



Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA



**TERMS OF REFERENCE
FOR THE
APPOINTMENT OF A TRAINING
SERVICE PROVIDER FOR THE
TRAINING OF THE DEPARTMENT OF
PUBLIC WORKS AND
INFRASTRUCTURE TECHNICAL
PRACTITIONERS
ON LABOUR INTENSIVE
CONSTRUCTION METHODS NQF
LEVEL 5 (SAQA ID 15162)**

**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

TABLE OF CONTENTS

1.	INTRODUCTION.....	5
2.	PROBLEM STATEMENT	5
3.	NORMATIVE REFERENCES	6
4.	OBJECTIVES.....	6
5.	SCOPE OF WORK AND KEY OUTCOMES:.....	7
6.	QUALIFICATIONS.....	7
7.	TRAINING	8
7.1	TRAINING PROGRAMME	8
7.2	TRAINING MATERIAL.....	9
7.3	TRAINING HOURS	9
7.4	TRAINING ASSESSMENT	9
7.5	TRAINING MODERATION.....	9
7.6	TRAINING LOCATION	9
7.7	TRAINING DATES	10
7.8	TOTAL NUMBER TO BE TRAINED	10
7.9	TRAINING DURATION	10
8.	REPORTING REQUIREMENTS	10
9.	MONITORING AND EVALUATION	11
10.	CERTIFICATION	11
11.	RETENTION OF RECORDS	12
12.	PRICING / TRAINING FEE	12
13.	REIMBURSABLE EXPENSES	13
14.	PAYMENT	13
15.	MAINTENANCE OF FINANCIAL RECORDS	14
16.	FUNCTIONALITY CRITERIA.....	14
17.	PRICING.....	16
18.	DOCUMENTS TO BE SUBMITTED TO BID.....	16
19.	BRIEFING SESSION	16
20.	ENQUIRIES/ CONTACT DETAILS.....	17



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

DEFINITIONS

For the purposes of this TOR the following definitions apply:

- Act** : means the skills development Act, 1998 (act No. 97 of 1998) as amended.
- Assessor** : A person who is registered by the relevant ETQA body to measure the achievement of specified National Qualification Framework standards or qualifications
- Business Hours** : Business hours of the employer are from 07:30 to 16:00 Monday to Friday.
- CETA** : the Construction and Education Training Authority, a sector education and training authority established in terms of section 9(1) of the Skills Development Act of 1998.
- CETA ETQA** : Construction Seta's Education and Training Quality Assurance
- CIDB** : Construction Industry Development Board
- Close out Report** : The report issued to CETA and DPWI, on completion of all classroom training and assessment
- Employer** : Refers to Department of Public Works and Infrastructure
- EPWP** : Expanded Public Works Programme a national government initiative aimed at drawing a



TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE LABOUR-INTENSIVE CONSTRUCTION PROJECTS

	significant number of unemployed people into productive work
Facilitator	: A person who offers learning process and training related activities
Moderator	: A person who ensures that the process of assessment of the outcomes described in the NQF standards and qualification is fair, reliable and valid.
DPWI	: refers to the Department of Public Works and Infrastructure
NQF	: National Qualifications Framework.
SAQA	: South African Qualification Authority
Service	: means the services to be provided by the Training Provider for the project in accordance with the scope of work
Training Provider	: the natural or juristic person appointed by DPWI accredited to relevant Education, Training and Quality Assurance body to provide accredited training to trainees.
ETQA	: Education, Training and Quality Assurance.
LIC	: Labour Intensive Construction
ETDP SETA	: Education, Training and Development Practices Sector Education and Training Authority

TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE LABOUR-INTENSIVE CONSTRUCTION PROJECTS

1. INTRODUCTION

The Expanded Public Work Programme (EPWP) is one of government's strategies to contribute towards the alleviation of poverty and reduction of unemployment through the creation of work opportunities using labour-intensive methods.

The EPWP Infrastructure Sector is led by the Department of Public Works and Infrastructure (DPWI). In May 2013, the Director-General for the Department of Public Works and Infrastructure (DPWI) issued a directive for the implementation of the Expanded Public Works Programme (EPWP) on all construction and maintenance projects of the Department.

The Project Managers and Engineers are expected to ensure that the specifications for all projects are compiled as specified by the latest edition of the EPWP Infrastructure guidelines for the implementation of labour intensive projects.

The Department of Public Works and Infrastructure is expected to introduce and deliver methods of optimizing the job creation through appropriate design strategies as it implements its construction and maintenance projects through the use of labour-intensive construction methods.

2. PROBLEM STATEMENT

The Department of Public Works and Infrastructure has not created and reported the expected number of work opportunities on its projects largely due to tender documents that are not aligned to LIC principles to enforce the implementation of EPWP by appointed contractors.

Based on the above, it is critical that the accredited training be conducted for the technical practitioners of the Department as labour-intensive works are not just a means of creating short-term employment and infrastructure, but also a means of promoting longer-term and more sustainable development based on increased use of local people. Thus creating immediate employment, providing income for the poor, transferring of skills, promoting and creating linkages in the local economy.

TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE LABOUR-INTENSIVE CONSTRUCTION PROJECTS

3. NORMATIVE REFERENCES

The latest editions of the following referenced documents are indispensable for the application of this training:

- a) Guidelines for the Implementation of Labour Intensive Projects under the Expanded Public Works Programme. See www.epwp.gov.za
- b) CETA Procedure for Quality Assurance of Learner achievement. See www.ceta.org.za
- c) EPWP Large Projects Guidelines. See www.epwp.gov.za
- d) Guidelines for the Implementation of the National Youth Service Programme under the Expanded Public Works Programme (EPWP). See www.epwp.gov.za
- e) Basic Conditions of Employment Act, 1997 Ministerial Determination 4: Expanded Public Works Programme. See www.epwp.gov.za

4. OBJECTIVES

- 4.1 The overall objective of the training intervention is for Technical Practitioners to:
 - a. Understand and apply the philosophy, principles and concepts of Labour intensive Construction (LIC),
 - b. Develop policies and procedures for Labour Intensive Construction Projects,
 - c. Develop Labour Intensive Construction documentation,
 - d. Be exposed to design guidelines on Labour Intensive Construction documentation,
 - e. Promote the use of Labour Intensive Construction Methods,
 - f. Possess the necessary skills to manage Labour Intensive Construction projects, and
 - g. Familiarise practitioners with principles on how to optimize employment creation on Infrastructure projects.
- 4.2 Department of Public Works and Infrastructure' objective in appointing a Training Service Provider is to provide accredited training to the DPWI Technical Practitioners in respect of managing labour intensive construction projects NQF Level 5 (SAQA ID 15162) to ensure that officials are assessed, moderated and certified in terms of CETA ETQA requirements.



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

5. SCOPE OF WORK AND KEY OUTCOMES:

The Training Provider shall plan, deliver and report on the training as it is required for the successful completion of the unit standard - managing labour intensive construction projects NQF Level 5 (SAQA ID 15162).

The following is the qualification unit standard that each Technical Practitioner needs to achieve:

SAQA ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
15162	Manage labour intensive construction projects, accredited by the Construction Education and Training Authority (CETA).	5	8

5.1 DELIVERABLES

Upon completion of the NQF level 5 course, the Technical Practitioners should be able to:

- a) Demonstrate an understanding of Labour Intensive Construction documentation
- b) Apply Labour Intensive Construction Systems in projects
- c) Apply resource management techniques for Labour Intensive Construction projects
- d) Train, coach and develop project team members in LIC methods
- e) Develop and implement LIC administrative systems

6. QUALIFICATIONS

Any institution offering learning that will enable the achievement of this unit standard must be accredited as a provider with the CETA – ETQA

The Training Service Provider needs to provide a valid letter of accreditation and transcript from the CETA confirming status in provision of managing labour- intensive construction projects - SAQA Qualification ID 15162.

The Department of Public Works and Infrastructure will verify Training Service Provider Accreditation through the CETA before appointment as part of the bid evaluation process.

**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

6.1 FACILITATOR

- a) A facilitator must have a valid ETDP SETA facilitator qualification,
- b) A facilitator must have post-qualification hands-on working experience within the skills development industry.
- c) The bidder must submit proof of a qualification that verifies that a Facilitator(s) can facilitate on qualification "**Manage Labour Intensive Projects-NQF 5, Qualification ID 15162**".

6.2 ASSESSOR

- a) An assessor assessing a learner against this unit standard must be registered as an assessor with the CETA - ETQA for "The National Certificate in the Management of Construction Processes - Labour Intensive".
- b) An assessor must have post-qualification hands-on working experience within the skills development industry as an assessor.
- c) The bidder must submit proof of a qualification that confirms that an Assessor can assess on qualification "**Manage Labour Intensive Projects-NQF 5, Qualification ID 15162**".

6.3 MODERATOR

- a) A Moderator moderating the assessment of a learner against this unit standard must be registered as a Moderator with the CETA - ETQA for "The National Certificate in the Management of Construction Processes - Labour Intensive".
- b) A moderator must have post-qualification hands-on working experience within the skills development industry as a moderator.
- d) The bidder must submit proof of a qualification that confirms that a Moderator(s) can moderate on qualification **Manage Labour Intensive Projects-NQF 5, Qualification ID 15162**.

7. TRAINING

7.1 TRAINING PROGRAMME

- 7.1.1 The Training Provider prior to the commencement of the training in consultation with the Employer, shall compile and submit to DPWI and CETA, a Training Programme reflecting the proposed time frames for the performance of each of the components of the Services to be performed in terms of this Agreement.



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

7.2 TRAINING MATERIAL

7.2.1 The Training Provider shall provide the attendees with the following;

- Course learning material,
- A portfolio of evidence pack which will be returned to the learner following the accreditation processes, and
- Post course support.

7.3 TRAINING HOURS

7.3.1 Unless the nature of the training dictates otherwise, all training shall be conducted only during the normal business hours of the Employer.

7.4 TRAINING ASSESSMENT

7.4.1 Upon being deemed competent by the assessor, the Training Provider shall provide the attendees with the following immediately;

- A feedback report, and
- An interim certificate of competence and attendance

7.4.2 The service provider to provide the Department with proof of application for CETA verification.

7.5 TRAINING MODERATION

7.5.1 Succeeding moderation & verification by CETA, the Training Provider must ensure that learners receive:

- A CETA Accredited certificate of completion,
- A statement of results from CETA, and

7.6 TRAINING LOCATION

The training venue (inclusive of meals and refreshments) must be provided by the service provider. The training will be conducted in the following Offices:

OFFICE	TOTAL NUMBER OF TECHNICAL PRACTITIONER PER OFFICE	VENUE OF TRAINING
Mthatha and Port Elizabeth Regional Offices	30	EAST LONDON



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

7.7 TRAINING DATES

7.7.1 Training dates shall be determined collectively by the service provider in consultation with the Department of Public Works and Infrastructure.

7.8 TOTAL NUMBER TO BE TRAINED

A total number of Technical Practitioners to be trained is thirty (30) officials from all the Regions. The breakdown table is as follows;

OFFICES	TECHNICAL PRACTITIONER CATEGORY					TOTAL NUMBER
	Project Managers	Professional Services	Young Professionals	Facilities Management	EPWP	
Port Elizabeth	14	1				15
Mthatha	8		1	6		15
TOTAL	22	1	1	6	0	30

7.9 TRAINING DURATION

The duration of the training will be three (03) to five (05) working days based on the notional hours of the credit that will be covered during the training.

8. REPORTING REQUIREMENTS

8.1. POST TRAINING REPORT

The Training Service Provider shall compile and submit a report to DPWI, seven (07) days after completion of the classroom training. Report shall be submitted in a format as specified by DPWI and shall reflect all such data as DPWI shall require.

8.2. CLOSE OUT REPORT

A close-out report on the training shall be provided by the appointed service provider before submission of the final invoice.

(a) The Close-out report shall include, but not be limited to, the following:



TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE LABOUR-INTENSIVE CONSTRUCTION PROJECTS

- (i) Full details of each Learner;
 - (ii) The complete training record of each Learner, including training attendance records and assessments;
 - (iii) A clear comparison of the actual progress of all components of the Services against that provided for within the Training Programme;
 - (iv) The Training Provider's comments and recommendations on improvements for future trainings, based on the lessons learned during the execution of the Services under this Agreement;
 - (v) All such other data as may be advised by DPWI and CETA.
- (b) DPWI shall notify the Training Provider of:
- (i) approval of the Close Out Report; or
 - (ii) Any additions, omissions, or revisions as it may reasonably be required, within twenty one (21) days of the receipt of the Close out Report.
- c) In the event that DPWI and CETA require any additions, omissions, or revisions to be made to the Close out Report submitted by the Training Provider as aforesaid, the Training Provider shall make all such revisions as required by DPWI within 14 days.

9. MONITORING AND EVALUATION

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation as indicated by the feedback from participants
- Degree of adherence to timeframes
- Quality of materials utilised for the training

10. CERTIFICATION

Candidates should be subjected to formal assessment upon successful completion of the course. The candidates should also be awarded with certificates of successful completion of the respective courses attended.

The appointed service provider will be responsible for the collection of Portfolio of Evidence (PoE) and delivery of certificates to the Department of Public Works and Infrastructure premises.



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

11. RETENTION OF RECORDS

The Training Provider shall retain all records pertaining to this Agreement, including but not limited to the training records of all Learners, for a period of not less than five years calculated from the date of expiry, termination or cancellation of this Agreement, as the case may be.

12. PRICING / TRAINING FEE

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

12.1 First Payment (seventy percent (70%) of the total contract amount)

The Service Provider should ensure that the following have been undertaken for the payment to be effected:

- (a) The service provider should have entered, formally, into service level agreement with the Department of Public Works and Infrastructure (DPWI),
- (b) The Service provider should have covered all the unit standards,
- (c) The unit standards should have been assessed and moderated on, and
- (d) The Service provider should have submitted attendance register(s) and progress report(s) to DPWI.

12.2 Final Payment (thirty percent (30%) of the total contract amount)

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

- (a) The close out report referred to in Clause 8.2 been received and accepted as complete,
- (b) All data required for certification of learners who have successfully completed the course 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 course, but completed at least one or more Unit Standard, must have been loaded onto the CETA system to the satisfaction of CETA ETQA,
- (d) 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 certificates is through no fault of the Training Provider.



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

13. REIMBURSABLE EXPENSES

- 13.1. The rates, in the Schedule of Prices Section 1, for training of officials shall be an all-inclusive rate, excluding VAT, including in-class training, assessment, travelling to and from the training venue, the provision of all support staff, office overheads, telephone, printing, cell phone and accommodation.
- 13.2. The Department of Transport's standard reimbursable rate for travelling costs (tariff per km) will be based on the published rate/s for all travelling over and above the 1000km. Payment for travelling will only be made for vehicle capacity not exceeding 1950 cc. The information on tariff per kilometre can be obtained from the Website of the Department of Public Works ([www.publicworks.gov.za/Documents/Consultant documents/ Rates for reimbursable expenses](http://www.publicworks.gov.za/Documents/Consultant_documents/Rates_for_reimbursable_expenses)).
- 13.3. The service provider shall be reimbursed at Government Printers' rates for photocopies made. The service provider must produce proof of payment for all photocopies made by a third party.
- 13.4. All Disbursements, i.e. travelling in excess 1000km, use of a vehicle with capacity larger than 1950cc, photocopies and or overnight accommodation must be approved by the Department before the Service Provider incurs such cost.
- 13.5. All travel Claims must be submitted on the required forms supplied by the Department of Public Works and Infrastructure.
- 13.6. 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.

14. PAYMENT

- 14.1. The due date for the payment by DPWI of any amounts becoming due and payable to the Training Provider in terms of this Agreement shall, for the purposes of this Agreement, be deemed to be the date which is thirty (30) working days after the receipt by DPWI of the Training Provider's valid tax invoice
- 14.2. Payment shall be made by the Department to the Service Provider in accordance with the tendered Contract Price.



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

- 14.3. If any item or part of an item in an account submitted by the Service Provider is disputed by the Department, the Department shall give notice before the due date of payment with reasons, but shall not delay payment on the remainder of the invoice, provided that the Department has received a revised valid tax invoice from the Service Provider reflecting the undisputed amounts, and in respect of which the provisions of Sub-Clause 14.1 shall apply from the date on which the revised invoice is received.
- 14.4. When the Department inadvertently overpays the Service Provider then the Service Provider shall refund excess amounts on the same basis as in Sub-Clause 14.1.
- 14.5. In the case of Services carried out on a time charge basis and for all other directly reimbursable expenses, the Service Provider shall maintain records which clearly identify such time and expenses and shall retain such records for a period of five years after completion or termination of the Services.

15. MAINTENANCE OF FINANCIAL RECORDS

In respect of any:

- (a) Services charged for; and
- (b) Any reimbursable expenses as may be approved by DPWI.

The Service Provider shall maintain records in support of such charges and expenses for a period of not less than five (5) years after the completion or termination of this Agreement.

16. FUNCTIONALITY CRITERIA

Functionality Criteria	Weighing factor:
<p>A) EXPERIENCE/TRACK RECORD OF COMPANY The tendering Service Provider's experience and performance on successful completion of comparable projects during the past 5 years. (A bidder must attach the company profile or brochure and reference letters or completion letters from Clients. Letters must include the Name of client and contact details; project name, project cost, appointment date and completion date.)</p> <p>5 Points = Successful completion of 5 projects or more 4 Points = Successful completion of 4 projects 3 Points = Successful completion of 3 projects 2 Points = Successful completion of 2 projects 1 Point = Successful completion of 1 project 0 Point = No projects completed 1 Point = 0 to 24 months relevant experience;</p>	<p>15</p>



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

<p>B) MODERATOR POST QUALIFICATION EXPERIENCE WITHIN THE SKILLS DEVELOPMENT INDUSTRY AS A CETA QUALIFIED MODERATOR</p> <p>5 Points = 61 months and above relevant experience; 4 Points = 49 to 60 months relevant experience; 3 Points = 37 to 48 months relevant experience; 2 Points = 25 to 36 months relevant experience; 1 Point = 0 to 24 months relevant experience;</p>	<p align="center">15</p>
<p>C) ASSESSOR POST QUALIFICATION EXPERIENCE WITHIN THE SKILLS DEVELOPMENT INDUSTRY AS A CETA QUALIFIED ASSESSOR</p> <p>5 Points = 61 months and above relevant experience; 4 Points = 49 to 60 months relevant experience; 3 Points = 37 to 48 months relevant experience; 2 Points = 25 to 36 months relevant experience; 1 Point = 0 to 24 months relevant experience;</p>	<p align="center">15</p>
<p>D) FACILITATOR POST QUALIFICATION EXPERIENCE WITHIN THE SKILLS DEVELOPMENT INDUSTRY AS A CETA QUALIFIED FACILITATOR</p> <p>5 Points = 61 months and above relevant experience; 4 Points = 49 to 60 months relevant experience; 3 Points = 37 to 48 months relevant experience; 2 Points = 25 to 36 months relevant experience; 1 Point = 0 to 24 months relevant experience;</p>	<p align="center">25</p>
<p>E) DETAILED APPROACH TO TRAINING DEMONSTRATING A COMPREHENSIVE UNDERSTANDING OF THE FOLLOWING COMPONENTS</p> <p>1. Programme of activities, 2. CETA accreditation system,</p>	<p align="center">30</p>



**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

<p>3 Project monitoring and evaluation system, 4. Learner assessment programme, and 5. Training provider project organisational structure, that is specific to this Project</p> <p>5. Points= Provided five of the above listed items</p> <p>4 points= Provided four of the above listed items</p> <p>3 Points= Provided three of the above listed items</p> <p>2 Points= Provided two of the above listed items</p> <p>1 Point= provided one of the above listed items</p> <p>0 Point= Did not provide any of the above listed items</p>	
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A minimum of 60 points on functionality must be achieved for further evaluation on price and preference.

17. PRICING

The bidder shall refer to Pricing Instructions and Schedule of Prices for pricing of this bid, which documents are annexed to these Terms of Reference.

The bidder to submit completed Schedule of Prices as part of its bid.

18. DOCUMENTS TO BE SUBMITTED TO BID

- Accreditation letter
- Accreditation transcript
- Course Content / outline
- Facilitator profile
- Assessor profile, and
- Moderator profile

19. BRIEFING SESSION

There will be no briefing session.

**TERMS OF REFERENCE FOR TRAINING ON SAQA 15162 –NQF LEVEL 5: MANAGE
LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

20. ENQUIRIES/ CONTACT DETAILS

Project Manager: Ms Nontyatyambo Manyisane
Director: EPWP Large Projects

Tel: : 012 492 1433

Email: : Nontyatyambo.Manyisane@dpw.gov.za

Project Administrator: Mikateko Mkhwanazi
Training and Development

Tel : 012 406 1679

Email : Mikateko.Mkhwanazi@dpw.gov.za



SCHEDULE OF PRICES

Appointment of Training Service Provider for provision of Labour Intensive Construction methods to DPWI Technical Practitioners in NQF Level 5: Manage Labour Intensive Construction Projects (SAQA ID 15162)

	Description	No.	Quantity	Rate	Amount	Comment(s)
1	Theoretical classroom training which include classroom, assessment and certification					
1.1	(a) Training of Technical Practitioners on Labour Intensive Construction methods NQF Level 5 (SAQA ID 15162)	No.	30			
	(b) Service Provider's charges, administration and all other charges, in respect of sub-item 1(a)					
2	Training Venues (inclusive of meals and refreshment) for the duration of the training	No.	33			Considering 300 p.d per head for the estimated duration of the project
3	Subtotal					
4	VAT 15%					
5	TOTAL					
Total Bid Price/Tendered Amount to be carried to PA-32						