



# Annexure A

## PRICING INSTRUCTIONS

### Description of Work:

**Appointment of Training Service Provider for the provision of Training to Contractors in NQF 4 Supervision of Construction Processes (ID65949) on the EPWP Vuk'uphile Learnership Programme for the North West Department of Public Works (Skills Programme 67 Credits)**

### 1. RATES AND SCOPE

1. Service providers are to base their rates, for the training team, for the provision of services associated with all the phases of the Scope of Work for the simultaneous servicing of the number of Learners stated below, based on individuals employed (total number as determined by the Service Provider) to provide the services working on average of not less than **40 hours of training per week**. Overtime, if necessary, shall **not** be remunerated by the Employer.

North West Department of Public Works EPWP Vuk'uphile Learnership Programme aims to train a total number of forty (40) in all four districts (Bojanala District Municipality (09 learners), Dr Ruth Segomotsi Mompati (08 learners) , Ngaka Modiri Molema (17 learners) and Dr Kenneth Kaunda District Municipality (6 learners)

The Vuk'uphile Learnership Programme model allows for a single facilitator to train a class of not more than twenty (20) learners at a time. Learners. The Training Team shall comprise of the following Staff:

### Training Team

- i. One (1) Project Manager, who can be any of the team members below,
- ii. One (1) Moderator,
- iii. Four (4) Assessors, and
- iv. Four (4) Facilitators.



## **2. PAYMENT**

Payment to the service provider will be made at the following stages of the skills programme:

### **2.1 First Payment (Twenty percent (20%) of the learnership rate)**

The Service Provider should ensure that the following have been undertaken for the twenty percent (20%) payment to be effected:

- The service provider should have entered, formally, into service level agreement with the Department of Public Works and Infrastructure (DPWI),
- The service provider should have submitted an Implementation Plan and Project Schedule/Programme to DPWI and a Lead Implementer,
- The service provider should have registered the skills programme with the CETA
- All the learners should have been registered into the skills programme
- The service provider should have conducted an induction programme with the learners,
- All learners should have signed skills programme agreements,
- Details of all learners should have been captured on the CETA system and with skills programme numbers having been issued,

### **2.2 Second Payment (Thirty percent (30%) of the skills programme rate)**

The Service Provider should ensure that the following have been undertaken for the thirty percent (30%) payment to be effected:

- (a) The service provider should have covered at least fifty percent (50%) of the total unit standards to be covered through this skills programme,
- (b) The covered unit standards should have been assessed and moderated on, and
- (c) The service provider should have submitted attendance register and progress report(s) to CETA and DPWI for the period covered.



### **2.3 Third Payment (Thirty percent (30%) of the learnership rate)**

The Service Provider should ensure that the following have been undertaken for the thirty percent (30%) payment to be effected:

- (a) The service provider should have covered at least eighty percent (80%) of the total unit standards to be covered through this learnership programme,
- (b) The covered unit standards should have been assessed and moderated on, and
- (c) The service provider should have submitted attendance register(s) and progress report(s) to DPWI and a Lead Implementer for the period covered.

### **2.4 Final Payment (Twenty percent (20%) of the learnership rate)**

The Final invoice may only be paid once the following have been undertaken:

- (a) The close out report referred to in Clause **Error! Reference source not found.** must have been received and accepted as complete,
- (b) All data required for issuing of statements of results of learners who have successfully completed the skills programme must have been loaded onto the CETA system to the satisfaction of CETA ETQA,
- (c) All data required for the issuing of statements of Unit Standards achieved for those learners who did not successfully complete the skills programme, but completed at least one Unit Standard, must have been loaded onto the CETA system to the satisfaction of CETA ETQA,
- (d) All data required for the issuing of statements of Unit Standards achieved for those learners who did not successfully complete the Skills Programme, but completed at least one Unit Standard, has been loaded onto the CETA system to the satisfaction of CETA ETQA, and
- (e) All certificates and statements have been issued by CETA or CETA has issued a letter signed by the CETA ETQA manager, that all data has been successfully loaded onto the CETA system and that the delay in issuing statements of results is through no fault of the Training Provider.



3. The Service Provider shall pay, fortnightly, allowances or stipends, at a rate pronounced by the Department in terms of the Basic Conditions of Employment Act 75 of 1997, to the learners during the course of theoretical in-class training for a maximum period of twenty (20) weeks. The Service Provider will be paid an administration fee as a percentage of moneys paid to the learners and the percentage will be as stated by the Service Provider within Section 2 of the Bill of Quantities. The Service Provider's claim for payment can be submitted to the Department fortnightly after the payments have been made to the learners.
4. The rates, in the Schedule of Prices Section 1, for training of learners shall be an **all inclusive rate**, excluding VAT, including travelling to and from the training venue (classroom and onsite), the provision of all support staff, office overheads, telephone, printing, cell phone or telephone charges, accommodation or offices and staff relocation expenses.
5. The contract will come to an end at the conclusion of activities listed under Sub Clause **Error! Reference source not found.**, above, or when the budgeted funds have been depleted, whichever comes first.
6. Time spent with Learners must be submitted on the applicable form supplied by the Department of Public Works and Infrastructure and signed by each Learner.