



## NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

### REQUEST FOR QUOTATION (RFQ): TRAINING FOR ELEMENTARY STAFF ON OCCUPATIONAL HEALTH AND SAFETY

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

#### TRAINING FOR ELEMENTARY STAFF ON OCCUPATIONAL HEALTH AND SAFETY

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

|                              |  |
|------------------------------|--|
| ADVERTISEMENT DATE           | 29 September 2020  |
| RFQ NUMBER                   | NLM/CSD/TESOHS/2020/2021   |
| DESCRIPTION OF GOODS/SERVICE | <b>TRAINING FOR ELEMENTARY STAFF ON OCCUPATIONAL HEALTH AND SAFETY</b>                     |
| CLOSING DATE AND TIME:       | 07 October 2020 AT 12H00   |
| ENQUIRIES                    | 072 676 4464 – Mr K Nonkondlo Technical Enquiries or<br>082 786 0772- O. Mdudi-SCM Related |

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

|   |  |
|---|--|
| Original Tax Clearance Certificate and SARS Pin number certificate  |  |
| MBD 4: Declaration of Interest  |  |
| MBD 9: Certificate of Independent Bid Determination   |  |
| MBD 8: Declaration of Bidders Past Supply Chain Management Practice   |  |
| Certified Copy of BBBEE certificate   |  |
| Certified ID Copy/s of company directors  |  |
| A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.  |  |
| Quotation is signed   |  |
| Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.   |  |
| All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid. |  |
| Service providers should be accredited by MERSETA/LGSETA, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.   |  |

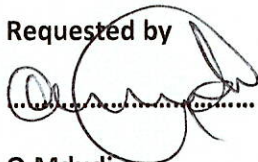
**NB: No quotations will be considered from persons in the service of the state**

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

**CONDITIONS**

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"Training for Elementary Staff on Occupational Health and Safety"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

**Requested by**



O. Mdudi

SCM Manager

**Recommended by**



X.N. Venn

CFO

**Approved by**



L. Nonyongo

Municipal Manager

**NTABANKULU LOCAL MUNICIPALITY**



**SPECIFICATION FOR FIRST AID & OHS TRAINING**

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## **1. BACKGROUND**

Ntabankulu Local Municipality is fully committed to the upliftment of the standard and quality of life of the community in its area of jurisdiction and to further fulfil the requirements of the Employment Equity, Occupational Health & Safety and Skills Development Acts.

## **2. PURPOSE OF THIS WORKSHOP**

This course will enable health and safety representatives to understand the objectives and legal requirements regarding health and safety in the workplace. The learners will be able to explain the rights, powers, functions and duties of the workplace health and safety representative and how any problems concerning health, safety and environmental may be handled. Learners will also be able to participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.

## **3. GOAL AND CONTENT OF THE TRAINING**

3.1 Specific outcomes of the programme is to:

- Demonstrate the principles of primary emergency care in the workplace.
- Sustain a basic level of preparedness for health emergencies in the workplace.
- Demonstrate primary emergency life support for adults, children and infants according to current international protocols.
- Explain and manage shock.
- Conduct secondary assessment of the sick and/or injured person and provide appropriate primary emergency care within the workplace.
- Keep records of the incident/accident.
- The statutory requirements applicable to a health and safety representative of the employer
- The Occupational Health and Safety Act (OHS Act)
- Responsibilities and designation of the health and safety representative
- Responsibilities and duties of the employer
- Responsibilities and designation of health and safety committees
- Conducting safety, health and environmental representation activities in the workplace
- Specific duties of the health and safety representative
- Preventing accidents
- Addressing safety, health and environment related issues within the scope of authority
- Procedures for dealing with health and safety issues
- Identifying hazards systematic approach
- Monthly inspections; gathering info checklists
- Complying with activities within safety, health and environmental structures
- Safety, health and environmental (SHE) Management System
- Importance and scope of participation of the health and safety representative

3.2 Content should cover but not limited to the following aspects of the listed electives, core and fundamentals:

**UNIT STANDARDS:**

| US ID  | Unit Standard Title  | Pre-2009 NQF Level | NQF Level    | Credits | Replacement Status |
|--------|--|--------------------|--------------|---------|--------------------|
| 376981 | Perform the role of a safety, health and environmental protection representative | Level 1AZ          | NQF Level 03 | 4       | Complete           |

**5. DURATION**

This exercise has to be done and completed within the period of 2-3 days.

**6. METHODOLOGY**

- The course should be engaging and interactive.
- Feedback and tips for improvement should be given to each of the participant.
- This training programme should be National Qualification Framework (NQF) and unit standard with number of credits must be specified in the application as indicated in clause 4.2 above.
- All learners should also be provided with training material (practical tools, stationery. Etc)

**7. ACCREDITATION**

- Each training provider must be accredited by MERSETA/LGSETA, preferable a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

**8. EXPERTISE REQUIRED:**

The applying service providers can drive this project, in conjunction with the necessary stakeholders and all other relevant interested and affected groups.

**9. SCOPE OF WORK**

The training must be conducted in a fun participative way, using role-plays, case studies, workbook activities, plenary discussions and practical activities. These are used to encourage participation and interaction among delegates.

**9.1 PROJECT OUTCOMES/OUTPUTS/DELIVERABLES**

The minimum requirements from the training provider are as follows:

- ✓ Training sessions
- ✓ Certificate of competence

## 9.2 REPORTING REQUIREMENTS

- ✓ The training provider will be required to report to the Project Manager at the end of the project and during the project.
- ✓ The training provider will also be required to communicate any draft reports to the project manager.

## 10. IMPLEMENTATION SCHEDULE/TIME FRAMES

The training provider will be required to commence with the assignment within ten (10) calendar days after having received appointment letter.

## 11. PROJECT COSTS AND PAYMENT MILESTONES

Payments will be made to the training provider after the training has been done.

## 12. BID EVALUATION CRITERIA

The tables below detail the point allocation criteria on which the recommendation for the appointment of the training provider will be based.

Bids will be evaluated as follows:

### 12.1 Compliance Criteria

A Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (1 original required)

1. Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.
2. Proof of registration of the Entity as follows:
  - Natural persons- certified copy of ID document/ passport
  - Partnership- copy of Partnership Agreement plus IDs of all partners
  - Company- current CM29
  - Close Corporation- current copy of CK1 and/or CK2C
  - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted.

- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted
- In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement
- Central Supplier Data Base registration (CSD)
- Proof of Accreditation from MERSETA/LGSETA

## 12.2 Functionality Criteria

### STAGE 1

The evaluation of functionality shall be carried out as per the criteria set in the table below:

| FUNCTIONALITY CRITERIA   | SUB-CRITERIA   | MAXIMUM POINTS   |
|--------------------------|--|------------------|
| Traceable References     | <p><b>Project Capability and Related Experience</b></p> <p>Bidders shall provide traceable references such as signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 3 years, and must have contact details.</p> <p>A minimum of 3 letters to be attached.</p> <p>0 to 1 letter = 5</p> <p>2 letters = 10</p> <p>3 letters and above = 25</p>   | <b>25 Points</b> |
| Methodology for Delivery | <p><b>Infrastructure and Equipment -</b></p> <p>- Indicate your capability to deliver quality training to the participants (Quality Assurance) (confirmation letter from the ETQA <b>(25)</b>)</p> <p>- How will training be delivered to the participants (Site and equipment)(<b>15</b>)</p> <p><b>-Communication management</b></p> <p>-Indicate how your company will communicate with the Municipality (clear contact details of the company, consultant/person responsible for</p> | <b>55 Points</b> |

|  |  |                   |
|--|--|-------------------|
|  | this project (telephone, e-mail address, fax (optional), address of the company (physical and postal address) (15) |                   |
|  | <b>Detailed and clear Implementation Plan (20)</b>   | <b>20 Points</b>  |
|  | <b>TOTAL POINTS</b>  | <b>100 POINTS</b> |

**NB: A Bidder scoring below seventy (70) points on functionality will not be further evaluated.**

It is the Bidders' responsibility to ensure that they provide all the authentic supporting documents required in order to be considered for this bid.

**STAGE 2:**

**PRICE AND BBEE (80:20)**

Only those bids that meet the criteria stated for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per MFMA Circular No.53 of the National Treasury, as follows:

|  |                            |
|--|----------------------------|
| <b>PRICE</b>                               | <b>80</b>                  |
| <b>B-BBEE Status Level of Contribution</b> | <b>Number of Points 20</b> |
| <b>1</b>                                   | <b>20</b>                  |
| <b>2</b>                                   | <b>18</b>                  |
| <b>3</b>                                   | <b>14</b>                  |
| <b>4</b>                                   | <b>12</b>                  |
| <b>5</b>                                   | <b>8</b>                   |
| <b>6</b>                                   | <b>6</b>                   |
| <b>Non - Contributor</b>                   | <b>0</b>                   |
| <b>MAXIMUM</b>                             | <b>20</b>                  |
| <b>TOTAL</b>                               | <b>100</b>                 |

Recommended by  
  
 .....  
 K Nonkondlo  
 HR Manager

Approved by  
  
 .....  
 SN Ntshahla  
 Director Corporate Services