

Replacement Pages

Please note the following:

Schedule F.12: Record of Addenda to Tender Documents replaces page 98

Schedule F.13: Information to be provided with the Tender replaces page 99

SCHEDULE 13. A. 2: RELEVANT EXPERIENCE OF THE FACILITATORS REPLACES PAGE 100 TO 101

SCHEDULE 13. A. 3: RELEVANT EXPERIENCE OF THE FACILITATORS REPLACES PAGE 102 TO 103

CATEGORY B1:

SCHEDULE F13 B.1: SERVICE PROVIDER PREVIOUS EXPERIENCE IN ADMINISTRATION AND GENERIC SKILLS TRAINING (NON- ACCREDITED INTERVENTIONS), REPLACES PAGE 104

SCHEDULE 13. B 2: RELEVANT EXPERIENCE OF THE FACILITATORS, REPLACES PAGES 105 TO 106

SCHEDULE 13. B 3: RELEVANT EXPERIENCE OF THE FACILITATORS, REPLACES 107 TO 108

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.13: Information to Be Provided With the Tender
--

The following information shall be provided with the Tender:

APPOINTMENT OF PANEL OF ACCREDITED SERVICE PROVIDERS TO PROVIDE IN-HOUSE COMPETENCE (NON-ACCREDITED) AND ACCREDITED (CREDIT BEARING) ADMINISTRATION AND GENERIC SKILLS TRAINING FOR THE CITY OF CAPE TOWN EMPLOYEES

CATEGORY A1:

SCHEDULE F13 A.1 SERVICE PROVIDER PREVIOUS EXPERIENCE IN ADMINISTRATION AND GENERIC SKILLS TRAINING (ACCREDITED INTERVENTIONS)

The following information shall be provided with the Tender:

Description of relevant service provided / intervention	Specify the relevant unit standard for accredited intervention)	Name of the organisation/company name	Contact Details & E-mail	Start date – End date (please specify the month and year)

Please note: Please attach additional page with tender submission should more space be required

99R

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 13. A. 2: RELEVANT EXPERIENCE OF THE FACILITATORS:

Kindly ensure that at least 2 facilitators (1 lead facilitator and 1 alternate) are allocated to each learning intervention so as to ensure sustainability of the project.

Facilitators must have certificate in facilitation and experience highlighting facilitation experience in training intervention (as defined in the Price Schedule Items and Tender Specification. Facilitators, moderators and assessors must at least have minimum of 2 years of experience in facilitation.

CURRICULUM VITAE TEMPLATE

Surname: _____ First Name/s: _____
Tel No.: _____ Cell No.: _____
E-mail: _____

Qualifications (commence with highest qualification completed)

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Relevant Experience as a Facilitator of Training for Administrative and Generic Skills Interventions (commence with most recent experience)

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact _____

Name of Organisation: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Reference Name: _____ Reference Contact
No.: _____

Allocation to Interventions as described in Specifications

Clearly identify which interventions you propose to facilitate, and indicate if Lead or Alternate Facilitator.

Calculate total number of years' experience for each intervention.

Learning Intervention Name	Lead Facilitator *tick if applicable	Alternate Facilitator *tick if applicable	Total # Years' Experience Facilitating Same/Similar Intervention
Conflict Management (Line managers & professionals)			
Customer Relations (All)			
Effective Communication & Interpersonal Skills (All)			
Facilitation Skills (All)			
Handling Conflict in the Workplace (All)			
Minutes Taking			
Project Management Fundamentals			
Project Administration and Support			
Report Writing			

Additional Information

SCHEDULE 13. A. 3: RELEVANT EXPERIENCE OF THE FACILITATORS:

Kindly ensure that at least 2 facilitators (1 lead facilitator and 1 alternate) are allocated to each learning intervention so as to ensure sustainability of the project.

Facilitators must have certificate in facilitation and experience highlighting facilitation experience in training intervention (as defined in the Price Schedule Items and Tender Specification). Facilitators, moderators and assessors must at least have minimum of 2 years of experience in facilitation.

CURRICULUM VITAE TEMPLATE

Surname: _____ First Name/s: _____
Tel No.: _____ Cell No.: _____
E-mail: _____

Qualifications (commence with highest qualification completed)

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Relevant Experience as a Facilitator of Training for Administrative and Generic Skills Interventions (commence with most recent experience)

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact: _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s Facilitated: _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s Facilitated: _____

Reference Name: _____ Reference Contact No.: _____

Allocation to Interventions as described in Specifications

Clearly identify which interventions you propose to facilitate, and indicate if Lead or Alternate Facilitator.

Calculate total number of years' experience for each intervention.

Learning Intervention Name	Lead Facilitator *tick if applicable	Alternate Facilitator *tick if applicable	Total # Years' Experience Facilitating Same/Similar Intervention
Conflict Management (Line managers & professionals)			
Customer Relations (All)			
Effective Communication & Interpersonal Skills (All)			
Facilitation Skills (All)			
Handling Conflict in the Workplace (All)			
Minutes Taking			
Project Management Fundamentals			
Project Administration and Support			
Report Writing			

The following information shall be provided with the Tender:

APPOINTMENT OF PANEL OF ACCREDITED SERVICE PROVIDERS TO PROVIDE IN-HOUSE COMPETENCE (NON-ACCREDITED) AND ACCREDITED (CREDIT BEARING) ADMINISTRATION AND GENERIC SKILLS TRAINING FOR THE CITY OF CAPE TOWN EMPLOYEES

CATEGORY B1:

SCHEDULE F13 B.1: SERVICE PROVIDER PREVIOUS EXPERIENCE IN ADMINISTRATION AND GENERIC SKILLS TRAINING (NON- ACCREDITED INTERVENTIONS)

The following information shall be provided with the Tender:

Description of relevant service provided / intervention	Name of the organisation/company name	Contact Details & E-mail	Start date – End date (please specify the month and year)

104R

Please note: Please attach additional page with tender submission should more space be required

SIGNED ON BEHALF OF TENDERER

SCHEDULE 13. B 2: RELEVANT EXPERIENCE OF THE FACILITATORS:

Kindly ensure that at least 2 facilitators (1 lead facilitator and 1 alternate) are allocated to each learning intervention so as to ensure sustainability of the project.

Facilitators must have certificate in facilitation and experience highlighting facilitation experience in training intervention (as defined in the Price Schedule Items and Tender Specification). Facilitators, moderators and assessors must at least have minimum of 2 years of experience in facilitation.

CURRICULUM VITAE TEMPLATE

Surname: _____ First Name/s: _____

Tel No.: _____ Cell No.: _____

E-mail: _____

Qualifications (commence with highest qualification completed)

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Relevant Experience as a Facilitator of Training for Administrative and Generic Skills Interventions (commence with most recent experience)

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Reference Name: _____ Reference Contact
No.: _____

Allocation to Interventions as described in Specifications

Clearly identify which interventions you propose to facilitate, and indicate if Lead or Alternate Facilitator.

Calculate total number of years' experience for each intervention.

Learning Intervention Name	Lead Facilitator *tick if applicable	Alternate Facilitator *tick if applicable	Total # Years' Experience Facilitating Same/Similar Intervention
Conflict Management (Line managers & professionals)			
Customer Relations (All)			
Effective Communication & Interpersonal Skills (All)			
Facilitation Skills (All)			
Handling Conflict in the Workplace (All)			
Minutes Taking			
Project Management Fundamentals			
Project Administration and Support			
Report Writing			

Additional Information

SCHEDULE 13. B 3: RELEVANT EXPERIENCE OF THE FACILITATORS:

Kindly ensure that at least 2 facilitators (1 lead facilitator and 1 alternate) are allocated to each learning intervention so as to ensure sustainability of the project.

Facilitators must have certificate in facilitation and experience highlighting facilitation experience in training intervention (as defined in the Price Schedule Items and Tender Specification). Facilitators, moderators and assessors must at least have minimum of 2 years of experience in facilitation.

CURRICULUM VITAE TEMPLATE

Surname: _____ First Name/s: _____
Tel No.: _____ Cell No.: _____
E-mail: _____

Qualifications (commence with highest qualification completed)

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Name of Qualification: _____

Institution: _____ Year Completed: _____

Relevant Experience as a Facilitator of Training for Administrative and Generic Skills Interventions (commence with most recent experience)

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact No.: _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Duration of Course/s: _____ Target Group/s: _____

Reference Name: _____ Reference Contact No.: _____

Name of Organisation: _____

Position Held: _____

Commencement Date: _____ Date of Termination: _____

Name of Course/s
Facilitated: _____

Reference Name: _____ Reference Contact No.: _____

Allocation to Interventions as described in Specifications

Clearly identify which interventions you propose to facilitate, and indicate if Lead or Alternate Facilitator. Calculate total number of years' experience for each intervention.

Learning Intervention Name	Lead Facilitator *tick if applicable	Alternate Facilitator *tick if applicable	Total # Years' Experience Facilitating Same/Similar Intervention
Conflict Management (Line managers & professionals)			
Customer Relations (All)			
Effective Communication & Interpersonal Skills (All)			
Facilitation Skills (All)			
Handling Conflict in the Workplace (All)			
Minutes Taking			
Project Management Fundamentals			
Project Administration and Support			
Report Writing			

Additional Information
