



**The University of South Africa in partnership
with Unisa Enterprise is looking to appoint a
suitably**

qualified service providers to participate in a

Request for Quotation Process to provide the

ESD beneficiaries of the University with

Safety Training Programme

Specification Document

Tender Ref. No:	UE 2024/008	Date of Issue:	14 August 2024
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1. BACKGROUND

Small, Medium and Micro enterprises (SMMEs) play a significant role in the country's economy. The contributions are important contributors in creation of employment in South Africa and the role goes beyond the borders of the country. It is an inevitable need that suppliers must enroll for a safety training courses, in order to obtain knowledge on safety related matters and how to prepare safety filing for their companies when they are bidding for opportunities including compliance to regulatory requirements as safety is one important element regulated by Government. Furthermore, a safe working environment contributes to the overall wellbeing of employees and increases productivity levels.

Unisa as an employer is responsible for providing a safe and healthful workplace. No person should ever have to be injured, become ill, or die for a paycheck. Safety and health training requirements is to ensure that workers have the required skills and knowledge to safely do their work. Training in the safe way for suppliers to do their jobs well is an investment that will pay back in a zero-harm environment. Unisa requires the professional service of the Service provider who is SAQA registered to provide First aid level 1, SHE Representative Course, HIRA, and Fall Arrest Level 1 to benefit 250 suppliers.

UNISA may appoint one but not more than two service providers. UNISA reserves the right to appoint or not appoint a service provider.

2. PURPOSE AND OBJECTIVE

The primary purpose of this bid is to appoint accredited service providers to provide all Safety related training. The comprehensive list of required training is listed below. The purpose of this specification is to ensure, all training, provided for is in accordance with applicable relevant SETA accreditation.

3. PROJECT SCOPE

It is the intent of UNISA to appoint a registered and accredited training provider to ensure the key element of health and safety training is provided, and the delegates are equipped with the correct working methods. In addition, the training should help delegates in the identification and mitigation of risk, safe operating procedures as well as enabling employees to be safe and healthy in their workplace.

4. DELIVERABLES

- 4.1. The training provider must provide theoretical and practical trainings.
- 4.2. Formative assessments must be indicated in the reports at the end of every learning period including a well monitored practical training where necessary.
- 4.3. The training provider presenting these courses must have accreditation with their appropriate SETA.

4.4. All delegates must be awarded accredited certification of competency after successfully completing the training in both theoretical and practical evaluations.

4.5. Service Provider to ensure:

- Planning - Assessing the needs, of the employees by understanding the work task training method /material etc.
- Actual Training - Face to Face Classroom training.
- Effectiveness - Enhancement of knowledge /skills of participants for their jobs
- Course material / hand-outs
- Job-aids / quiz / any hands-on activities done by participant
- Proof of registration with the relevant SETA
- Assessor: Valid registration letter issued by SETA
- Moderator: Valid registration letter issued by SETA
- Facilitator: CV and qualifications

5. VARIOUS COURSE OUTLINE AND OUTPUTS

5.1. FIRST AID (US120496)

DURATION: 2 Days

Purpose:

This training is designed to assist learners with emergency protocols that need to be followed to ensure correct and legal first aid is given when responding to any emergency, and to ensure they can administer the essential life- saving skills required.

COURSE OUTLINE

- Understanding the laws of first aid
- Providing cardio-pulmonary resuscitation (CPR)
- Understanding potential hazards in the work environment
- Treating wounds and arresting bleeding
- Identifying potential poisons at work and at home
- Knowing the first aid required for different injuries
- Using the correct equipment and safety precautions when administering first aid

5.2. SHE REPRESENTATIVE TRAINING (9964)

DURATION: 2 Days

Purpose:

On completion of the course, the successful learner will be able to identify, evaluate and record safety, health and environmental hazards in their designated work areas, and be able to evaluate the risks attached to operational tasks and processes.

COURSE OUTLINE

- Explaining the objectives and benefits of structured workplace and operational process inspections
- Determining the elements that need to be included in regular SHE and supervisory inspections, checks and/or planned maintenance schedules
- Preparing for and carrying out practical workplace inspections and equipment checks, as well as identifying deviations and record findings
- Presenting summary reports on inspection findings for action by SHE committee
- Complying with legislative requirements and codes of practice
- Reducing both occupational incident frequency and severity rates
- Preparing a summary report on findings together with recommendations for submission to the SHE committee or other appropriate management

5.3. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA-US 120330)

Duration: 2 days

Purpose:

This practical course will provide the successful learner with the necessary tools and skills to enable them to carry out hazard and risk assessments in their workplace. The aim of the course is to enable these people to make responsible and informed contributions to the health and safety effort in their workplace.

COURSE OUTLINE

- Explaining the hazard-identification and risk-assessment processes
- Explaining the different types of hazard identification and risk assessments in the workplace Selecting the appropriate hazard-identification and risk-assessment method for different circumstances
- Describing and applying the techniques used in hazard identification and risk assessment in the
- workplace
- Conducting a risk assessment using the HIRA methodology Identifying applicable control measures

5.4. WORKING AT HEIGHT: BASIC FALL ARREST (US229998)

DURATION: Two days

Purpose:

This training is designed to equip the successful learner with the knowledge, skills and attitudes to work at height safely, thereby minimizing the risk and increasing chances of survival should a fall occur.

COURSE OUTLINE

- Legislative requirements

- Rescue and rescue equipment
- Rescue system and requirements
- Hardware safety, inspection, maintenance and legal requirements
- Log instructions
- Self-rescue
- Buddy rescue (rescuer can reach the fallen person directly)
- Buddy rescue (remotely, cannot reach the fallen person directly)
- Emergency response to fall arrest and the risks of suspension trauma
- Risk factors
- Signs and symptoms
- Prevention

6. PROPRIETARY AND CONFIDENTIAL INFORMATION

All material submitted in response to this tender shall become the property of Unisa. Any confidential information provided by a service provider in response to this Tender will be held in confidence and will only be used for the evaluation of this tender.

7. DEALING WITH UNISA ENTERPRISE (PTY) LTD

Service providers must not contact any member of Unisa Enterprise and / or consultants with respect to queries they may have with this tender. The service provider shall not disclose any such information or specification, whether explicit or implied, to any third party without the written consent from Unisa.

8. PRE-QUALIFICATION

Service providers must be at least 51% owned by any of the designated groups as defined by the B-BBEE codes of good practice in order to advance the designated groups. Unisa will use other means of validation to confirm the B-BBEE status. Service providers that fail to meet this criterion will be disqualified.

9. COMPULSORY REGISTRATION AND ADMITTANCE TO THE TENDER INFORMATION SESSION

No information session will be conducted on this tender.

10. RFQ SUBMISSION AND CLOSING DATE

The tender submissions must be submitted via email. Quotations should be marked as: **UE2024/008** in the subject line.

Email address: procurement@unisaenterprise.ac.za

Closing date: **27 August 2024**

Time: **11h00**

Bids submitted late will not be accepted or considered.

Points will be awarded for Broad-Based Black Economic Empowerment.

Unisa Enterprise reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements, although it may not necessarily be the lowest Tenderer. Unisa Enterprise also reserves the right, in its sole discretion, not to award a tender, to re-advertise a tender.

11. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order. **Failure to comply and submit any one of the documents will disqualify the submission:**

- **Copy of valid SARS clearance certificate/Tax Pin** to be submitted. SARS pin will also be accepted.
- **Copy of company registration documents** indicating list of shareholders / members from CIPC.
- **Reference letters from institutions as evidence of related work successfully completed.** NB: The Reference Letter(s) must not be older than 3 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.
- **Methodology and approach** The Bidder must demonstrate that they have the capacity to render the required service. The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes.
- **Provide the experience in Occupational Health and Safety of the proposed lead project manager and facilitators** to be used to provide the services. NB: Bidders must attach an abbreviated CV of the proposed Project Manager and facilitators with contactable references.
- Provide evidence of registered assessor and moderator with valid registration

12. OTHER REQUIREMENTS

Annexure B1: A valid B-BBEE certificate. Any affidavit certifying their total annual income and level of black ownership will be sufficient for EMEs and QSEs. Failure to submit the above will result in a zero score for B-BBEE.

Note: All documents submitted in support of this tender must be the documents of the tendering unit and may not pertain to different companies or units within a group. As an example, a tenderer cannot submit its own B-BBEE certificate, but the SARS certificate of its holding company

13. PRICING

- ❖ All pricing must be quoted in South African Rand (ZAR) including VAT.
- ❖ The pricing **must remain valid for 90 days** from the closing date of the tender.

- ❖ Pricing / costing template **must be fully completed** (Annexure A3)
- ❖ Any pricing not included in the pricing template will not be considered.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

14. PAYMENT TERMS

The payment terms of the University are 30 days after the receipt of goods and services and upon receipt of the required documentation. **No upfront payments will be considered.**

15. EVALUATION CRITERIA

Stage 1 – Functional evaluation:

DESCRIPTION		POINTS				
Phase 1: Technical Mandatory evaluation (<u>only if required</u>) Service providers will need to meet all these requirements 100% before being considered in phase 2		100				
Phase 2- Technical evaluation <table border="1" style="width: 100%;"> <thead> <tr> <th>Specification</th> <th>Comply/ Non-Comply</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> Service providers must be 100% compliant to the specification		Specification	Comply/ Non-Comply			100
Specification	Comply/ Non-Comply					

Service providers who 100% compliant to the technical requirements will be evaluated in stage 2.

Stage 2:

CRITERIA	POINTS
Price $P_s = 75 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ Where: Ps = Points scored for price of tender under consideration Pt = Rand value of tender under consideration Pmin = Rand value of lowest acceptable tender	75
B-BBEE B-BBEE score to be taken from valid B-BBEE certificate provided	25

a	B-BBEE LEVEL	Points Allocation (10)	10
	Level 1	10	
	Level 2	9	
	Level 3	8	
	Level 4	5	
	Level 5	4	
	Level 6	3	
	Level 7	2	
b	Black Ownership	Points range	8
	51% to 70%	6	
	71% to 99%	7	
	100%	8	
c	Female Black Ownership	Points range	3
	30% to 50%	2	
	51% to 100%	3	
d	Youth Owned	Points range	2
	25.1% to 50%	1	
	51% to 100%	2	
e	People Living with Disabilities	Points range	2
	25.1% to 50%	1	
	51% to 100%	2	
TOTAL:			100

16. ENQUIRIES

All enquiries related to this bid should be sent to the following email address.

Email: procurement@unisaenterprise.ac.za