

**HEAD OFFICE**

ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300

**EASTERN CAPE**

Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**

Sanlam Building  
163 Nelson Mandela Dr  
Bloemfontein, 9300  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**

ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU-NATAL**

Durban Bay House  
333 Anton Lembede Street  
12th Floor, Suite 1203  
Durban, 4001  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**

Kwane Chambers  
29 Hans van Rensburg Str  
Office No: 01  
Polokwane, 0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**

Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

**NORTHERN CAPE**

Bobby's Walk Building  
6A Long Street  
Kimberley, 8300  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

**NORTH WEST**

Sparkling Office Park  
78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**

Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

## RFQ NO:33 - 2023/24

### REQUEST FOR QUOTATIONS

**TERMS OF REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY (OHS) COMPLIANCE OFFICER TO PROVIDE HEALTH AND SAFETY SERVICES FOR THE EIGHT (8) ETDP SETA PROVINCIAL OFFICES AND AT THE HEAD OFFICE.**

## 1. Introduction

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers, and employees in the ETD sector.

**The ETDP SETA reserves the right not to award this Request for Quotation (RFQ).**

## 2. Purpose & Objectives

### 3.1. PURPOSE OF THE PROJECT

The purpose of this Request for Quotation (RFQ) is to appoint an Occupational Health and Safety (OHS) Compliance Officer to provide health and safety services for the eight (8) ETDP SETA Provincial Offices and at the Head Office.

### 3. Project scope and requirements

The ETDP SETA is committed in ensuring compliance with all applicable Occupational Health and Safety legislation by all its employees and stakeholders.

- 3.1. Advise the ETDP SETA on occupational health and safety matters.
- 3.2. Advice on all forms of risk assessment
- 3.3. Advise on compliance with Occupational Health and Safety regulations.
- 3.4. Conduct Occupational Health and Safety related surveys.
- 3.5. Produce and coordinate Safety, Health, Environment and Quality (SHEQ) action plans and longer term SHEQ roadmap.
- 3.6. Advise the ETDP SETA on compliance matters and provide reports to management and various committees and governance structures within the organization, where necessary or as required by the SLA.
- 3.7. Advise the ETDP SETA on all health, safety, quality, and environmental matters and ensure that all advice is incorporated into day-to-day processes and operations.
- 3.8. Provide support and expertise to the ETDP SETA in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- 3.9. Review and advise on existing policies to maximize compliance with all Health and Safety regulations.
- 3.10. Developing SHEQ related policies and procedures.

## 4. Profile of the service provider

- 4.1. The service provider must have: Expertise in Occupational Health and Safety in the Republic of South-Africa.
  - 4.1.1. Expertise in conducting risk assessments in a working environment.
  - 4.1.2. Expertise in developing SHEQ policies and procedures.

## 5. Project Requirements

- 5.1. The service provider must provide evidence of a track record of a similar assignment undertaken.
- 5.2. The service provider must provide names and contact details of referees who can provide an objective assessment of the project previously undertaken.
- 5.3. The service provider will be required to provide advice on health and safety issues as and when required to do so.
- 5.4. The bidder must demonstrate experience of matters relating to health and safety in a working environment by providing proof of evidence.
- 5.5. The area of operation of the service provider will be for all the ETDP SETA offices, see attached physical addresses.
- 5.6. The official who is assigned to the ETDP SETA's offices by the service provider must be properly qualified to provide the service as per the project scope and requirements.
- 5.7. The service provider must have at least a minimum of three (3) years' experience in Occupational Health and Safety consulting and at least 5 years in a SHEQ Management Role.
- 5.8. The service provider must also have experience in OHS Risk Identification and Mitigation.
- 5.9. Understanding of site inspections and investigations.
- 5.10. Project Manager's must have experience in conducting/managing similar projects, provide a C.V and certified copies of relevant academic qualification(s)
- 5.11. Must have experience in conducting Compliance Audits, Compliance and maintenance of relevant standards, Risk Assessment experience, an in-depth understanding of and the ability to interpret SHEQ-related legislation.
- 5.12. Understanding of Occupational Health and Safety standards.

## 6. Costing Model (Pricing Schedule)

### COST COMPARISON

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL, AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.**

| <b>DESCRIPTION OF SERVICES REQUIRED: OCCUPATIONAL QUALIFICATION DEVELOPMENT</b>                        |                                                                                                                                                                       |                             |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>NAME OF SERVICE TO BE RENDERED: DEVELOPMENT OF LABOUR MARKET ANALYST OCCUPATIONAL QUALIFICATION</b> |                                                                                                                                                                       |                             |
| No                                                                                                     | DELIVERABLES                                                                                                                                                          | COST ("R")                  |
| 1.                                                                                                     | Conduct organizational risk assessments                                                                                                                               |                             |
| 2.                                                                                                     | Produce and coordinate Safety, Health, Environment and Quality (SHEQ) action plans and long term SHEQ roadmap.                                                        |                             |
| 3.                                                                                                     | Advise the ETDP SETA on all health, safety, quality and environmental matters and to ensure that all advice are incorporated into day-to-day processes and operations |                             |
| 4.                                                                                                     | Conduct occupational health and safety surveys.                                                                                                                       |                             |
| 5.                                                                                                     | Provide support and expertise to the ETDP SETA on incident investigations and reporting (including dangerous occurrences and occupational diseases).                  |                             |
| 6.                                                                                                     | Conduct organizational risk assessments                                                                                                                               |                             |
| 7.                                                                                                     | Review and advice on existing policies to maximise compliance with all Health and Safety regulations                                                                  |                             |
| 8.                                                                                                     | Developing SHEQ policies and procedures                                                                                                                               |                             |
| <b>VALUE ADDED TAX @ 15% (IF APPLICABLE)</b>                                                           |                                                                                                                                                                       |                             |
| <b>TOTAL COST (VAT INCLUSIVE)</b>                                                                      |                                                                                                                                                                       |                             |
| <b>ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED</b>                           |                                                                                                                                                                       |                             |
|                                                                                                        |                                                                                                                                                                       | <b>Signature of bidder:</b> |

**NAME OF BIDDER:** \_\_\_\_\_

POSITION/ ROLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## 7. Duration of the project

The ETDP SETA will enter into a service level agreement with a successful service provider for a period of **twelve (12) months from the last signing of the SLA.**

## 8. Evaluation Criteria

**THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.**

***Note: Folder A (USB) must have documents for Stage 1 and Stage 2***

### 8.1. STAGE 1 [Folder A (USB)]

***Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.***

#### 8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Registration with the South African Institute of Occupational Safety and Health (SAIOSH)

***NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.***

## 8.2. STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **50 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

**The evaluation criteria for functionality will be as below:**

| NO. | QUALIFYING CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | POINTS |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.  | <p><b>Experience &amp; References of service providers in doing business of similar nature in an organization.</b></p> <p><b>1.1. Experience &amp; Contactable reference:</b> To be submitted on a company letterhead indicating the type of project(s) and when it was carried out <b>(30)</b></p> <ol style="list-style-type: none"> <li>i. Must have successfully completed 3 or more similar projects = <b>30</b></li> <li>ii. Must have successfully completed between 1 - 2 similar projects = <b>15</b></li> </ol> <p><b>*[Each reference must clearly indicate;</b></p> <ul style="list-style-type: none"> <li>• the name of the bidder and the project</li> <li>• objectives of the project (nature of the project)</li> <li>• duration of the project</li> <li>• recommendation and contact details of the referee as well as proof of completed project(s) and</li> <li>• must be signed the referee</li> </ul> <p><b>NB: If any of the above information is omitted, the bidder will not be allocated points.</b></p> | 30     |
| 2.  | <p><b>Proof of capacity to conduct similar or related Occupational Health and Safety Compliance Officer services: Qualifications and work experience</b></p> <p><b>2.1. Relevant qualifications of the Project Manager</b> (provide a C.V with a minimum of three contactable references and certified copies of relevant academic qualification(s): <b>(10)</b></p> <ol style="list-style-type: none"> <li><b>1.1.1.</b> Master's degree in safety management or relevant qualification = <b>10</b></li> <li><b>1.1.2.</b> Bachelor's Degree in Safety Management or relevant qualification = <b>8</b></li> <li><b>1.1.3.</b> National Diploma in Safety Management or relevant qualification = <b>5</b></li> </ol> <p><b>2.2. Experience of Project Manager: (10)</b></p>                                                                                                                                                                                                                                                       | 40     |

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|              | <p>i. <b>Five (5) or more years = 10</b></p> <p>ii. <b>3 – 4 years = 8</b></p> <p>iii. <b>1 – 2 years = 5</b></p> <p><b>2.3. Relevant qualification of the technical person/s in managing Occupational Health and Safety (Attach CV): (10)</b></p> <p>i. Batchelor’s Degree in Safety Management or relevant qualification = <b>10</b></p> <p>ii. National Diploma in Safety Management or relevant qualification = <b>8</b></p> <p>iii. National Higher Certificate in Safety Management or relevant qualification = <b>5</b></p> <p><b>2.4. Relevant experience of the technical person/s (Attach CV - the CV must clearly indicate the projects, date/period of implementation, names of clients and client contact details (10)</b></p> <p>i. 5 years and above = <b>10</b></p> <p>ii. 3- 4 years = <b>8</b></p> <p>iii. 1-2 years = <b>5</b></p> <p><b>NB: Experience of the project manager must be relevant to the project. Registration with relevant OHS professional bodies will be an added advantage.</b></p> |           |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>70</b> |

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale

Please take note of the value and scoring point system of your bid.

### 8.3. STAGE 3 [Folder B (USB)]

#### PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Submit a “Unique security personal identification number (PIN) issued by SARS” **which the SETA will use to verify the bidder’s tax matters prior to the award**
- Invitation to Bid - **SBD1**
- Declaration of Interest – **SBD 4 (New)**

- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -SBD 6.1 *(If claiming preferential points) - this will be used to verify points to be allocated for specific goals*
- f. B-BBEE certificate or sworn affidavit *(If claiming preferential points) – this will be used to verify points to be allocated for specific goals.*

**80/20** preference point system shall be applicable as follows:

- ✓ Price **80**
- ✓ Allocation of specific goals **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 9. Bid Conditions

**The ETDP SETA Supply Chain Management Policy will apply:**

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will NOT be accepted.
5. Bidders must submit a valid certified B-BBEE Verification Certificate from SANAS Accredited Verification Agency or by Companies and Intellectual Property Commission (CIPC) in order to be used to verify eligibility for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of 90 days.
8. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
9. All suppliers must be registered on the Central Supplier Database. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
10. Companies that are in the process of de-registration in the CIPC will not be considered.
11. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SET may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

## 10. Bid Documents / Proposal Packs

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **30 June 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A- Technical Proposal “and “Folder B- Financial Proposal”**.

**Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*)**, Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points) – this will be used to verify points to be allocated for specific goals.*

All Bids/Proposals **(completed in [one (1) USB])** must be **courier or hand delivered to:**

**The ETDP SETA – Head Office**

**ETDP SETA House**

**2-6 New Street**

**Ghandi Square**

**Johannesburg South - CBD**

**2091**

**OR**

Sent via email to [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) or [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday** **BEFORE** the closing date and time of 11h00 on **14 July 2023**.

***No late submission will be accepted!***

## **11. Closing Date**

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 14 July **2023**.

## **12. Contact Person**

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders,**

other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: [Tieniej@etdpseta.org.za](mailto:Tieniej@etdpseta.org.za) or [SiphesihleK@etdpseta.org.za](mailto:SiphesihleK@etdpseta.org.za)

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**