and maintain customer relations	Level 3	NQF Level 03	10
Elective	<a href="#">243298</a>	Apply administrative skills and knowledge in a sport organisation	Level 4	NQF Level 04	11
Elective	<a href="#">120392</a>	Apply the concept and principles of knowledge management to leadership	Level 4	NQF Level 04	8
Elective	<a href="#">243296</a>	Apply values and ethics to a sport organisation	Level 4	NQF Level 04	3
Elective	<a href="#">242872</a>	Conduct international market research	Level 4	NQF Level 04	6
Elective	<a href="#">243303</a>	Create, improve and organize sport activities	Level 4	NQF Level 04	6
Elective	<a href="#">13952</a>	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	Level 4	NQF Level 04	8
Elective	<a href="#">242655</a>	Demonstrate knowledge and application of ethical conduct in a business environment	Level 4	NQF Level 04	4
Elective	<a href="#">13945</a>	Describe and apply the management of stock and fixed assets in a business unit	Level 4	NQF Level 04	2
Elective	<a href="#">117156</a>	Interpret basic financial statements	Level 4	NQF Level 04	4
Elective	<a href="#">243300</a>	Lead a community sport activity	Level 4	NQF Level 04	12
Elective	<a href="#">242819</a>	Motivate and Build a Team	Level 4	NQF Level 04	10
Elective	<a href="#">243293</a>	Promote sport activity in a community	Level 4	NQF Level 04	4
Elective	<a href="#">114593</a>	Tender to secure business for a new venture	Level 4	NQF Level 04	5
Elective	<a href="#">115857</a>	Explain marketing for SMMEs	Level 5	Level TBA: Pre-2009 was L5	6