



01 JULY 2026

NOTICE TO TENDERERS NO. 1

Tender Number: 271S/2025/26
Description: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FIRST AID TRAINING TO CITY OF CAPE TOWN EMPLOYEES
Box Number: 224
Closing date: 07 July 2026 @ 10h00

This Notice to Tenderers forms an integral part of the Contract, must be incorporated into the Tender Document, and must be duly acknowledged and returned with the submitted tender.

Notice to Tenderers: FISA Assessment and Certification Requirements

Tenderers are hereby notified that the Basic, Intermediate, and Advanced Emergency First Aid Responder Skills Programmes must be delivered in full compliance with the requirements of the Quality Council for Trades and Occupations (QCTO).

Final Integrated Supervised Assessment (FISA)

Each Skills Programme must culminate in a Final Integrated Supervised Assessment (FISA).
The FISA serves as the final assessment to determine learner competence against the Exit Level Outcomes of the specific programme.
The FISA be co-ordinated by the accredited Skills Development Provider (SDP) in accordance with QCTO requirements.

Programme-Specific Assessment

A separate FISA must be conducted for each Skills Programme (i.e. Basic, Intermediate, and Advanced levels).
Learners must be assessed and declared competent at the conclusion of each respective programme.

Certification and Statement of Results

Only learners who are found competent in the FISA will qualify for the issuing of a QCTO Statement of Results (SoR).

The appointed SDP must:
Submit learner results to the QCTO within the prescribed timeframe; and
Ensure that each competent learner receives an official QCTO-issued SoR upon successful processing.

Compliance Requirement

Tenderers must note that the completion of the FISA is a mandatory requirement for formal recognition of competence under the QCTO system.
Training that does not include a FISA and subsequent submission of results to the QCTO will not be regarded as compliant with this tender.

Yours Faithfully,



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On behalf of Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT FOR 271S/2025/26

At on this Day of 2025.

Signature:

Name of Signatory:
(in ink and capitals)

TENDERER:
(Legal Name of tendering entity in ink and capitals)