



CALL FOR PROPOSALS

Provide skills training and use of training space

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1. Introduction

Chrysalis Academy is an academy geared towards the development of young adults with assessed potential for growth. It is a registered non-profit organisation which is governed by a private Trust.

Chrysalis Academy's **vision** is:

- A recognised global leader in holistic youth development

Chrysalis Academy's **mission** is:

- To provide a platform for youth to deepen their resilience and unleash their potential through mental, physical, emotional and spiritual development, enabling them to be role models and agents of positive change

2. Purpose

The purpose is to form a partnership with an organisation/person who is in the business of youth/human development and who will be able to make use of the space provided to teach students/graduates a skill which can be offered as a career choice. At the same time the space can be utilised for the running of a business to ensure that the project is sustainable.

3. Background/ Scope of Work

- 3.1 The Chrysalis Academy is running a three month residential programme which is holistic in nature and which caters for youth between the ages of 18 and 25.
- 3.2 The Academy will have three (3) student intakes of roughly 210 per intake per year (two male and one female intake).
- 3.3 Chrysalis Academy has a technical block of buildings which consist of various workshops. However, the particular spaces are situated on the "outside" of this block. This venue consist of the following spaces:
 - Lecture room – 9.5m x 8.4m (79 m²)
 - Archive room – 3.4m x 3.1m (10.5 m²)
 - Office (Admin) – 4.9m x 3m (14.7 m²)
 - Canteen area – 11.8m x 9.5m (112 m²)
 - Small outside quad are between lecture room and canteen area - 8.5m x 4.4m (37.4 m²)
 - Garages 1 & 2 – 61 m²
 - Outside Yard Area – 25m x 35m (875 m²)
 - Engine Room – (Consists of 3 x Garage Space x 2 Office area's (BA or a Breathing apparatus service areas) x 2 Storerooms , x 2 Toilets and a shower room – Size all together – 14.4m x 12.3m (177 m²)
 - Fire Ground – 29m x14m (406 m²)
 - **Total area – 1 772.6 m²**

The particular spaces were used for firefighting training, so it lends itself to that kind of training.

4. Specific conditions and specifications

The following specific conditions, procedures and specifications, are applicable to the provision of training services by the service provider to Chrysalis Academy.

4.1 Guidelines regarding the required services

4.1.1 Overview

The objective of this agreement pertains to the following in broad terms:

- The Chrysalis Academy seeks a partnership that will result in not too much traffic on the Estate as the security and safety of the Academy's students are paramount.
- Provide students/graduates with accredited training.
- Generate a rental from the use of the facility by the successful service provider.

4.2 Monitoring and participation

4.2.1 Monitoring of Services

The Academy will conduct regular inspections of the space provided to ensure compliance to the terms and conditions of a Service Level Agreement between the two parties.

4.2.2 Communication, Student Participation and Feedback

A student feedback register should be provided to facilitate written feedback from students. The data should be tabulated and analysed by the service provider on a quarterly basis.

4.3 Legislative framework

The following basic legislation is important in terms of legal compliance:

- Occupational Health & Safety Act
- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act

4.4 Uniforms

The service provider shall provide all its employees with clearly identifiable uniforms. The logo of the service provider should be on their uniform.

4.5 Refuse and composting areas

Refuse areas should be kept in a neat, secured and orderly manner with due consideration for baboons to prevent them from raiding these areas.

4.6 Qualifications of bidders

Only reputable and recognised organisation/institutions/individuals with sufficient proof of experience in the provision of the required services will be considered. Interested parties should clearly indicate relevant experience in rendering accredited training to students.

The successful service provider will enter into a Service Level Agreement with the Chrysalis Academy. Any failure by the successful service provider to meet the relevant terms and conditions of the Service Level Agreement may result in a termination of the contract.

5. Other Considerations

The prospected interested parties should consider the following when submitting a proposal:

- a) Accredited training is to be provided to students/graduates of the Academy free of charge. The value of this free accredited training should be equivalent to at least R150,000 (excl. VAT) per year.
- b) The required training services shall be rendered in a proper and professional manner at all times.
- c) The service provider shall, at its cost, subscribe to public and general liability insurance during the term of the contract.
- d) An amount of at least R20,000 (excl. VAT) as a monthly rental will become payable for the use of the spaces provided.
- e) The service provider shall be granted the opportunity to generate income from running its own business, but no formal subletting will be allowed.
- f) The service provider will have to adhere to the Academy's no-smoking, no-drugs and no-alcohol policy on the campus.
- g) The Service provider is responsible for its own communication means, i.e. internet, telephone system, as well as all maintenance on facilities used by the service provider.
- h) The Academy will provide water and electricity.
- i) Any value ads should be listed in the proposal as well.
- j) Proposals should include a company profile as well as trade references.

6. Process and Time Frames

Should interested parties wish to familiarise themselves with the area, they are welcome to make an appointment for a site visit in the week of 7 – 10 April 2025 with Mr Neil Roman at 021 7121023 or roman@chrysalisacademy.org.za.

Potential service providers should please email their proposals to Mr Wilhelm de Jongh at dejongh@chrysalisacademy.org.za by **14:00 on 25 April 2025**. The services shall commence on the date of signing of a Service Level Agreement. Chrysalis Academy Management reserves the right not to make a decision on the use of the particular space.
