A world class African city

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REQUEST FOR QUOTATION NO: HR-4208136-2024/2025

APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE TRAINING FOR SHE REPS, FIRE MARSHALS AND FIRST AIDERS

Issued by:
The Joburg Market: Supply Chain Department **P.O. Box 86007** **Fortune Road** **City Deep Johannesburg** **2049** **quotations@joburgmarket.co.za** **for enquires**

Full name of biding/tendering entity: _____

Contact Person: _____

Tel Number: _____

Contract Price (excl VAT): _____

Contract Price (incl. VAT): _____

Advert date: **10 December 2024**

Compulsory briefing: **13 December 2024 @ 10H00**

Closing date and time: **19 December 2024 @ 11H00**

Submission: **quotations@joburgmarket.co.za**

Bidders to submit a quotation as per the scope of work

1. SCOPE OF WORK

Course Contents:

- Introduction to the OHSACT and its regulations and applicable sections, in particular the Employers Duties and Responsibilities
- Describe the various causes of accidents
- How to develop and prepare an investigation report.
- Include a toolkit to be used after the course which must include the necessary forms and documents required for a workplace investigation
- The members of the Investigation Team are identified together with their various roles and responsibilities.
- A systematic investigation process to ensure that the investigation is completed effectively.
- Identify the root cause of an incident as well as identifying contributing factors so as to avoid a re-occurrence of the incident/accident.
- Identify and explain unsafe acts in the workplace which could be as a result of unsafe machinery/equipment, working conditions, employee negligence etc.
- The importance of witness evidence and how to interview witnesses, gather information and record statements.
- How to complete the WCA Annexure 1 Form (Employers Report) (with regard to injuries and diseases) in addition to the time lines for reporting and submission of documentation
- The importance of the Health and Safety Committee and their meetings as per Sections 17-20 of the OHSACT
- Penalties for non-compliance
- The use of photographic evidence and how to apply it
- Decision tree flow diagrams
- Developing a strategy to prevent a re-occurrence of the same incident

2. Financial proposal

- The estimated full cost per learner of training should be shown.
- Quotations to include learning material, certificate.

Attendance registers and Certificates of Attendance are to be provided by the Service provider within 14 days of the training intervention.

Each delegate to receive a comprehensive training course pack.

The course to be presented in PowerPoint and supported by applicable training videos.

Bidders to provide their own training equipment which shall include computer, projector and audio equipment.

3. Evaluation criteria

CRITERION	WEIGHTING 100
Service provider with Valid Accreditation	**25**
Bidders required to submit qualifications of key facilitators demonstrating their qualifications	**40**
Proven combined experience in facilitating & training First Aiders, SHE Reps, Fire Marshals	**35**

Minimum Required Score for functionality is: **80 points out of 100 points and any bidder scoring less than 80 points will not be considered for further evaluation.**

Note: A bidder/s that scores less than **80 points** in respect of functionality, or submits solutions that are not according to requirements will be regarded as submitting a non-responsive bid and will be disqualified.

Service provider with valid accreditation	**Total Points**
Valid accreditation • HWSETA – Health & Welfare Sector Education and Training Authority • SAIOSH – South African Institute of Occupational Safety & Health • QCTO – Quality Council for Trades & Occupations	**25 Points**
Bidders required to submit qualifications of key facilitators demonstrating their qualifications	**40 Points**
Diploma – Occupationally Directed ETD Practices **15 points** **Certificate –** Occupationally Directed ETD Practices **5 points** • Level 3 Certificate in First Aid **5 points** • Certificate in Fire Marshal training **5 points** • Certificate in training SHE Reps **5 points** • Facilitator competency certificate **3 points** • Assessor competency certificate **2 points**	
Proven combined experience in facilitating & training First Aiders, SHE Reps & Fire Marshals	**35 Points**
Certificates of Training Accredited certificates in facilitating and training First Aid, SHE reps & Fire Marshals including detailed logs/ records of training sessions conducted with dates, duration and topics covered including the number of participants – **15 points** **Curriculum Vitae outlining the individual's professional experience in facilitating & training First Aid, SHE reps, Fire Marshals – 10 points** • 5 or more years' experience - 10 points • 1 – 4 years' experience – 5 points • No experience – 0 points **Reference letters from clients that details the individual's role and responsibilities in – 10 points** • 3 or more Reference letters – 10 points • 2 or less Reference letters – 5 points • Non submission – 0 points	

Bidder/s that meets the minimum required percentage or minimum points will be subjected to preference points evaluation as per the PPPFA Act, No.5 of 2000 as amended and it's associated Regulations, 2022 issued by the National Treasury.

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:…….

3.2. Identity Number: ……..…….

3.3. Position occupied in the Company (director, trustee, shareholder[2]):……

3.4. Company Registration Number: ……..

3.5. Tax Reference Number:……..…

3.6. VAT Registration Number: ……

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state?

YES	NO

3.8.1. If yes, furnish particulars. ….……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity

or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

YES	NO

3.9.1.If yes, furnish particulars.……..……..

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO

3.10.1. If yes, furnish particulars. ……

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES	NO

3.11.1. If yes, furnish particulars ……

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO

3.12.1. If yes, furnish particulars. ……..

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO

3.13.1. If yes, furnish particulars……

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES	NO

3.14.1. If yes, furnish particulars:……

4. **Full details of directors / trustees / members / shareholders (If employed by the state)**

Full Name	Identity Number	State Employee Number(If employed by the state)

…….. ……

Signature **Date**

…… ……

Capacity **Name of Bidder**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such)

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Means of verification Evidence must be provided to score points	Number of points allocated (80/20 system)	Number of points allocated (80/20 system) (To be completed by the bidder)
SMME's An EME OR QSE)	CSD, B-BBEE Certificate/ Affidavit Sworn under oath	10	
Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD Proof of municipal account/ Lease agreement	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety

- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

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