

1. SARS BUSINESS REQUIREMENTS

Bidder's must respond to all the information required in this paragraph in their bid proposals. Bidder's should also refer to the SARS requirements, which details the scope of service and technical requirements.

Bidder's may submit proposals in respect of anyone (1) or more of the four (4) categories listed below. **Category B and C will be combined and evaluated as one.**

- Category A – First Aid Level 1,2 and 3. **(Bidders are required to provide pricing for all levels).**
- Category B – Basic Fire Fighting.
- Category C – Emergency Evacuation Procedures.
- Category D – Safety, Health, Environmental Representative, and Incident Investigation.
- Category E – Maritime Operations.

Bidder's must complete Annexure A1 and clearly indicate the categories they are bidding for.

Bidder's must submit all the required information for each category they are bidding for. Each category will be evaluated independent of each other, and it is therefore important that Bidder's respond to all the required information separately should they be submitting proposals in more than one category.

1.1 CATEGORY A :

FIRST AID LEVEL 1

The successful Bidder's will be required to provide a National Qualifications Framework (NQF) Level 1 First Aid Programme.

1.1.1 Purpose:

The purpose of this course is to enable learners to provide primary emergency care (first aid) in response to an occupational risk induced or any health emergency in their specific workplaces.

The successful Bidder's must meet the following.

1.1.2 Course duration:

The duration for the course is two (2) days. The successful Bidder's must provide appropriate practical equipment.

1.1.3 Frequency:

New appointment:

Newly appointed first aid level 1 who have never been trained. The newly appointed first aid level 1 will be trained before appointment can be done.

Refresher/Retraining:

Retraining will be conducted whenever the need arises for the candidate to continue with the role of being a first aid level 1 representatives. The refresher/retraining should be conducted before the expiry of certificate. The training shall be provided as and when the need arises.

1.1.4 Certificate validity:

The certificate of completion of the course must be provided to delegates after attendance. The certificate must be valid for a period of three (3) years. The certificate must have the Chief Inspector number (CI) of Department of Employment and Labour.

1.1.5 Unit Standard and Credit

The training must be South African Qualifications Authority "SAQA" accredited. The skills programme is based on unit standard ID: 119567 and the unit credit 5.

1.1.6 Target Group:

Permanent employees to be trained and appointed as first aid level 1 in terms of OHS Act 85 of 1993.

1.1.7 Course contents:

The course should therefore cover the following aspects:

- 1.1.7.1 Epilepsy treatment
- 1.1.7.2 Principals of first aid
- 1.1.7.3 Choking
- 1.1.7.4 Bleeding Artificial Respiration
- 1.1.7.5 One Man CPR
- 1.1.7.6 Safety and Emergency Management
- 1.1.7.7 Shock
- 1.1.7.8 Fainting and unconsciousness
- 1.1.7.9 Fractures
- 1.1.7.10 Head and Spinal Injuries
- 1.1.7.11 Basic Anatomy
- 1.1.7.12 Epilepsy

1.1.8 Course outcomes:

On completion of this course, learners will be able to:

- 1.1.8.1 Understand the laws of first aid, including the principles of emergency care.
- 1.1.8.2 Demonstrate an understanding of emergency scene management.
- 1.1.8.3 Know the first aid required for different injuries.
- 1.1.8.4 Utilise the correct equipment and safety precautions when administering first aid.
- 1.1.8.5 Understanding potential hazards in the work environment.
- 1.1.8.6 Performing cardio-pulmonary resuscitation (CPR).
- 1.1.8.7 Demonstrate an understanding of emergency scene management.
- 1.1.8.8 Demonstrate an understanding of elementary anatomy and physiology.
- 1.1.8.9 Explain in accordance with basic medical science.

- 1.1.8.10 Explain the how the situation is assessed in terms of the type of assistance required.
- 1.1.8.11 Explain how the Cardio-Pulmonary Resuscitation (CPR) and Artificial Respiration (AR) are performed in accordance with accepted procedures; and
- 1.1.8.12 Explain how to treat common injuries.

1.1.9 Theoretical and a practice ratio:

- 1.1.9.1 This course should be 50% classroom based, learner centred with demonstrations and with 50 % practical providing learners and opportunity to apply newly acquired knowledge, skills, and attitude.

The breakdown of the delegates to be enrolled for the first aid level 1 across various province are as follows:

Table 1A - First Aid level 1 venues and number of delegates

Province	Towns	Number of Delegates
Western Cape	Belville	35
Eastern Cape	East London	9
Free State	Bloemfontein	11
Kwa Zulu Natal	Trescon Building Durban	38
Gauteng South/ Central Alberton Campus	Central Alberton Campus	58
Gauteng North/ Head office	Doringkloof Centurion	34
Mpumalanga	Nelspruit	40
Limpopo	Polokwane	6
Northern Cape	Upington	2
North West	Klerksdorp	15

1.2 FIRST AID LEVEL 2

The successful Bidder's will be required to provide a Level 2 First Aid Programme.

1.2.1 Purpose:

The purpose of this course is to equip learners with skills to provide primary emergency care (first aid) in response to an occupational risk induced or any health emergency in their specific workplaces.

The successful Bidder's must meet the following.

1.2.2 Course duration:

The duration for the course is three (3) days.

1.2.3 Frequency:

The level 1 first aid competent employees, first aid level 2 certificate to be valid when training is conducted, if refresher is required the certificate still needs to be valid.

1.2.4 Certificate validity:

The certificate of completion of the course must be provided to delegates after attendance. The certificate must be valid for a period of three (3) years. The certificate must have the Chief Inspector number (CI) of Department of Employment and Labour.

1.2.5 Unit Standard and Credit

The training must be SAQA accredited. The skills programme is based on unit standard id: 120496 and the unit credit 5.

1.2.6 Target Group:

Permanent employees to be trained and appointed as first aid level 2 in terms of OHS Act 85 of 1993.

1.2.7 Course content:

The course should therefore cover the following aspects:

- 1.2.7.1 Emergency scene management.
- 1.2.7.2 Rescue breathing, CPR and choking for adults, children and infants.
- 1.2.7.3 Shock.
- 1.2.7.4 Bleeding and wounds.
- 1.2.7.5 Neck and spine immobilization and transportation.
- 1.2.7.6 Fractures and dislocations.
- 1.2.7.7 Burns.
- 1.2.7.8 Thermal stress.
- 1.2.7.9 Poisoning.
- 1.2.7.10 Medical emergencies.

1.2.8 Course outcome:

On completion of this course, learners will be able to:

- 1.2.8.1 Demonstrate the principles of primary emergency care.
- 1.2.8.2 Assess and control a single injury emergency scene in the workplace.
- 1.2.8.3 Demonstrate primary emergency life support for adults, children and infants.
- 1.2.8.4 Explain and manage shock.
- 1.2.8.5 Carry out secondary assessment of the sick or injured person and provide appropriate primary emergency care at the scene.
- 1.2.8.6 Keep records of the incident/accident.
- 1.2.8.7 Theoretical and a practice ratio:

1.2.9 This course should be 50% classroom based, learner centred with demonstrations and with 50% practical's providing learners and opportunity to apply newly acquired knowledge, skills, and attitude.

The breakdown of the delegates to be enrolled for the first aid level 1 across various province are as follows:

Table 1B - First Aid level 2 venues and number of delegates

Province	Towns	Number of Delegates
Western Cape	Belville	6
Kwazulu Natal	Trescon Building Durban	2
Gauteng North/ Head office	DoringkloofCenturion	9
Gauteng South/ Central Alberton Campus	Central Alberton Campus	14

1.2.10 FIRST AID LEVEL 3

The purpose of this course is to enable learners to understand the first responder to react to emergencies at an advanced first aid level, until the arrival of more professional emergency personnel.

The successful Bidder's must meet the following.

1.2.10.1 Course duration:

The duration for the course is three (3) days.

1.2.10.2 Frequency:

The level 2 first aid certificate must be valid when the level 3 training is conducted, and the refresher also require the certificate to be valid.

1.2.10.3 Certificate validity:

The certificate of completion of the course(s) must be provided to delegates after attendance. The certificate must be valid for a period of three (3) Years. The certificate must have the Chief Inspector number (CI) of Department of Employment and Labour

1.2.10.4 Unit standard and credit:

The training must be SAQA accredited. The skills programme is based on unit standard id: 376480 and the unit credit 8.

1.2.10.5 Target Group:

Permanent employees to be trained and appointed as First Aid Level 1 and 2 in terms of OHS Act 85 of 1993.

1.2.10.6 Course content:

The course should therefore cover the following aspects:

- 1.2.10.6.1 Introduction and the principles of advanced first aid.
- 1.2.10.6.2 Terminology, positioning, anatomy and physiology and referenced to illness and injury.
- 1.2.10.6.3 Advanced workplace preparedness, safety, scene, and patient assessment, and treatment protocol management.
- 1.2.10.6.4 First aid treatment procedures for life-threatening and common injuries.
- 1.2.10.6.5 Protocols for cardiopulmonary resuscitation and choking for adults, children, and infants.
- 1.2.10.6.6 Bleeding, wounds, and burns.
- 1.2.10.6.7 Head, spinal, chest, abdominal, near drowning, bites, and stings, and poisoning.

- 1.2.10.6.8 Environmental emergencies, near drowning, bites, and stings, and poisoning.
- 1.2.10.6.9 Medical emergencies and shock management; and
- 1.2.10.6.10 Triage and disaster management records and carries methods.

1.2.10.7 Course outcome:

On completion of this course, learners will be able to:

- 1.2.10.7.1 Explain the principles of advanced first aid in emergencies.
- 1.2.10.7.2 Demonstrate an advanced level of preparedness to deal with sudden illness or emergency.
- 1.2.10.7.3 Assess and manage an emergency scene/disaster.
- 1.2.10.7.4 Describe the anatomy and explain the physiology of the human body systems in terms of injury and sudden illness.
- 1.2.10.7.5 Apply primary first aid life support for adults, children, and infants according to accepted current protocols.
- 1.2.10.7.6 Demonstrate understanding oxygen therapy and the dangers of open oxygen; and
- 1.2.10.7.7 Demonstrate understanding of pulse sites and pulse monitoring in terms of monitoring of the condition of the patient.

1.2.10.8 Theoretical and a practice ratio:

- 1.2.10.8.1 This course should be 50% classroom based, learner centred with demonstrations and with 50 % practical's providing learners and opportunity to apply newly acquired knowledge, skills, and attitude.

The breakdown of the delegates to be enrolled for the first aid level 1 across various province are as follows:

Table 1C - First Aid level 3 venues and number of delegates

Province	Towns	Number of Delegates
Western Cape	Belville	6
Kwazulu Natal	Trescon Building Durban	5
Gauteng North/ Head office	Doringkloof Centurion	9
Gauteng South/ Central Alberton Campus	Central Alberton Campus	14
North West	Klerksdorp	3

Notes*

This course should be classroom based, learner centred with demonstrations and practical providing learners an opportunity to apply newly acquired knowledge, skills, and attitude.

1.2.11 CATEGORY B: BASIC FIRE FIGHTING

The successful Bidder's will be required to provide a Level 1 Basic Fire Fighting Programme.

1.2.11.1 Purpose:

The purpose of this course is to enable learners in identifying, containing, preventing, and extinguishing different types of fires by operating basic firefighting equipment.

The successful Bidder's must meet the following.

1.2.11.2 Course duration:

The duration for the course is one (1) day.

1.2.11.3 Frequency:

New appointment:

Newly appointed basic firefighting who have never been trained will be trained before appointment can be done. The training shall be provided as and when the need arises.

1.2.11.4 Refresher/Retraining:

The refresher /retraining should be conducted before the expiry of certificate. Retraining will be conducted whenever the need arises for the candidate to continue with the role of being a basic firefighting representative.

1.2.11.5 Certificate validity:

The certificate must be valid for a period of two (2) years.

1.2.11.6 Unit Standard and Credit

The skills programme is based on unit standard id: 12484 and the unit credit 4. The training must be SAQA accredited.

1.2.11.7 Target group:

Newly appointed and those whose certificate expired.

1.2.11.8 Course content

The course should therefore cover the following aspects:

- 1.2.11.8.1 Identify different types of fire.
- 1.2.11.8.2 Explain and practice fire prevention.
- 1.2.11.8.3 Operate basic firefighting equipment.
- 1.2.11.8.4 Perform basic firefighting procedures.

1.2.11.9 Course outcome:

On completion of this course, learners will be able to:

- 1.2.11.9.1 Explain the procedures for dealing with fires in the workplace.
- 1.2.11.9.2 Identify the type of fire, its context and select the appropriate firefighting procedure.
- 1.2.11.9.3 Identify, select and check appropriate firefighting and safety equipment.
- 1.2.11.9.4 Fight containable/extinguishable fires.
- 1.2.11.9.5 Reports on status of fire and equipment are completed.
- 1.2.11.9.6 Retreat from fire site and hand over to appropriate personnel.
- 1.2.11.9.7 Report/record status of fire and equipment.

The breakdown of the delegates to be enrolled for the basic firefighting across various province are as follow:

Table 1D: Basic Fire Fighting venues and number of delegates

Province	Town	Number of Delegates
Western Cape	Belville	30
Eastern Cape	East London	6
Free State	Bloemfontein	23
Kwa Zulu Natal	Trescon Building Durban	48
Gauteng South/ Central Alberton Campus	Central Alberton Campus	63
Gauteng North/ Head office	Doringkloof Centurion	30
Mpumalanga	Nelspruit	41
Limpopo	Polokwane	2
Northern Cape	Upington	6
North West	Klerksdorp	36

Notes*

This course should be classroom based, learner centred with demonstrations and practical providing learners an opportunity to apply newly acquired knowledge, skills, and attitude.

1.2.12 CATEGORY C: EMERGENCY EVACUATION PROCEDURES

The successful Bidder's will be required to provide a Level 1 emergency evacuation procedures.

1.2.12.1 Purpose:

To be able to distinguish between an emergency and an incident as well as understanding the different types of emergencies that may take place in the workplace. To be able to explain the types of emergency alarms in the workplace, the procedures for responding to them and the methods and procedures which need to be applied in an assembly area after an alarm.

The successful Bidder's must meet the following.

1.2.12.2 Course Duration:

The duration for the course is one (1) day. Delegates must be provided with training manuals/course material. This will take place in a classroom and online.

1.2.12.3 Frequency:

New appointment:

Newly appointed emergency evacuation procedures representatives who have never been trained will be trained before appointment can be done. Training shall be provided as and when the need arises.

Refresher/Retraining:

The refresher /retraining should be conducted before the expiry of certificate. Retraining will be conducted whenever the need arises for the candidate to continue with the role of being an evacuation marshal.

1.2.12.4 Certificate validity:

The certificate of competence is valid for two (2) years.

1.2.12.5 Unit Standard and Credit:

The skills programme is based on unit standard ID 242825 and the credit unit 4. The training must be SAQA accredited.

1.2.12.6 Target Group:

Permanent employees to be trained and appointed as emergency evacuation marshals in terms of OHS Act 85 of 1993.

1.2.13 Course content:

The course should therefore cover the following aspects:

- 1.2.13.1 What an emergency is and the need for emergency training.
- 1.2.13.2 Emergency planning used for prevention and preparation.
- 1.2.13.3 Roles in an emergency.
- 1.2.13.4 Emergency protection systems and emergency warning systems.
- 1.2.13.5 How to respond to an emergency.
- 1.2.13.6 Actions to take in an emergency.

1.2.14 Course outcome

On completion of this course, learners will be able to:

- 1.2.14.1 Identify the emergency.
- 1.2.14.2 Assist with an evacuation drill.
- 1.2.14.3 Respond to emergency signals in own area of responsibility.
- 1.2.14.4 Explain duties of emergency personnel in the workplace.
- 1.2.14.5 Explain consequences of emergency situations.
- 1.2.14.6 Demonstration on using the evacuation chair in case of an emergency.

The breakdown of the delegates to be enrolled for emergency evacuation marshals across various province are as follows:

Table 9E: Emergency Evacuation Marshals venues and number of delegates

Province	Towns	Number of Delegates
Western Cape	Belville	30
Eastern Cape	East London	6
Free State	Bloemfontein	23
Kwazulu Natal	Trescon Building Durban	48
Gauteng South/ Central Alberton Campus	Central Alberton Campus	63
Gauteng North/ Head office	Doringkloof Centurion	30
Mpumalanga	Nelspruit	41
Limpopo	Polokwane	2

Province	Towns	Number of Delegates
Northern Cape	Upington	6
North West	Klerksdorp	36

1.2.15 CATEGORY D – SAFETY, HEALTH AND ENVIRONMENTAL (SHE) REPRESENTATIVES TRAINING AND INCIDENT INVESTIGATION

The successful Bidder's will be required to provide a NQF Level 1 Health and Safety (SHE) training.

1.2.15.1 Purpose:

- 1.2.15.1.1 Understand the objectives and statutory requirements pertaining to health and safety in the workplace.
- 1.2.15.1.2 Explain the rights, powers, functions and duties of the workplace health and safety representative and how any errant health, safety and environmental issues may be handled.
- 1.2.15.1.3 Participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.
- 1.2.15.1.4 Inspection of the incident scene.
- 1.2.15.1.5 Interviews of witness.
- 1.2.15.1.6 Gathering of documents, procedures, practices and process evidence.
- 1.2.15.1.7 Drawings of plans, taking photographs.
- 1.2.15.1.8 Collecting physical evidence.

The successful Bidder's must meet the following.

1.2.15.2 Course Duration:

The duration for the course is two (2) days inclusion of the safety representative and incident investigation.

1.2.15.3 Frequency:

New Appointment:

Newly appointed safety representatives and incident investigation who have never been trained will be trained before appointment can done. Training shall be provided as and when the need arises.

Refresher/Retraining:

The refresher /retraining should be conducted before the expiry of certificate. Retraining will be conducted whenever the need arises for the candidate to continue with the role of being a health and safety representatives and incident investigation.

1.2.15.4 Certificate validity:

The certificate of competence is valid for two (2) years. The certificate of completion of the course(s) must be provided to delegates after attendance.

1.2.15.5 Unit Standard and Credit:

The skills programme is based on unit standard id: 259622 and incident investigation 120335. The unit credit for safety representatives three (3) and incident investigation five (5). The training must be SAQA accredited.

1.2.15.6 Target group:

Permanent employees to be appointed or appointed as Health and Safety Representatives in terms of OHS Act 85 of 1993.

1.2.15.7 Course contents:

The course should therefore cover the following aspects:

- 1.2.15.7.1 Legislative history.
- 1.2.15.7.2 The constitution.
- 1.2.15.7.3 Understanding the act and regulations.
- 1.2.15.7.4 Department of Employment and Labour/legislation.
- 1.2.15.7.5 Appointment of SHE Reps in terms of latest legislation.
- 1.2.15.7.6 Safety Committees.
- 1.2.15.7.7 Health and Safety Representative Inspections -Checklist.
- 1.2.15.7.8 Plan Occupational Health and Safety (OHS) inspections.
- 1.2.15.7.9 Conduct inspections to identify non-compliance in the workplace.
- 1.2.15.7.10 Report on Occupational Health and Safety (OHS) inspections.
- 1.2.15.7.11 Accident investigation and reporting.
- 1.2.15.7.12 Duties and functions of a Health and Safety Representative.

1.2.15.8 Course outcome:

On completion of this course, learners will be able to:

- 1.2.15.8.1 Describe the framework of workplace health and safety legislation pertaining to health and safety representatives.
- 1.2.15.8.2 Explain the specified requirements to conduct safety, health, and environmental representation activities at a working place.
- 1.2.15.8.3 Address safety, health, and environment related issues within the scope of authority comply with the activities within safety, health, and environmental structures.

The breakdown of the delegates to be enrolled for the safety representative and incident investigation across various province is as follows:

Table 1D: Safety Representative and Incident Investigation venues and number of delegates

Province	Town	Number of Delegates
Western Cape	Belville	22
Eastern Cape	East London	10
Free State	Bloemfontein	7
Kwazulu Natal	Trescon Building Durban	30
Gauteng South/ Central Alberton Campus	Central Alberton Campus	17
Gauteng North/ Head office	Doringkloof Centurion	33
Mpumalanga	Nelspruit	35
Limpopo	Polokwane	4
Northern Cape	Upington	4
North West	Klerksdorp	17

1.2.16 CATEGORY E: MARINE FIRST AID TRAINING (First Aid at sea)

1.2.16.1 Purpose:

This qualification is aimed at people who work or intend to work on board ship as able seamen and/or oilers (on deck and/or in the engine room).

The successful Bidder's must meet the following.

1.2.16.2 Course duration:

The duration for the course is three (3) days.

1.2.16.3 Frequency:

Every three years, however the certificate must still be valid when refresher training is conducted.

1.2.16.4 Certificate validity:

The certificate must be valid for a period of three (3) Years. The certificate of completion of the course(s) must be provided to delegates after attendance.

1.2.16.5 Unit Standard and Credit

The skills programme is based on unit standard id: 48535 and the unit credit 130. The training must be SAQA accredited.

1.2.16.6 Target group:

Permanent employees working in the customs marine area.

1.2.16.7 Course content:

The course should therefore cover the following aspects:

1.2.16.7.1 Contents of first aid kit

- 1.2.16.7.2 Body structure and function
- 1.2.16.7.3 Examination of casualty or patient
- 1.2.16.7.4 Spinal injuries
- 1.2.16.7.5 Burns scalds and effects of heat and cold
- 1.2.16.7.6 Fractures, dislocations, and muscular injuries
- 1.2.16.7.7 Medical care for rescued persons
- 1.2.16.7.8 Radio medical advice
- 1.2.16.7.9 Cardiac arrest, drowning and asphyxia
- 1.2.16.7.10 Communicate in a variety of ways and for a range of purposes.
- 1.2.16.7.11 Use mathematics in real life situations.
- 1.2.16.7.12 Demonstrate a range of seamanship skills.
- 1.2.16.7.13 Handle cargo; and
- 1.2.16.7.14 Respond to emergencies at sea.

1.2.16.8 Course outcome:

On completion of this course, learners will be able to:

- 1.2.16.8.1 Demonstrate knowledge of and apply legislation and vessel policies and procedures.
- 1.2.16.8.2 Work on board a sea-going vessel.
- 1.2.16.8.3 Implement cargo movement practices.
- 1.2.16.8.4 Apply first aid and safety on board a vessel in a simulated environment.

Table 9 E: Marine First and Training venues and number of delegates

Province	Town	Number of Delegates
Western Cape	Belville	4
Eastern Cape	Gqeberha	4
Kwa Zulu Natal	Trescon Building Durban	7
Gauteng North/ Head office	Doringkloof Centurion	2
Gauteng South/ Central Alberton Campus	Central Alberton Campus	1

1.2.17 Training Venue

The successful Bidder's should be able to offer training at the SARS location in these towns: Alberton, Pretoria, Belville, Nelspruit, Bloemfontein, Umtata, East London, Gqeberha, EThekweni, Kimberly and Klerksdorp.

The SARS minimum number for the class attendance is five (5) per each class. The successful Bidder's provider shall be responsible for the arrangement of training venue where SARS employees are lower than 5 and SARS employees should be incorporated into the group training that service provider is rendering to its other clients. In the event that the number of SARS employees for any scheduled training exceeds 4, then SARS shall provide the training venue for that particular course.

1.2.18 Learning Resources

Provide delegates with learning materials such as handbooks (textbooks) including all materials required for the successful completion of the programme.

1.2.19 Reporting

The successful Bidder's shall provide signed report upon completion of each programme within a period of 14 days.

2. BIDDER'SS' RESPONSES / DOCUMENTATION REQUIRED

Bidder's must respond to all the information required in this paragraph in their bid proposals. Bidder's should also refer to paragraph 1, which details the background, scope of service and technical requirements.

2.1 MANDATORY REQUIREMENTS

A bid that fails to meet any of the mandatory requirements stipulated in the tender documents is **NOT** an acceptable tender and will result in the **immediate disqualification** of a Bidder's.

Proof of a valid accreditation or registration with the following

- ~~South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)~~ (Removed)
- Health and Welfare Sector Education and Training Authority (HWSETA) and other relevant SETAS. (Proof of accreditation number and valid certificate).
- Department of Employment and Labour (Proof of registration with Department of Employment and Labour)
- South African Maritime Safety Authority (Proof of accreditation number and valid certificate) **Category E – Maritime Operations)**

2.2 TECHNICAL REQUIREMENTS

2.2.1 CATEGORY A – FIRST AID LEVEL 1,2 and 3.

2.2.2 Company Profile

The service provider should submit:

- 2.2.2.1 The institution profile details indicating years of experience in delivering training on the knowledge and practical skills components of the Health and Safety Training. The profile must also include but not limited to staff compliment (including lecturers and course convener(s) for the qualification.

2.2.3 Capabilities and Experience of the proposed team

- 2.2.3.1 The Bidder must provide detailed CV's of at least three facilitators to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all facilitators.
- 2.2.3.2 The Bidder must provide detailed CV's of at least two assessors to be used indicating their

experience. The information in the CV's must include but not limited to:

- Number of years of experience for all assessors.

2.2.3.3 The Bidder must provide detailed CV's of at least two moderators to be used indicating their experience. The information in the CV's must include but not limited to:

- Number of years of experience for all moderators.

2.2.4 Qualifications

2.2.4.1 The Bidder's must provide proof of qualifications of **at least three** facilitators. The facilitators must have the following:

- South African Qualifications Authority US ID 117871 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum NQF 5 qualifications.

2.2.4.2 The Bidder's must provide proof of qualifications **of two** assessors. The assessors must have the following

- SAQA US ID 115753 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

2.2.4.3 The Bidder's must provide proof of qualifications **of two** moderators. The moderators must have the following

- SAQA US ID **1157959** or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful Bidder's should have migrated and received Accreditation for the new Quality Council for Trades and Occupations (QCTO) Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.

2.2.5 Registration

2.2.5.1 The bidder/training provider must provide proof of active registration with the relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications.

2.2.5.2 The Bidder's resources for Facilitation, Assessing and Moderation must provide proof of active registration with the Health Professions Council of South Africa (HPCSA) and/or South African Nursing Council (SANC).

2.2.6 National Footprint

2.2.6.1 The Bidder (s) must list provinces where facilitation, assessing and moderation was conducted by completing Annexure D.

2.2.7 Project Management

- 2.2.7.1 The Bidder's must provide detailed CV of project lead with the following requirements
- Minimum of three years leading training projects.
 - Project management certificate or qualification from an accredited institution .
- 2.2.7.2 The Bidder's must provide project plan/work management for the project. The project plan must reflect the following:
- Deliverables and Milestones
 - Project Time Management
 - Project Quality Management
 - Project Communication Management
 - Project Risk Management

2.2.8 Reference Letters

- 2.2.8.1 Reference letters from at least three (3) contactable clients, to whom similar services have been provided to in the past five (5) years. The reference letter must include but not limited to:
- The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract,
- Quality of service
 - Performance
 - Overall Customer satisfaction

Note: SARS reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients are contactable.

2.3 CATEGORY B – BASIC FIRE FIGHTING

The service provider should submit:

2.3.1 Company Profile

- 2.3.1.1 The institution registration and accreditation details indicating years of experience in delivering training on the knowledge and practical skills components of the Health and Safety Training.

2.3.2 Capabilities and Experience of the proposed team

- 2.3.2.1 The Bidder must provide detailed CV's of at least three facilitators to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all facilitators.
- 2.3.2.2 The Bidder must provide detailed CV's of at least two assessors to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all assessors.
- 2.3.2.3 The Bidder must provide detailed CV's of at least two moderators to be used indicating their

experience. The information in the CV's must include but not limited to:

- Number of years of experience for all moderators.

2.3.3 Qualifications

- 2.3.3.1 The Bidder's must provide proof of qualifications of **at least three** facilitators. The facilitators must have the following:
- South African Qualifications Authority US ID 117871 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum NQF 5 qualifications.
- 2.3.3.2 The Bidder's must provide proof of qualifications of **two** assessors. The assessors must have the following
- SAQA US ID 115753 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.
- 2.3.3.3 The Bidder's must provide proof of qualifications of **two** moderators. The moderators must have the following
- SAQA US ID **1157959** or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful Bidder's should have migrated and received Accreditation for the new Quality Council for Trades and Occupations (QCTO) Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.

2.3.4 Registration

- 2.3.4.1 The bidder/training provider must provide proof of active registration with the relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications.

2.3.5 National Footprint

- 2.3.5.1 The Bidder (s) must list provinces where facilitation, assessing and moderation was conducted by completing Annexure D.

2.3.6 Project Management

- 2.3.6.1 The Bidder's must provide detailed CV of project lead with the following requirements
- Minimum of three years leading training projects.
 - Project management certificate or qualification from an accredited institution.
- 2.3.6.2 The Bidder's must provide project plan/work plan for the project. The project plan must reflect the following:
- Deliverables and Milestones

- Project Time Management
- Project Quality Management
- Project Communication Management
- Project Risk Management

2.3.7 Reference

2.3.7.1 Reference letters from at least three (3) contactable clients, to whom similar services have been provided to in the past five (5) years. The reference letter must include but not limited to:

The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract,

- Quality of service
- Performance
- Overall Customer satisfaction

Note: SARS reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients are contactable.

2.4 CATEGORY C AND D – EMERGENCY EVACUATION PROCEDURES AND SAFETY, HEALTH AND ENVIRONMENTAL REPRESENTATIVE AND INCIDENT INVESTIGATION

The service provider should submit:

2.4.1 Company Profile

2.4.1.1 The institution profile details indicating years of experience in delivering training on the knowledge and practical skills components of the Health and Safety Training .

2.4.1.2 The Institution's infrastructure to deliver training e.g., Ms Teams, (i.e., virtual contact session, physical contact session, a combination of virtual and physical contact session etc.).

2.4.2 Capabilities and Experience of the proposed team

2.4.2.1 The Bidder must provide detailed CV's of at least three facilitators to be used indicating their experience. The information in the CV's must include but not limited to:

- Number of years of experience for all facilitators.

2.4.2.2 The Bidder must provide detailed CV's of at least two assessors to be used indicating their experience. The information in the CV's must include but not limited to:

- Number of years of experience for all assessors.

2.4.2.3 The Bidder must provide detailed CV's of at least two moderators to be used indicating their experience. The information in the CV's must include but not limited to:

- Number of years of experience for all moderators.

2.4.3 Qualifications

2.4.3.1 The Bidder's must provide proof of qualifications of **at least three** facilitators. The facilitators must have the following:

- South African Qualifications Authority US ID 117871 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum NQF 5 qualifications.

2.4.3.2 The Bidder's must provide proof of qualifications **of two** assessors. The assessors must have the following

- SAQA US ID 115753 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

2.4.3.3 The Bidder's must provide proof of qualifications **of two** moderators. The moderators must have the following

- SAQA US ID **1157959** or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

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NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful Bidder's should have migrated and received Accreditation for the new Quality Council for Trades and Occupations (QCTO) Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.

2.3.2 Project Management

2.3.2.1 The Bidder's must provide detailed CV of project lead with the following requirements

- Minimum of three years leading training projects.
- Project management certificate or qualification from an accredited institution.

2.3.2.2 The Bidder's must provide project plan/work plan for the project.

The project plan must reflect the following:

2.4.3.4 The Bidder's must provide project plan/work plan for the project. The project plan must reflect the following:

- Deliverables and Milestones
- Project Time Management
- Project Quality Management
- Project Communication Management
- Project Risk Management

2.3.3 National Footprint

- 2.4.3.5 The Bidder (s) must list provinces where facilitation, assessing and moderation was conducted by completing Annexure D.

2.3.4 References

- 2.4.3.6 Reference letters from at least three (3) contactable clients to whom similar services have been provided to in the past five (5) years. The reference letter must include but not limited to:
- The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract,
- Quality of service
 - Performance
 - Overall Customer satisfaction

Note: SARS reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients are contactable

2.5 CATEGORY E – MARITIME OPERATIONS

The service provider should submit:

2.5.1 Company/Institutions Profile and Infrastructure

- 2.5.1.1 The institution registration and accreditation details indicating period of existence in delivering training on the knowledge and practical skills components of the Health and Safety Training.

2.5.2 Capabilities and Experience of the proposed team

- 2.5.2.1 The Bidder must provide detailed CV's of at least two facilitators to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all facilitators.
- 2.5.2.2 The Bidder must provide detailed CV's of at least two assessors to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all assessors.
- 2.5.2.3 The Bidder must provide detailed CV's of at least two moderators to be used indicating their experience. The information in the CV's must include but not limited to:
- Number of years of experience for all moderators.

2.5.3 Qualifications

- 2.5.3.1 The Bidder's must provide proof of qualifications of at least three facilitators. The facilitators must have the following:
- South African Qualifications Authority US ID 117871 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum NQF 5 qualifications.
- 2.5.3.2 The Bidder's must provide proof of qualifications of two assessors. The assessors must have the following
- SAQA US ID 115753 or similar module linked to the new QCTO occupational qualifications

above the one offered with a minimum of NQF 5 qualification.

2.5.3.3 The Bidder's must provide proof of qualifications of **two** moderators. The moderators must have the following

- SAQA US ID 1157959 or similar module linked to the new QCTO occupational qualifications above the one offered with a minimum of NQF 5 qualification.

NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful Bidder's should have migrated and received Accreditation for the new Quality Council for Trades and Occupations (QCTO) Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.

2.5.4 Professional Body Registration

2.5.4.1 The Bidder's/training provider must proof of license with South African Maritime Safety Authority for the assessors (Proof of registration and registration number).

2.5.5 Project Management

2.5.5.1 The Bidder's must provide detailed CV of project lead with the following requirements

- Minimum of three years leading training projects.
- Project management certificate or qualification from an accredited institution .

2.5.5.2 The Bidder's must provide project plan/work plan for the project. The project plan must reflect the following:

- Deliverables and Milestones
- Project Time Management
- Project Quality Management
- Project Communication Management
- Project Risk Management

2.5.6 National Footprint

2.5.6.1 The Bidder (s) must list provinces where facilitation, assessing and moderation was conducted by completing Annexure D.

2.5.7 References

2.5.7.1 Reference letters from at least three (3) contactable clients to whom similar services have been provided to in the past five (5) years. The reference letter must include but not limited to:

The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract,

- Quality of service
- Performance

- Overall Customer satisfaction

Note: SARS reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients are contactable

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