



Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: Corporate Services

SUB-UNIT: Security and Auxiliary Services

Part A TRAINING INFORMATION	
Training Programme:	Electrical Training
Description of the Training:	Short Course
Course Accreditation: YES NO <i>(If YES, Service Provider should attach Proof of Accreditation)</i>	Yes
Date(s) of the Training:	N/A
Duration of Course: <i>(No. of days)</i>	15 days
Number of Attendees: <i>(Attach name list)</i>	05
Is the Course Aligned to the Current Training Plan: YES NO <i>(If NO, attach approved memo)</i>	Yes
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: 1. Introduce Basic Electrical Concepts - Understand voltage, current, resistance, and power. - Learn about AC/DC systems and their applications. 2. Familiarize Trainees with Electrical Tools and Equipment - Identify and correctly use basic hand tools and testing instruments. - Understand the function and safe handling of electrical components. 3. Teach Electrical Safety Standards and Procedures - Recognize electrical hazards and implement preventive measures. - Understand lockout/tagout procedures and personal protective equipment (PPE) requirements. 4. Develop Practical Skills for Basic Installations and Maintenance - Perform basic wiring tasks under supervision. - Read and interpret basic electrical diagrams and schematics. 5. Ensure Compliance with Electrical Regulations and Policies - Understand relevant legislation (e.g., OHS Act) and electrical safety policies. - Apply safe work practices in accordance with electrical standards.	At the end of the course, you will be able to: 1. Demonstrate understanding of basic electrical principles - Accurately explain concepts such as voltage, current, resistance, and power. - Distinguish between AC and DC systems and identify their applications. 2. Identify and correctly use electrical tools and components - Safely operate basic hand tools and testing instruments. - Recognize common electrical components and describe their functions. 3. Apply electrical safety procedures in practical settings - Implement lockout/tagout procedures and use appropriate PPE. - Conduct basic risk assessments and respond appropriately to hazards. 4. Perform basic electrical tasks under supervision - Execute simple wiring and installation tasks. - Read and interpret basic electrical diagrams and schematics.
Delivery Method: <i>(Face2Face or Online)</i>	FACE2FACE
Is the training programme done by a sole service provider? YES NO <i>(If YES, attach a confirmation letter of sole provider)</i>	No

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



Part C | ADDITIONAL INFORMATION

No	Item Description	Yes/No	No. of People
1.	Catering: (attach the full specification for catering including dietary requirements)	Yes	05
2	Venues and Facilities:	Yes	05
3.	Other (Specify):	N/A	N/A

General Comments

Please attach proof of accreditation and Facilitator's C.V.

Part D | SIGNATORIES

SIGNED BY SUPERVISOR /OR LINE MANAGER:

Compiled by:	Supported / Not Supported / Supported with Amendments
 Mr / Ms. Designation: Supervisor Date: 01/10/2025	 Mr / Ms. Designation: Acting DD: Sec & Aux Date: 01 October 2025 <u>Comments:</u>

SIGNED BY THE DIRECTOR OF HRD:

Approved/ Not Approved/ Approved with Amendments

Mr / Ms. M.Mashabela
Designation: Durector
Date: 02/10/2025

Comments: _____

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

GAUTENG PROVINCIAL TREASURY PROCUREMENT SPECIFICATIONS FORM

Directorate	Corporate service		
Date Prepared	12 August 2025		
Prepared by	Thabiso Sentsho		
Contact No.	065 577 6046		
Name of the meeting and duration	Electrical 15 days (05 Officials)		
Description of goods/services required	QTY	Dates	
Breakfast Coffee/ Tea /Sugar/Honey/milk Scones Sandwich 02x Bottles (500ml) of Still Water Lunch 2x Starch (Rice /Pap) 2xProtein (Beef Stew, Grilled Chicken) 1x Veg 2x Salads (Spinach & Pumpkin) 2x Two juice 100% - (cans size 440ml) 02x Bottles (500ml) of Still Water NB: The Supplier is required to bring along cutlery	05	Date: TBC	