

<b>RFQ NUMBER</b>	<b>RFQ/MICT/09/2021</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF OCCUPATIONAL HEALTH AND SAFETY TRAINING TO MICT SETA</b>
<b>RFQ ISSUE DATE</b>	<b>26 April 2022</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>CLOSING DATE &amp; TIME</b>	<b>03 May 2022 @ 15:00 PM RFQ submitted after the stipulated closing date and time will not be considered.</b>
<b>LOCATION FOR SUBMISSIONS</b>	<b><a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a></b>
<b>NO: OF DOCUMENTS</b>	<b>1 SOFT COPY</b>

For queries please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

## RETURNABLE DOCUMENTS CHECKLIST

**quotation invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>Designated Sectors:</b> Local production and content ( <b>Where applicable</b> )		
<b>SBD 4 – Bidder's disclosure</b>		

**Note: This RFQ must be completed and signed by the authorised company representative**

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

#### 1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF OCCUPATIONAL HEALTH AND SAFETY (OHS) TRAINING**

#### **1. INTRODUCTION**

Media, Information and Communication Technology Sector Education ("MICT SETA") is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sectors in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

This was as a result of Government's commitment to promote active labour markets policies and is demonstrated in the Skills Development Act of 1998 and the Skills Development Levies Act of 1999. As guided by its mandate, MICT SETA is as such, an agent of transformation by promoting employment equity and B-BBEE through skills development. In this context, MICT SETA is keen to form sustainable partnerships that will further promote its support for transformation.

#### **2. SCOPE OF WORK**

MICT SETA requires to train nine (09) employees on the Occupational Health and Safety (OHS) Act and certify them as OHS Representatives, First Aiders and Fire Fighters. Areas of training and certification are as follows:

##### **2.1 Occupational Health and Safety (OHS) Act and OHS Representatives (two days' maximum)**

- The Occupational Health and Safety (OHS) Act, OHS Representatives, First Aiding and Fire Fighting training must all be facilitated by the same service provider to ensure that all attendees are trained using the same content and materials.
- The duration of the Occupational Health and Safety (OHS) Act and OHS Representatives must be at least two days' maximum.
- The service provider must include the Health and Safety representative course in the training so that upon completion of the training the nine (9) staff members will be certified Health and Safety Representatives.
- The training should be provided online
- The training must be for a maximum period of two days

The training must include but not limited to the following components as part of the course content:

Health & Safety Representatives Course	Applying Safety, Health and Environment principles and procedures
<ul style="list-style-type: none"> <li>Explaining and the understanding of the Occupational Health and Safety Act 85 of 1993.</li> </ul>	<ul style="list-style-type: none"> <li>Explaining and the understanding of the Occupational Health and Safety Act 85 of 1993.</li> </ul>
<ul style="list-style-type: none"> <li>Understanding the various terminologies and definitions.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding the various terminologies and definitions.</li> </ul>
<ul style="list-style-type: none"> <li>Duties of the employers (Sec 8) and employees (Sec 14) of the OHS Act 85 of 1993.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding the various terminologies and definitions.</li> </ul>
<ul style="list-style-type: none"> <li>Safety Representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993.</li> </ul>
<ul style="list-style-type: none"> <li>Safety Committees (Sec 19) and their functions (Sec 20) of the OHS Act 85 of 1993.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Committees (Sec 19) and their functions (Sec 20) of the OHS Act 85 of 1993.</li> </ul>
<ul style="list-style-type: none"> <li>Identify Hazards, Effective workplace inspections</li> </ul>	<ul style="list-style-type: none"> <li>Effectively identifying hazards, unsafe acts and unsafe conditions</li> </ul>
<ul style="list-style-type: none"> <li>Case Study and assessment</li> </ul>	<ul style="list-style-type: none"> <li>Effective HSE inspections at the workplace.</li> <li>Variables that influence Occupational Health and Safety.</li> <li>Effective Communication, Safety Principles &amp; Practices.</li> <li>Effective HSE committee meetings and minute taking.</li> <li>Environmental Awareness, Case Study and assessment.</li> </ul>

**Each service provider must submit the following:**

- Profile of Training Facilitator with a minimum of 3 years training facilitation experience in Occupational, Health and Safety Act.
- The service provider must attach Course outline and duration of the training
- Experience in training in the above and organisation safety representatives
- Training delegates must be certified upon completion of training.
- Quotations should be based on cost per attendee

- The service providers to submit a minimum of three signed and contactable reference letters in relation to training facilitation experience in any of the following: First Aid, Fire Fighter and Occupational, Health and Safety Act.
- The providers must indicate the duration of the training.
- All providers to submit a company profile together with experience, qualifications, and accreditations of personnel.
- Service Providers should be in a position to provide valid certificates of competency in Occupational, Health and Safety that are issued by a person or organization approved by the chief inspector for this purpose.
- Certificate must be valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA)

### 3.2 First Aid Levels 1, 2 and 3 for two (2) days maximum

The service provider must include the course outline for first aid levels 1, 2 and 3 so that upon completion of the training the nine (9) employees will be certified First Aiders. The chosen service provider must provide catering for the attendees for the duration of the training i.e., breakfast and lunch. The training must be for a maximum period of two. The first aid programmes must be aimed at members of the public and organizations complying with the Occupational Health and Safety Act (Act 85 of 1993) and must be combination course covering all three levels over a period of two days.

- During the course, participants must learn critical skills needed to attend to sick or injured persons until emergency medical services arrive to take over care and also learn how to manage bleeding, treat sprains and fractures, care for a person in shock as well as manage a patient who is choking or is in cardiac arrest.
- Use of an AED (automated external defibrillator) is included in the course. Participants of this course must receive a certificate which is valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA).
- The course must include both theory and practical to equip participants with both the knowledge and skill to perform lifesaving first aid. The training must include but not limited to the following components as part of the course content: First Aid Level 1 Courses content

First Aid Level 1 Courses content	First Aid Level 1 Courses content	First Aid Level 1 Courses content
Emergency Care	General Principals of First Aid.	General Principals of First Aid.
How to make an emergency call	Emergency Scene Management.	Emergency Scene Management.
Primary Surveys	Patient Assessment.	Patient Assessment.
Secondary Surveys	Cardiopulmonary Resuscitation.	Cardiopulmonary Resuscitation

Medical Emergencies	Choking, Shock, Injury Emergencies, Burns, Chest Injuries, Diabetes, Poisoning, Bites and stings	Choking, Shock, Dressing and Bandages, Injury Emergencies, Burns.
Injury Emergencies	Dressing, Bandages, HIV/Aids Basic Anatomy, Basic content of a First Aid Kit and Physiology.	Diabetes, Head and Spinal Injuries, Chest Injuries, Poisoning and Bites and stings.
Environmental Emergencies	Head and Spinal Injuries, Convulsions, Epilepsy, Environmental Emergencies and Transporting a patient.	Bites and stings, Environmental Emergencies, Water Emergencies, Emergency Childbirth, Convulsions and Epilepsy.
Cardio-Pulmonary Resuscitation	Eyes, ears and hand injuries.	Eyes, ears, and hand injuries, Transporting a patient, Basic Anatomy, HIV/Aids, and Physiology
First Aid Kit contents	Pelvic and abdominal injuries.	Pelvic and abdominal injuries.
How to treat a victim	Medical Emergencies.	Medical Emergencies and Basic content of a First Aid Kit.
Things to remember	Unconsciousness and Fainting.	Unconsciousness and Fainting.

### 3.3 Basic Fire Training (one-day maximum)

This must be a one (1) day instructor-led course, covering the basic fundamentals of Fire Fighting & Prevention.

- The purpose of this training intervention is to equip the participants with the relevant, basic information and skills to render immediate basic fire prevention and extinguishing techniques.
- Upon completion of this training participants must be able to demonstrate knowledge of working place fires, their probable causes, how to prevent them, how they are detected and how to apply emergency firefighting procedures.
- This training is designed for all employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention.
- It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter. Participants of this course must receive a certificate which is valid for at least two to three years and recognised by the Department of Labour and the Health and Welfare Sector Education and Training Authority (HWSETA).
- The training must include but not limited to the following components as part of the course content:

## **Basic Fire Fighting Course Content**

- Fire Introduction
- Giving Warning of a Fire
- The Burning Process
- The Fire Tetrahedron
- Classes of Fire, PPE, Water, Foam
- Extinguishing Mediums and Extinguishers
- Carbon Dioxide, Dry Chemical Powder
- How Fire Spreads, Fire Prevention and Fire Hose Reels
- Fire Equipment Requirements and Fire Hose Reels
- Methods of Operation
- Operating Procedure
- Care and Maintenance of Fire Equipment
- Fire Buckets, Fire Blankets
- Lifting and Carrying Techniques and Getting Out Alive
- Fire Suppression with Hose and Hydrant Operations
- Types Of Fire Attacks and Emergency Plan Basics



**PRICING SCHEDULE**

Name of bidder \_\_\_\_\_

RFQ number: \_\_\_\_\_

Closing date \_\_\_\_\_

Bid shall remain valid for acceptance for a period of **60 days** counted from the closing date.

Item	Requirement Description	Quantity	Unit Price	Total Price (Exc VAT)
	<b>APPOINTMENT OF SERVICE PROVIDER TO CONCEPTUALISE, DESIGN, LAYOUT, PRINT AND DELIVER STRATEGIC PLAN</b>			
1.	Occupational Health and Safety Training (two day maximum)	<b>9</b>	<b>R</b>	<b>R</b>
2.	First Aid Training ( two days maximum training)	<b>9</b>	<b>R</b>	<b>R</b>
3.	Basic Fire Training (one day maximum training)	<b>9</b>	<b>R</b>	<b>R</b>
				<b>Sub-Total</b>
				<b>VAT@15%</b>
				<b>TOTAL PRICE (INCLUDING VAT)</b>

Complete below:

1. Delivery Address:
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative: .....

Capacity under which this quote is signed.....

Signature: .....

Date: .....

## EVALUATION CRITERIA

### EVALUATION CRITERIA

RFQ's received will be evaluated against the following criteria:

#### 1. MANDATORY CRITERIA

- a.) Bidder must have a minimum of 3 years training facilitation experience in Occupational, Health and Safety Act.

##### **Proof of compliance**

Bidders must submit CV/profile of training facilitator with a minimum of 3 years or more training facilitation experience in Occupational, Health and Safety Act.

- b.) Bidder must have conducted the training in the past.

##### **Proof of Compliance**

Bidder must submit a minimum of three signed and contactable reference letters in relation to training facilitation experience in any of the following: First Aid, Fire Fighter and Occupational, Health and Safety Act.

- c.) Bidder must submit course outline.

##### **Proof of compliance**

The service provider must attach a detailed course outline and duration of the training

**Note: Bidders that do not meet the requirements of set mandatory criteria will be eliminated from further evaluation process.**

*RFQ submission that meet the Mandatory criteria will be further evaluated on Price*

**BIDDER'S DICLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

a. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder