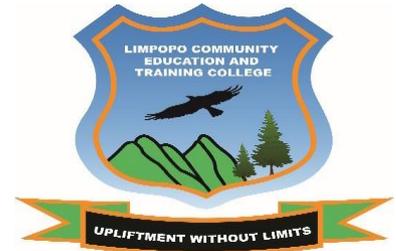




higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



QUOTATION REQUEST

2 Biccard street
JCJ Building
Polokwane
0700

LCETC-003/2026

REQUEST FOR SERVICE PROVIDER FOR PERFORMAMCE OHS LEGAL COMPLIANCE REPORT AND ISSUING CERTIFICATE OF COMPLIANCE.

Background

1. The Limpopo Community Education and Training College was promulgated on the 01 April 2015 in terms of Sec 3(1) (b) Continuing Education and Training Act No:16 Of 2006. The college is consisting of 245 centres (20 main canters and 228 satellite centres) across five districts in the province. Thus, **Vhembe District, Mopani District, Sekhukhune District, Capricorn District and Waterberg District.**
2. The Limpopo Community Education and Training College does not have infrastructure (immovable assets) of its own and thereby, we are hosted at public schools where others are stand-alone centres. In other words, College's assets are only movables. These assets are mainly tables and chairs for students' mobile classrooms, laptops, desktops etc.
3. In terms of OHS management policy, college only required to provide a safe, healthy workplace by identifying hazards, assessing risks, implementing control measures (like training, PPE, clear procedures), and ensuring legal compliance to prevent accidents, injuries, and illnesses, fostering a culture where employees well-being is a top priority.
4. The college is required to accredit some of the stand-alone centres and submit compliance reports to QCTO before the end of 31 March 2026. The centres in question are:-
 - 4.1 **Jacob Marwale CLC situated at Ga- Nchabeleng Village, Sekhukhune District, 0742.**
 - 4.2 **Seshego Hospital CLC Situated at stand No 340 Zone 2 Seshego 0742.**
 - 4.3 **Khudu Tseke CLC, situated at stand No 1789, Molemela Section, Ga-Masemola, 1060.**
 - 4.4 **Mageme CLC Situated at Sekgakgapeng Village, Mokopane 0600**

Specification and/or scope of work

5. The college is seeking to appoint a service provider for the period of one academic year to render the following services:

- 5.1 Initial premises walkthrough, including taking photos.**
- 5.2 Assess premises current health and safety documents.**
- 5.3 Compile audit report.**
- 5.4 Handling audit queries from audit.**
- 5.5 Delivery and discussion of audit report.**
- 5.6 Develop the health and safety file**

EVALUATION CRITERIA

In accordance with the Preferential Procurement Regulations, 2011 and the revised 2017 (PPPFA), the bid evaluation process shall be carried out in three phases namely:

- a. Phase 0 : SCM Compliance (Administration and Mandatory criteria).
- b. Phase 1 : Functionality evaluation.
- c. Phase 2 : Evaluation in terms of preference points systems.

a) Phase 0: SCM Compliance

This is the first phase where bidder's proposals and attachments will be checked as per responsiveness criteria for Mandatory requirement.

The quotation should be accompanied by the following documents:
1 Company registration form/corporate document (CIPCO)
2. Certified copy of Occupational Health and Safety (OHS) Certificate accreditation
3. Recognition by SACPCMP (South African Council for the Project and Construction Management Professions) or SAIOSH (South African Institute of Occupational Safety and Health)
4. Latest CSD Report
5. Fully completed SBD 3(Pricing schedule/quotation)
6. Fully completed SBD 4
7. Fully completed SBD 6.1
8. Fully completed SBD 6.2
9. Fully completed SBD 8
10. Fully completed SBD 9

It is worth noting that **proof of residential address** and a **B-BBEE certificate** are not compulsory documents, but they can significantly influence the scoring of a bid under South Africa's preferential procurement framework.

Functionality of bids will be evaluated according to the evaluation criteria set out in the bid document- Terms of reference below. Functionality will be according to the criteria listed in the table below:

Limpopo Community Education and Training College

CRITERIA FO EVALUATING FUNCTIONALITY	WEIGHT										
<p>Experience: This refers to the experience of the bidder in providing the scope of work in paragraph 4 and 5 or similar services to the public sector organisations. Reference or testimonial letters from previous or current clients on the client's letterhead.</p> <p>Company Reference letters and List</p> <table> <tr> <td>5 - letters and more</td> <td>50</td> </tr> <tr> <td>4 - letters</td> <td>40</td> </tr> <tr> <td>3 - letters</td> <td>30</td> </tr> <tr> <td>2 - letters</td> <td>20</td> </tr> <tr> <td>1 - letter</td> <td>10</td> </tr> </table>	5 - letters and more	50	4 - letters	40	3 - letters	30	2 - letters	20	1 - letter	10	50
5 - letters and more	50										
4 - letters	40										
3 - letters	30										
2 - letters	20										
1 - letter	10										
<p>Capacity and experience</p> <p>This refers to the bidder's capacity to undertake the scope of work. The bidder is required to submit comprehensive CVS and certified copies of the project manager:</p> <ol style="list-style-type: none"> 1. Project Manager: SAIOSH/SACPCMP with 5 years' experience or more coupled with Occupational Health and Safety Degree. 50 points 2. Project Manager: SAIOSH/SACPCMP with 5 years' experience or more coupled with Occupational Health and Safety Diploma 30 point 3. Project Manager: SAIOSH/SACPCMP with less than 5 years' experience coupled with Occupational Health and Safety Degree 30 points 4. Project Manager: SAIOSH/SACPCMP with less than 5 years' experience coupled with Occupational Health and Safety Diploma 10 points 	50										
TOTAL	100										

Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.

b) Phase 2: Evaluation in terms of preference points systems.

The second stage will be evaluated on the price and preference points of those bids that meet the minimum threshold for functionality. Evaluation will be in terms of preferential procurement Regulation of 2022 which came effective on 16 January 2023. The regulation is consistent with section 5, read with section 2(1)(b)(i) and (ii) and 2(1)(c), of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

The 80/20-point system will be applied in evaluation proposals that qualify for further consideration, where price constitutes 80 points, a maximum of 10 points will be awarded based on the bidders B-BBEE status level certificate or affidavit and 10 maximum points will be awarded based on locality.

Limpopo Community Education and Training College

BBBEE Status level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non – complaint contributor	0

LOCALITY	Number of points (80/20 system)
Within Local Municipality	10
Within District Municipality	5
Within the province	2
Outside Limpopo/no proof	0

The quotation Specifications are as follows:

Closing date: FEBRUARY 2026 13:00. Quotation to be submitted in a sealed envelope at 2 Biccard Street, JCJ Building, Unit 5, Polokwane, 0700 or by email MMkhabela@LP.CETC.edu.za, 0157530000