



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO:11/23/24

OCCUPATIONAL HEALTH AND SAFETY TRAINING FOR MANAGERS

Quotations are hereby called from suitably qualified and experienced service providers to provide OHS training as per the following specification:

1. Scope of work

TRAINING	TYPE OF TRAINING	NO. OF DAYS	NO. OF LEARNERS
Skills Programme	Overview of the Occupation Health & Safety Act The roles and responsibilities of the employer as outlined in the act Legal responsibility of the employer Risk assessments and how to become compliant. Consequences of non-compliance with OHS Act Understanding COIDA Identifying and dealing with workplace hazards and risks Dealing with occupational accidents & diseases Department of Employment and Labour regulations Other applicable legislation	2	25

2. Projects deliverables

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdlletshe | Cllr. ST Magwaza | Cllr. MS Mdunde | Cllr. M Shelembe



2.1 Training outcomes

- Certificate of attendance

2.2 Requirements of the Facilitator

- Must be in a possession of a degree or diploma in Health and Safety or SAMTRAC
- Must have a background in OHS
- Experience in facilitating OHS
- Compliance with tender process
- Two (02) days of facilitation programme

2.3 Resources to be provided by the bidder.

- Training manual
- To provide own equipment i.e., Flip chart, Overhead Projector, stationery etc
- Learner support
- Certification of Learners

2.4 Resources to be provided by the Municipality.

- Refreshments
- Training venue

Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state



- Council's Supply Chain Management Policy.
- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Service providers to complete in full all relevant MBD's (1,4,6,1,8,9) that are available on municipal website.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- Previous experience to facilitate similar programme, & to attach at least two (2) contactable references on their company letterhead. Attach either appointment letters, purchase order or reference letter.
- Facilitator to have Occupational Health and Safety qualification and previous experience in facilitating similar programme – To attach CV)
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Non-compliance with the above-mentioned criteria will lead to disqualification.
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Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**OCCUPATION HEALTH AND SAFETY TRAINING FOR MANAGERS**" Quotation number: **11/23/24** and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Tuesday, the 08th of August 2023. Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Mrs. Jabu Ndlovu and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 11/8/2023