



TERMS OF REFERENCE - ARC OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL (OHSE) MANAGEMENT ASSESSMENT

i. Background

The ARC conducts its business and all its operations on a number of Research stations, experimental farms, other Facilities across the country, and its Central Office in Hatfield. These facilities are key to the ARC's operations and functions in delivering excellence in Agricultural Research and Development. The net effect is that the ARC has a large geographical footprint of properties and facilities in its business portfolio that provide the infrastructure that supports the core business function of Agricultural Research.

The ARC is committed to providing a safe working environment for all its employees and ensuring the safety of clients, interested parties, and communities both inside and outside its premises that internal processes and activities might impact.

The ARC Occupational Health and Safety Programme has been implemented and monitored by Facilities Management (FM). The program's goal is to ensure that the ARC complies with the Occupational Health and Safety Act 85/1993, Compensation for Occupational Injuries and Diseases Act 130/1993, and all other applicable South African Labour Legislation.

For more information about the ARC and its footprint, please visit www.arc.agric.za

ii. Objectives

The objective of this RFQ is to appoint a service provider with a proven track record and experience to evaluate and make recommendations to the ARC with regard to the ARC OHSE structure, personnel, and reporting organogram; how the ARC is managing the risks concerning OHSE (Occupational Health, Safety, and Environmental) and make recommendations on a management framework and operating model to ensure compliance to OHSE.

Section 8 of the Occupational Health and Safety Act 85/1993 stipulates that every employer shall provide and maintain as far as reasonably practicable a safe working environment without risk to the health of his employees or external clients. It further specifies that the employer shall establish all hazards attached to the workplace and take preventive measures to protect health and safety

In summary, the objectives are:

- To review the current OHSE management processes and model.
- Recommend an OHSE management framework, model, and structure to ensure compliance with the OHS Act and regulations.
- Review Policies, Processes, and Operations to ensure alignment to OHSE requirements in the ARC.
- Review of Risk Assessments carried out and the reporting thereon in terms of OHSE

iii. **Assessment Approach**

- Detailed assessment of the current OHSE portfolio with a clear recommendation towards a future modernised, agile, affordable, fully functional, and adequately responsive OHSE management model for the ARC.
- The OHSE management assessment will be a mixed-method that includes desktop exercise and interviewing key stakeholders, including visiting some of the key sites (Pretoria Based Campuses Only) to properly understand ARC business and research and the portfolio OHSE-related matters.
 - 4 (Four) ARC Facilities site visits include (Pretoria-based).**
 - ARC-Onderstepoort – OVR (Onderstepoort Veterinary Research)
 - ARC-SCW – SCW (Soil, Climate and Water)
 - ARC-Roodeplaat – VIMP/PHP (Vegetable, Industrial & Medical Plants/Plant Health & Protection)
 - ARC-Irene – AP (Animal Production)
 - Envisaged Interview Sessions with Key Stakeholders (Business Representatives).
 - Group Executive Management - 7
 - Facilities and OHSE Team - 12
 - Key Research Team members - 24
 - Proposed Reports Reviews
 - ARC Corporate Strategy
 - ARC OHSE/Infrastructure reports for the past two years.
 - Environmental Assessment report.
 - Quarterly OHSE Management Report (Last 2 Reports)
 - Facilities Management and OHS Structure
 - ARC's Risk Management Report
 - Last 1 Year ARC AGSA Audit Report
 - The current structure should be assessed for fit for purpose. Different options/scenarios (i.e., fully in-house, fully outsourced, and hybrid model) for OHSE management scenarios must form part of the final report highlighting the pros and cons for each scenario. The

proposed scenarios should consider the mandate of the ARC and the financial implications.

- The assessment must be concluded within 6-12 weeks from engagement with interim reports presented at specific stages, and management inputs at specific stages will be required. Regular meetings during the progress of the study will be part of the process of developing the scenarios.

iv. Compulsory Requirements of the RFQ

- A valid Tax Compliance Status PIN from SARS.
- Central Supplier Database Report (Full CSD Report).
- Complete and Sign the Standard Bidding Documents
- The Staff and the service provider allocated to this project must be registered with either the South African Institute of Occupational Safety and Health (SAIOSH) or the South African Institute for Occupational Hygiene (SAIOH) and provide proof of member status.
- Provide current proof of registration with either SAIOSH or SAIOH.

RFQ documents submitted after the closing time and date specified will not be considered.

Hand-delivered submissions will not be accepted.

Failure to adhere to the above will disqualify your bid.

v. Service Provider Compliance

- Provide a minimum of three (03) letters from contactable clients to whom similar work studies were completed.
(provide at least three reference letters, containing the contact name, telephone numbers, description of the service, the duration/period of the project, and the contract value).
- Provide CVs of key staff that will be allocated to this project to enable evaluation of their qualifications and experiences;

vi. Expected outcome

- The final report recommending the OHSE management framework, model, and structure to ensure compliance with the OHS Act and regulations, and as well as the associated presentation outlining a detailed analysis and various scenarios of the new operating model, including the cost implications. The report must indicate the most appropriate scenario.
- Revised / Improved OHSE policies and processes.

vii. Pricing Schedule

Bidders are required to provide pricing of a competency assessment fee as detailed below included in the price must be all applicable miscellaneous costs. Where bidder(s) will be required to travel, they must comply with the South African Reserve Bank travel rates.

Description of service	Estimated period to finalize the below services	Hours	Fee/hour	Total Price
<ul style="list-style-type: none">• To review the current OHSE management processes and model.• Review Policies, Processes, and Operations to ensure alignment to OHSE requirements in the ARC.• Review of Risk Assessments carried out and the reporting thereon in terms of OHSE.• Recommend an OHSE management framework, model, and structure to ensure compliance with the OHS Act and regulations.				
Other disbursements				
Sub-Total				
VAT (if applicable)				
TOTAL				

Kindly quote as per the above layout for the purpose of comparing your quotations.

viii. Evaluation Criteria

Potential service providers will be evaluated according to the following:

- Compliance with Terms of Reference and compulsory requirements of the

RFQ

- Functionality;
- PPPFA (Price and BBBEE level)

Criteria	Weight
1. Company Experience	
The bidder must demonstrate that they can render the required service. Proof of experience in similar projects. Provide a minimum of 3 reference letters from contactable current or previous clients to whom similar services were provided. (Provide at least three reference letters, containing the contact name, telephone numbers, description of the service, the duration/period of the project, and the contract value)	40%
2. Qualifications and experiences.	
Provide CVs of key staff that will be allocated to this project to enable evaluation of their qualifications and experiences. Proof of registration with either SAIOSH or SAIOH.	40%
3. Project Plan / Methodology	
Provide a high-level project plan.	20%
TOTAL	100%

EVALUATION CRITERIA

The following points will be used for scoring:

1 = Poor 2 = Acceptable 3 = Good 4 = Very good 5= Excellent

1. Provide a minimum of 3 recommendation letters from contactable current or previous clients to whom similar services were provided.	ARC SCM Evaluation Score
1 point: No recommendation letters provided.	1= Poor
2 points: Less than 3 recommendation letters provided.	2= Acceptable
3 points: A minimum of 3 recommendation letters provided by contactable references.	3= Good

4 points: 3 - 5 recommendation letters provided by contactable references.	4= Very good
5 points: More than 6 recommendation letters provided by contactable references.	5= Excellent

2. CVs of the of key staff that will be allocated to this project to enable evaluation of their qualifications and experiences. Proof of registration with either SAIOSH or SAIOH.	ARC SCM Evaluation Score
1 point: No CVs, certificates from SAIOSH or SAIOH.	1= Poor
2 points: 1-3 CVs submitted with relevant experience, certificates from SAIOSH or SAIOH.	2= Acceptable
3 points: at least 3 CVs submitted with an average of five years of collective experience, certificates from SAIOSH or SAIOH.	3= Good
4 points: at least 3 CVs submitted with an average of six to seven years of collective experience, certificates from SAIOSH or SAIOH.	4= Very good
5 points: at least 3 CVs submitted with an average of eight and above years' collective experience, certificates from SAIOSH or SAIOH.	5= Excellent

3.. Provide a high-level project plan	ARC SCM Evaluation Score
1 point: No project plan.	1= Poor
2 points: The project plan is not clear	2= Acceptable
3 points: Project plan meets requirements	3= Good
4 points: Detailed project plan.	4= Very good
5 points: Comprehensive project plan with value added services.	5= Excellent

Bidders that do not obtain a minimum score of 65 points will be disqualified and will not be considered for further evaluation on price and BBEE contribution level.

PRICE AND BBEE EVALUATION

THE 80/20 PRINCIPLE WILL APPLY IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA).

BBEE points in terms of the Preferential Procurement Regulations Act will be allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0