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RFQ NO: 84 - 2023/24

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY (OHS) SERVICE PROVIDER TO CONDUCT TRAINING ON FIRST AID AND FIRE FIGHTING FOR TWENTY-THREE (23) ETDP SETA STAFF MEMBERS

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 ETDP SETA reserves the right not to award this RFQ.

2. PURPOSE AND OBJECTIVES

Purpose

The purpose of the project is to ensure that ETDP SETA comply with OHS Act 85 of 1993 by training twenty-three (23) OHS representatives to be well equipped to execute their duties of maintaining a conducive working environment.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. Project Scope

To equip the twenty-three (23) ETDP SETA staff members with knowledge on the following:

- Basic First Aid procedures
- Basic Fire-Fighting procedures.

3.2. Profile of Service Provider

- The service provider must have Expertise in Occupational Health and Safety in the Republic of South-Africa.

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- Expertise in conducting risk assessments in a working environment and
- Experience in training for basic first aid and firefighting procedures.

3.3. Project Requirements

The first aid and firefighting training must be facilitated by the same service provider.

- The duration of this training must be for a maximum of five (5) days.
- Service provider must certify ETDP SETA OHS representatives or attendees after completion.
- Service provider must provide catering for the trainees for the duration of the training (breakfast and lunch).
- The service provider must provide venue for training.
- The training must be based in the Johannesburg area.
- The service provider must provide evidence of a track record of a similar assignment undertaken.
- The service provider to have a project plan and deliverable (show proof and capacity to conduct the training as per the scope of work).
- The service provider must provide names and contact details of referees who can provide an objective assessment of the project previously undertaken.
- The service provider will be required to provide advice on health and safety issues as and when required to do so.
- Provide references of services provided in relation to training, to be submitted on a company letterhead indicating the type of project(s) and when it was carried out.
- The service provider must have at least a minimum of five (5) years' experience in Occupational Health and Safety consulting/training.
- The service provider must understand Occupational Health and Safety standards.

4. SCOPE OF WORK

The service provider must cover the following areas;

4.1. First aid training (level 1, 2 and 3)

- Service provider must include course outline for levels 1, 2 and 3.
- Certificates must be provided to attendees after completion and must be valid for at least 3 years.
- The course must comply with OHS Act 85 of 1993.
- The course must provide critical skills needed to attend to sick or injured person until emergency medical service arrives on the scene.
- The course must include theory and practical.

The first aid courses must include but not limited to the following content

- Emergency care.
- How to make an emergency call.
- Primary and secondary surveys.

- Medical emergencies: Choking, shock, injuries, burns, chest injuries, diabetes, poisoning, bites stingy etc.
- General principals of first aid.
- Emergency scene management.
- Patient assessment.
- Cardiopulmonary resuscitation.
- First aid kit contents

4.2. Basic Firefighting training

- One (1) day instructor-led course.
- It must cover fundamentals of firefighting and fire prevention.
- The training must provide basic information and skills to render immediate fire prevention and extinguishing.
- Certificates must be provided to attendees after completion and must be valid for at least 3 years.

The basic firefighting courses must include but not limited to the following content:

- Fire introduction.
- Giving warning of fire.
- Classes of fire.
- Types of fire extinguishers.
- Fire equipment.
- Method of operation.
- Operating procedure.
- Maintenance of fire equipment.
- Fire buckets and fire blankets.
- Types of fire attacks and emergency.

5. COSTING MODEL (PRICE SCHEDULE)

This costing model must not be modified at all, and if retyped all line items in order as stated BELOW to be included.

COSTING FOR NUMBER OF LEARNERS AS PER THE REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF TRAINING PROGRAMME: FIRST AID AND FIRE FIGHTING				
NUMBER OF TRAINING DAYS: 5 DAYS				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs: First Aid and Fire Fighting Training for five (5) days	23			
Training Materials: - Manuals	23			Provider to use own learning material
Venue Hire (for five (5) days)	23			
Catering for five (5) days: <ul style="list-style-type: none"> (Breakfast: tea, Coffee, Fresh milk, sandwiches/muffins to be provided at 10:00 (Lunch: Assorted menu to be served for the week with provision for allergens and faith accommodating meals. 	23			
Certificates	23			
SUB-TOTAL				
Admin Expenses				Not exceeding 7.5%
TOTAL COSTS				
ALL COSTS MUST BE INCLUSIVE OF VAT				

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

6. DURATION OF THE PROJECT

The total duration the training project must be of a maximum of five (5) days. The training must be done and completed within a week in the month of **March 2024**.

7. 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.

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

7.1. 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.

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

- Valid Registration with any of the following OHS professional bodies:
 - South African Institute of Occupational Safety and Health (SAIOSH)
 - The Institute of Occupational Safety and Health (IOSH)
- Profile of the organization
- The course /training must have at least 5 Continuing Professional Development standards (CPD) points credit.

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

7.2. 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.

The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be disqualified.

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	CRITERIA	POINTS
1.	<p>Experience & References of service providers: in relation to training facilitation experience in OHS Act related projects, <i>proof to be submitted on a company letterhead</i> indicating the type project(s) and when it was carried out.</p> <p>1.1. Projects complete: 20 points</p> <ul style="list-style-type: none"> i. Must have successfully completed 3 or more similar projects = 20 ii. Must have successfully completed between 1 - 2 similar projects = 10 <p>1.2. Experience of the company: 20 points</p> <ul style="list-style-type: none"> • 5 years and above = 20 points • 3 - 4 years = 10 points • 1 - 2 years = 5 points <p>*[Each reference must clearly indicate;</p> <ul style="list-style-type: none"> • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed the referee <p><i>NB: If any of the above information is omitted, the bidder will not be allocated points.</i></p>	40
2.	<p>Experience and qualifications of a training facilitator in first aid and firefighting training <i>(Provide a CV)</i></p> <p>2.1. Work experience: 20</p> <ul style="list-style-type: none"> • 3 years or more experience = 20 points • 2 years = 15 points • 1 year = 5 points 	40

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	<p>2.2. Facilitator(s) qualifications: 20 points</p> <p>Detailed CV and copies of qualifications in OHS to be provided. Facilitators should be qualified in any one of the following fields:</p> <ul style="list-style-type: none"> • Safety Management NQF 5 or higher • Environmental Management NQF 5 or higher • Construction Management NQF 5 or higher • Occupational health practice NQF 5 or higher 	
3.	<p>3. Project plan and deliverables: Proof and capacity to conduct the training as per the scope of work (Section 4). 20</p> <p>3.1. Attached courses outlines for trainings to be conducted with durations.</p> <ul style="list-style-type: none"> • Attach proof for 2 trainings = 20 points • Attach proof for one training = 15 points 	20
TOTAL		100

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.

7.3. STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. 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**
- c. Invitation to Bid - **SBD1**
- d. 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 |

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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.

8. 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 **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. 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 order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. 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 points for specific goals for B-BBEE status level of contribution are not claimed.
10. 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.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.
13. 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 SETA 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.

9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **12 February 2024**.

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 or 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 **26 February 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **26 February 2024**.

11. 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 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.

ANNEXURE A

Bidders are required to provide references for the Facilitator. Failure to provide references will lead to disqualification:

1. FACILITATOR EXPERIENCE

Name of Facilitator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)