

Parking Facilities & Costs	These costs will be for the Service Provider – Please ensure safe and secure parking facilities at the venue.
Catering Costs	Service Provider to arrange and cover costs of refreshments and lunch in accordance with the City of Cape Town's Catering and Beverage Provision Policy. Halaal, Kosher and Vegetarian meals to be provided for on request. The latest policy will apply. Catering costs provided during training should be in line with the City of Cape Town's Catering and Beverage Provision Policy (Menu 1) which is amended from time to time.

Notes to the Provider

A minimum of one (1) Facilitator qualified in presenting each of the training interventions is required.

If the details of the facilitator/s change from tendering to implementation of this tender, the successful Service Provider must provide the **Contract Manager** with details of the new facilitator/s for the City's approval two weeks prior to the training. The **Contract manager** will ensure that the new facilitator/s complies with the original Tender Specifications and **Accredited QCTO** qualifications/ experience for the facilitator.

FISA Assessment and Certification Requirements

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.

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. 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.

TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

FORMS FOR CONTRACT ADMINISTRATION – Not applicable

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **R0** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.