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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 35 - 2021/22

RE-ADVERTISEMENT FOR REQUEST FOR QUOTATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY COVID -19 COMPLIANCE OFFICER

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. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The purpose of this Bid is to appoint an Occupational Health and safety COVID – 19 Compliance Officer to provide health and safety services relating to the COVID-19 pandemic for the eight (8) ETDP SETA Provincial Offices and the Head Office for the improvement of factors that impact on occupational health and safety in the organization.

See attached office physical addresses as well as the office sizes. (Annexure A)

PERIOD OF AGREEMENT

The ETDP SETA will enter into a service level agreement with the service provider for a period of twelve (12) months starting from **1 November 2021** and or / on the last signature of either of the parties. The service level agreement will have an **option to renew**.

2. PROJECT SCOPE / DELIVERABLES

The ETDP SETA is committed in ensuring compliance with all applicable legislation while implementing its organisational objectives and to enforce compliance.

2.1 Requirements

- 2.1.1. The service provider will be required to have a clear proposal with delivery plans.
- 2.1.2. The service provider must provide a maximum of five (5) evidence of track record of a similar assignment undertaken.
- 2.1.3. The service provider must provide a maximum of three (3) names and contact details of referees who can provide an objective assessment of the project previously undertaken.
- 2.1.4. The successful service provider will sign the SLA with the ETDP SETA which will include specific contractual obligations.

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E-mail: etdpseta@tip-offs.com

- 2.1.5. The service provider will report directly to the Corporate Services Manager when performing the work.
- 2.1.6. The service provider will be required to provide advice on health safety issues as and when required to do so.
- 2.1.7. The successful bidder will not be entitled to a fee which has not been agreed to with the ETDP SETA.
- 2.1.8. The bidder must demonstrate experience on matters relating to health and safety.
- 2.1.9. The service provider must be available seven days to attend to cases of emergency.
- 2.1.10. The area of operation of the service provider will be for all the ETDP SETA offices, **see attached physical addresses.**

2.2. Track Record and/or Experience: the successful bidder must meet the minimum requirements below:

- 2.2.1. At least 5 years' experience in a SHEQ Management Role
- 2.2.2. The official who is assigned to the ETDP SETA's offices by the service provider must be properly qualified, including: National Senior Certificate / Matric, SAMTRAC Certificate or equivalent occupational SHE training National Diploma or post graduate qualification in Health & Safety Management and be Registered as a Professional SHEQ specialist.
- 2.2.3. The service provider must have at least a minimum of three (3) years' experience in Occupational Health and Safety consulting.
- 2.2.4. The service provider must also have experience in OHS Risk Identification and Mitigation,
- 2.2.5. Understanding of site inspections and investigations,
- 2.2.6. Project Manager's experience in successfully conducting/managing similar projects (provide a C.V with a minimum of three (3) contactable references and certified copies of relevant academic qualification(s))
- 2.2.7. 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,
- 2.2.8. Understanding of Occupational Health and Safety standards and programme requirements in order to advice on knowledge and requirements to the Task Team.

3. SCOPE OF WORK

Among other things, the service provider shall be expected to:

- 3.1. Advise the ETDP SETA's COVID-19 Task team (hereafter referred to as the **("task team")**) on how the organisation is performing in meeting its obligations under the "Control of Major Accident Hazards Regulations and COVID-19 pandemic.
- 3.2. Advice on all forms of risk assessment and all general compliance with Occupational Health and Safety regulations e.g. general safety matters and acts as a final authority where a specialist response is required in relation to COVID-19 risk assessments in all ETDP SETA offices.
- 3.3. Conduct quarterly Occupational Health and Safety related surveys e.g. COVID-19 and its compliances.
- 3.4. Produce and coordinate the monthly SHEQ action plan and longer term SHEQ roadmap.

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- 3.5. Advise the ETDP SETA on compliance matters and provide reports to management and various committees and governance structures within the organisation, where necessary or as required by the SLA.
- 3.6. Advise the task team on all health, safety, quality and environmental matters and to ensure all advice is incorporated into day-to-day processes and operations.
- 3.7. Provide support and expertise to the task team in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- 3.8. Review and advice on existing policies in order to maximise compliance with all Health and Safety regulations.

4. COSTING MODEL

The cost for this agreement will be calculated on an hourly rate.

DESCRIPTION: OCCUPATIONAL HEALTH AND SAFETY COVID -19 COMPLIANCE OFFICER FOR THE ETDP SETA	
NAME OF SERVICE TO BE RENDERED: OHS AND COVID 19 REGULATIONS COMPLIANCE	
ITEM DESCRIPTION	RATE PER HOUR
Rate per hour for all activities indicated under Section 3, Scope of Work	
Total rate per hour excluding VAT	
15% VAT for VAT registered institutions	
Total rate per hour VAT inclusive	
<i>All travel and accommodation costs will be managed by ETDP SETA and should not be included in the quotation</i>	
..... Signature of Bidder	

NB: The service provider will be required to maintain a time sheet which stipulates the work done and the number of hours it took to complete a task. Invoices shall be based on work done.

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5. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017**. The evaluation will be guided by ETDP SETA procurement policy.

5.1. STAGE 1 [USB]

Bidders will be evaluated on the submission of the **requested mandatory documents**.

5.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Invitation to Bid – **SBD 1**
2. Declaration of Interest – **SBD 4**
3. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
4. Certificate of Independent Bid Determination – **SBD 9**
5. 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.

5.2 STAGE 2 [USB]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6**.



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The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	Experience of the company: Reference letters from clients to whom an Occupational Health and Safety Compliance Officer related service have been rendered. The letters must be on the referee's letterhead: 20 1.1 Experience: Conducting similar projects (provide signed proof on referee's company letterhead indicating when the project was carried out) – (10) i. Five (5) or more years = 10 ii. 3 – 4 years = 8 iii. 1 – 2 years = 5 1.2. Contactable reference (on the referee's company letterhead) – (10) i. Three (3) reference letters submitted = 10 ii. Two (2) references letters submitted = 8 iii. One (1) reference letter submitted = 5 NB: Reference letters must be on company letterhead, signed and dated	20
2.	Proof of capacity to conduct similar or related Occupational Health and Safety Compliance Officer services. Project Manager's experience in successfully conducting/managing similar projects (provide a C.V with a minimum of three contactable references and certified copies of relevant academic qualification(s): 2.1. Relevant experience of the Project Manager in managing Occupational Health and Safety matters: (10) i. Master's degree in safety management or relevant qualification = 10 ii. Batchelor's Degree in Safety Management or relevant qualification = 8 iii. National Diploma in Safety Management or relevant qualification = 5 2.2. Experience of Project Manager: (10) i. Five (5) or more years = 10 ii. 3 – 4 years = 8 iii. 1 – 2 years = 5 2.3. Relevant qualification of the technical person/s in managing Occupational Health and Safety (Attach CV): (10) i. Batchelor's Degree in Safety Management or relevant qualification = 10 ii. National Diploma in Safety Management or relevant qualification = 8 iii. National Higher Certificate in Safety Management or relevant qualification = 5 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 (15)	45

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	i. 5 years and above = 15 ii. 3- 4 years = 10 iii. 1 -2 years = 5 NB: Experience of the project manager must be relevant to the project. Registration with relevant OHS professional bodies will be an added advantage.	
3	Project plan to demonstrate how the risk assessment will be conducted: Compliance Officer Project Plan: The following should be indicated: 3.1. Advise the ETDP SETA's COVID-19 Task team (hereafter referred to as the <i>"task team"</i>) on how the organisation is performing in meeting its obligations under the "Control of Major Accident Hazards Regulations and COVID-19 pandemic. 3.2. Advise on all forms of risk assessment and all general compliance with Occupational Health and Safety regulations e.g. general safety matters and acts as a final authority where a specialist response is required in relation to COVID-19 risk assessments in all ETDP SETA offices. 3.3. Conduct quarterly Occupational Health and Safety related surveys e.g. COVID-19 and its compliances. 3.4. Produce and coordinate the monthly SHEQ action plan and longer term SHEQ roadmap. 3.5. Prepare reports for the task team, as and when required to do so. 3.6. Prepare compliance reports to management and various committees and governance structures within the organisation, when necessary or as required by the SLA. 3.7. Advise the task team on all health, safety, quality and environmental matters and to ensure all advice is incorporated into day to day processes and operation. 3.8. Provide support and expertise to the task team in incident investigation and reporting (including dangerous occurrences and occupational diseases). 3.9. Review and advice on the existing policies in order to maximise compliance with all Health and Safety regulations. 4. 9 of the above-mentioned areas are thoroughly addressed = 35 points 5. Only 8 of the a above-mentioned areas are thoroughly addressed = 30 points 6. Only 7 of the above-mentioned areas are thoroughly addressed = 20 points 7. Only 6 of the above-mentioned areas are thoroughly addressed = 15 points 8. Only 5 of the above-mentioned areas are thoroughly addressed = 10 points Less than 5 of the above-mentioned areas = 0 points	35
Total		100

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Bidders must provide documents to justify awarding the above points, and such proof should 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.

5.3 STAGE 3 [(USB)]

PRICING SCHEDULE DOCUMENTS

- a. Price Proposal (*Price must be final, include VAT and signed*)
- b. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- c. Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS"
- d. B-BBEE certificate or sworn affidavit (*If claiming preferential points*)

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

✓ Price	80
✓ B-BBEE status level of contributor	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.

6. 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 reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned will not be accepted.
4. As a result of the COVID-19, bids submitted through email and in order will be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million and level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in

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order to be eligible for empowerment points. Companies who form part of this joint venture MUST have an accreditation certificate with relevant authority as stated in Mandatory documents.

10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
11. Bids submitted are to hold good for a period of 90 days.
12. 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.
13. 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.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
15. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
16. The 80/20 preference point system is applicable to price quotations with a Rand value equal to, or above **R 30 000.00** and up to a Rand value of **R 1 000 000.00 (all applicable taxes included)**.

7. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation can be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Procurement > Request for Quotations as from 16h00 on the **11 October 2021**.

All Bids/Proposals (completed in [1x Electronic copy (USB)] **ONLY** 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 or etdpsetarfq@etdpseta.org.za

NB: PAPER BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **25 October 2021 at 11h00am**.

No late submission will be accepted!



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8. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before **11h00am on the 25 October 2021.**

9. ENQUIRIES

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: TienieJ@etdpseta.org.za or SibusisoK@etdpseta.org.za

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



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