



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 1168
Email: procurement@ubuhlebezwe.org.za**

REF: 24146

QUOTE NO: UBU-Q-16/07/13

Date: 24 JULY 2013

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR HEALTH AND SAFETY REPRESENTATIVE

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "HEALTH & SAFETY COURSE": - & UBU-Q-16/07/13" not later than the 02ND of AUGUST 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the Ubuhebezwe Database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- **Proof of Company Registration Document**
- **Copy of ID if Sole Trader**
- **Letter/Statement confirming status of municipal accounts (i.e rates, water)**
- **Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.**

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
Municipal Manager

REQUEST FOR QUOTATION OF ACREDITED SERVICE PROVIDER TO CONDUCT A HEALTH AND SAFETY REPRESENTATIVE COURSE.

Quotations are hereby invited from approved, reputable, experienced, accredited and reliable service providers to provide Health and Safety Representatives Course. Quotation to include lunch for the delegates

Course Reference: OH 03-2
Delegate: 18 Delegates
Course Duration: 2-3 Days

COURSE CONTENT

- Legal aspects
- General duties of employers and employees
- Rights, power and the role of a Health and Safety Representative
- Hazard identification and risk assessment
- Causes and effects of accidents and incidents
- Accident/incident investigations
- Critical task inventory and analysis
- Colour codes and symbolic signs
- Personal protective equipment
- Inspections
- Task observations
- Effective communication
- Health and Safety committees
- Emergency preparedness
- Occupational health
- Health and Safety meetings

COURSE OUTCOME

Main Outcome:

At the completion of this course, participants will have a fundamental understanding of the rights and responsibilities of a health and safety representative, and how these would be carried out.

Secondary Outcomes

Understanding and application of:-

- Identification and assessment of risks on a day to day basis
- Methods to recognise and deal with hazards
- Causes and consequences of incidents
- Incident investigation and root cause analysis process
- Inspection for incident prevention and cost control
- Identification, analysis and observation of critical tasks
- Interaction with the workplace environment
- Communication skills
- Methods for recognising and correcting unsafe behaviours
- Effective employee representation.

BID CONDITIONS:-

- Preferential Procurement Policy Framework Act and its Regulations will apply
- The Ubuhlebezwe Municipality Supply Chain Management Policy will apply
- The General Conditions of Contract are applicable
- A valid Original Tax Clearance Certificate is to be submitted with the completed tender, as well as certified copy of company registration certificate and ID copies of owners.
- Proposal or Quotation submitted is to hold a good for a period of 90 days and prices must be firm & inclusive of VAT.

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the 2nd stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

Qualification and functionality

Experience of the business in similar projects (maximum points= 50)

(Please provide a table indicating the nature of previous work, value, date commence and date completed)

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 30)

R0	=0 point
R1 to R 50 000	=10points
R 50 001 – R 100 000	=20points
R 100 000 +	=30 points

Personnel Experience (Relevant to this job) (maximum points= 20)

0	=0 point
1-2 years	=10points
3-4 years	=15points
5+	=20 points

Stage 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80points for the price and 20 points for the BBBEE LEVEL. In order to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

Enquiries: Enquires regarding this notice may be directed to Health and Safety Officer: Ms N Mayeza on 039 834 7700 during office hours (08h00-16h30), Monday-Friday.