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TERMS OF REFERENCE**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OCCUPATIONAL HEALTH AND SAFETY TRAINING****1. NTINGA O.R TAMBO DEVELOPMENT AGENCY BACKGROUND**

Ntinga O.R Tambo Development Agency SOC Ltd is a wholly owned municipal entity of the O.R. Tambo District Municipality (ORTDM), registered as a State-Owned Company. The mandate of the Agency is the promotion and facilitation of the socio-economic development of our region.

The mandate bestowed upon Ntinga by the parent municipality, O.R. Tambo District Municipality is to perform activities which falls within the functions and powers of district municipalities as contemplated in Section 84(1) of the Municipal Structures Act, 1998 (Act 117 of 1998), which are:

- Integrated Development Planning;
- Potable Water Supply Systems;
- Domestic and Industrial Waste-water and Sewage Disposal Systems;
- Fresh Produce Markets and Abattoirs;
- Local Tourism Promotion;
- Municipal Public Works;
- Taxes, Levies and Duties; and
- Discretionary Activities.

This new Ntinga mandate is derived from various relevant pieces of legislation and is meant to make Ntinga more effective and able to add value to the Parent Municipality.

Our vision:

“Vibrant and Sustainable Communities”

Our mission:

Ntinga Shall Attain its Vision Through:

“Being a catalyst for innovation in promoting socio-economic development and sustainable services to communities, through strategic partnerships and new investments”.

2. PROJECT BACKGROUND

The Agency is looking for an experienced service provider to give an induction of health and safety principles to new personnel and the person (s) credited with this unit standard is able to explain the duties of both the employees and employers with regard to Occupational Safety and Health in the workplace. Learners will be able to understand the requirements that apply to persons entering the workplace and performing any duties therein as well as the requirements for the use of Personal Protective Equipment (PPE), housekeeping and emergency procedures that apply to the workplace.

3. SCOPE OF WORK

Ntinga O.R. Tambo Development Agency SOC Ltd therefore requires a service provider to provide Occupational Health and Safety Training to 25 Agency Employees for a duration of 2 days. Below are the minimum requirements:

SAQA ID: 74269

Qualification Title: Occupational Health, Safety and Environment

Service Provider: Must be Seta Accredited

No of Participants: 25

Duration: 2 days

SAQA US ID		UNIT STANDARD TITLE		
259639		Explain basic health and safety principles in and around the workplace		
ORIGINATOR				
SGB Occupational Health and Safety				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
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FIELD			SUBFIELD	
Field 09 - Health Sciences and Social Services			Preventive Health	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	NQF Level 02	4
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2018-07-01	2023-06-30	SAQA 06120/18
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

4. EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

4.1 TECHNICAL EVALUATION CRITERIA STAGE 1A:

4.1.1 SUBMISSION OF FICA DOCUMENTS

The following compulsory documentation must be submitted with the proposal:

FICA REQUIREMENTS AND ADDITIONAL INFORMATION REQUIRED

Authenticated copies are permissible		
No.	Document	Checked (√/X)
1.	Company profile;	
2.	B-BBEE certificate: Only SANAS or SWORN Affidavits shall be accepted;	
3.	Company registration (CIPC) and Company Documents;	
4.	Power of Attorney/ Letter of Authority / and/or Resolution Authorizing the Director to sign all the document;	
5.	Proof of Audited Financial Statements of 3 latest consecutive years;	
6.	6.1 Confirmation of Residential Address or Business Address	
	6.2 Proof of residence of directors	
7.	SARS Registration and Valid Tax Clearance Certificate must be valid at the time of the submitting this Bid Document;	
8.	VAT Registration Certificate;	
9.	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members;	
10.	Company Organogram with Positions;	
11.	Proof that the service provider is authorized by SETA to provide training with NQF Level 02- Attach Seta accreditation certificate,	
12.	Joint Venture Agreement/ Consortium/ Sub Contracting Agreement , Signed (where applicable);	
13.	Current and completed contracts with contactable references and values of the contracts;	
14.	A letter from the bank which stipulates your company's financial risk in terms of low, medium or high in terms of financial standing at the bank i.e. bank rating letter,(not more than 3 months old);	
15.	Proposal/Methodology/ Approach;	
16.	Project Plan with clear time lines (This must address all the phases of the project);	
17.	19.1. MBD 1 - Invitation to Bids 19.2. MBD 2 - Tax Clearance Certificate Requirement 19.3. MBD 3.2 - Price Schedule (Firm prices) 19.4. MBD 4 - Declaration of Interest 19.5. MBD 5 - National Development Planning Programme 19.6. MBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations 19.7. MBD 8 - Declaration of Bidders Supply Chain Practices 19.8. MBD 9 - Certificate of Independence	

NOTE:

- Please Tick (√) if available and (X) if not available.
- Tax Clearance Certificate must be valid at time of submitting this bid document.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor as well as certified copy of a relevant agreement.
- It must be noted that the evaluation of the proposal will be conducted in line with the scope of work indicated in this document.
- Only SANAS or SWORN AFFIDAVIT B-BBEE certificates shall be accepted.
- Non-submission of the above documents will render this tender invalid.

4.2 TECHNICAL/FUNCTIONALITY - STAGE 1B

In order to qualify for the next stage of evaluation, the Bidder must score a minimum of 70 points.

The following functionality criteria will be applicable.

A	B	C	D
CRITERIA	DESCRIPTION	WEIGHT	Portfolio of Evidence (POE)
Company Experience	The company must have at least five (5) years accreditation with SAQA in provision of OHS.	40	Proof of years in OHS Training (SAQA Certificate)
Proposal, Methodology, Approach and Project Plan	<p>A clearly defined Proposal including:</p> <p>Detailed Project plan with clear time lines</p> <p>Detailed process Plan on how the training will be conducted i.e.</p> <p>Provide a detailed methodology including how the Service Provider will conduct the training</p>	20	Detailed Project Plan, Process Plan, Methodology and Approach
Testimonials or references	Testimonials or references (confirmed by client other than Ntinga O.R.Tambo Development Agency SOC LTD) of conducting OHS training for a minimum of three (3) years	20	Testimonials of the references on the respective company letterheads including the contact person with their contact details
Facilitator Experience	Facilitator must have at least five (5) years experience in facilitation of OHS training	10	Attach CV of all facilitators who will be involved in the training

Venue	Must be around Kokstad	10	Proof of venue booked or to be booked in Kokstad
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4.3 STAGE 2- Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act and that prevailing of 2017.

CRITERIA	DESCRIPTION	PRICE (Points)	BBEE (Points)
Fee to be charged (Price) and BBEE Level	80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million	80	20

5. PROFILE OF TENDERING COMPANY

Bidders are required to attach to their quotation a short summary of their operations including:

5.1 A background of the company, policies and actual achievements. Breakdown of shareholding percentages in respect of Black Economic Empowerment and previously disadvantaged persons within the company.

5.2 A brief outline of the length of time operating in the Short-term Insurance industry, the extent, nature and area of current operations and approximate numbers of support staff employed within the company that will interact with the Entity;

5.3 A list of current contracts held by the company, corporation, division or branch that will be supplying the service as well as telephone and fax numbers of senior persons of such clients who could be contacted for references;

6. CONFIDENTIALITY

6.1 A contractual pre-requisite is to comply with the Entity's Confidentiality Agreements. It must be noted that all company information is confidential. Once appointed, the successful bidder will be expected to enter into a Confidentiality Agreement with the Entity.

9. REASONS FOR DISQUALIFICATION

9.1 Ntinga O.R.Tambo Development Agency reserves the right to disqualify any bidder, who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

9.1.1 Bidder who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;

9.1.2 Bidders who submitted incomplete information and documentation according to the Requirements of this bid document;

9.1.3 Bidders who submitted information that is fraudulent, factually untrue or inaccurate;

9.1.4 Bidders who received information not available to other vendors through fraudulent means; and/or

9.1.5 Bidders who do not comply with mandatory requirements as stipulated in this bid document

NOTE: Please visit the Ntinga O.R. Tambo Development Agency SOC Ltd website on <http://www.ntinga.org.za>

APPROVED BY:

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C. Mfana

**Company Secretary, Legal & Compliance Advisor
Ntinga O.R Tambo Development Agency SOC Ltd**