



Province of the  
**EASTERN CAPE**  
OFFICE OF THE PREMIER

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**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC FIRST AID TRAINING  
WORKSHOP**

**OTP-26/27-0006**

<b>NAME OF BIDDER:</b>	
<b>CSD NUMBER:</b>	
<b>CLOSING DATE:</b>	<b>28 APRIL 2026</b>
<b>CLOSING TIME:</b>	<b>11:00 am</b>
<b>QUOTE AMOUNT INCLUSIVE OF ALL APPLICABLE TAXES</b>	<b>R.....</b>

**PREPARED BY:**

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**SUPPLY CHAIN MANAGEMENT  
OFFICE OF THE PREMIER  
PRIVATE BAG X 0047  
BHISHO**

**TENDER BOX**

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**INDEPENDENCE AVENUE, BISHO  
EASTERN CAPE OFFICE OF THE PREMIER  
ECDC BUILDING  
GROUND FLOOR**

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## RFQ NOTICE

NOTICE	
PROJECT NO.	PROJECT DESCRIPTION
OTP-26/27-0006	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC FIRST AID TRAINING WORKSHOP

AVAILABILITY OF DOCUMENTS : 22 APRIL 2026

CLOSING DATE : 28 APRIL 2026

### NOTICE

Quotations are hereby invited from suitable and qualified SERVICE PROVIDERS for:

### APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC FIRST AID TRAINING WORKSHOP

Completed RFQ documents **MUST be emailed** to [Unathi.Ntanjana@ecotp.gov.za](mailto:Unathi.Ntanjana@ecotp.gov.za) not later than **11 O'clock on 28 APRIL 2026**.

### ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

Enquiries: Bongwiwe Nqala (Ms.)

Email: [Bongiwe.Nqala@ecotp.gov.za](mailto:Bongiwe.Nqala@ecotp.gov.za)



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF THE BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## **SPECIFICATION**

### **1. BACKGROUND**

The Office of the Premier (OTP) seeks to appoint a reputable service provider to provide workshop on Occupational Health and Safety to 15 trainees for Level 1 First Aid Training which will be Quality Council for Trade and Occupations approved. The total number of employees to be trained is 15.

### **2. SCOPE OF WORKS**

The service provider is expected to deliver the following:

- 2.1 Conduct workshop / training through on-site contact sessions for 2 days on Level 1 First Aid Course, in the workplace, 1 day for facilitation for each and 1 days for practical assessment, role plays and competency test Provide theoretical and practical examples, facilitate prepare learners for all the required modes of learning relating to Anatomy and Physiology, Heart Attack. Strokes, CPR, Bleeding, Wounds and Basic Life Support.
- 2.2 Use of blended approaches to learning such as role-plays, assimilation activities and exposure to case studies is mandatory during facilitation.
- 2.3 The programme must assist participants to: -
  - Understand the theory related to first aid, identify a workplace where a high-risk substance or toxic, corrosive or similar hazardous substances are used, handled, or processed or manufactured the trained first aider understands the substances and treatment to injured employees.
  - Deal with employee with an open wound by cut, sore or any other similar injury.
  - Identify the barriers preventing the implementation of health and safety management principles.
  - Attending to emergencies that require first aid solutions in the workplace i.e injuries, emergencies etc.
  - The importance of reporting incidents that require first aid.
  - Help first aiders to understand the First Aid Checklist and storing of First Aid Box in the workplace as per Regulation 7.

### **3. COURSE OUTCOMES**

- On completion of the course, the following should be the aspired outcomes:
- Demonstrate knowledge and understanding of first aid in the workplace.
- Demonstrate understanding and creation of prepared environment should an accident or emergency occur that the first aid team can respond appropriately.
- First Aiders to be able to identify strategic positions for First Aid Boxes in their respective directorates.
- Deal with incidents of hazards arising from occupational health and safety.
- Understand central first aid concepts and be able to relate these to their context.
- Be able to differentiate between critical success and failure factors of occupational health and safety management.
- Be familiar with the legislative frameworks required to establish an appropriate human resource environment for managing health and safety.
- Be able to appreciate safety and comprehend it to create an inclusive organizational culture.
- Recognize the essential occupational health and safety management success and failure elements.
- Know what to do if you or one of your employees feels discriminated against.
- Understand the benefits of safe environment in team members and clients are explained with examples.
- Understand ways of utilizing the safety among employees are with a view to enhance relationships and improving the productivity in a workplace.
- Understand ways of meeting the needs of diverse clients and communities through a range of services is explored to identify new opportunities.

### **4. EXPECTED DELIVERABLES**

The successful bidders must provide the following:

- 4.1 All first aid courses presented by accredited first aid training providers should cover certain common and specific course content such as small amount of anatomy and physiology, heart attack, strokes, CPR, bleeding, wounds, and basic life support.
- 4.2 Protocols on how to treat the above stated conditions.
- 4.3 Provide training through face-to-face interaction

- 4.4 Issue the department with originals of all certificates of attendance at least one (1) month after the completion of the course.
- 4.5 Accreditation with SETA as the requirement is sought by DoEL
- 4.6 ***Venues & Catering will be offered by the Department.***

## **5. FUNCTIONAL RESOURCES**

- 5.1 Provision of Learning Material and Stationery for Delegates.
- 5.2 Facilitators should have own computers for the workshop.
- 5.3 The workshop should be delivered physically.

## **6. MANDATORY REQUIREMENTS**

- 6.1 Prospective bidders must submit together with their bids, a completed course outline detailing how the workshop will be carried out taking into consideration scope of Level 1 First Aid course and expected deliverables.
- 6.2 The workshop is non unit standard based.
- 6.3 The service provider must be SETA accredited. Proof of such accreditation must be attached.

**Note: Failure to comply with the mandatory requirements will result in your bid being non-compliance and will be eliminated from the process.**

## **9. ENQUIRIES**

All enquiries related to technical specification must be forwarded in writing to Mr. Mapapu -

Email: [Sula.Sifuba@ecotp.gov.za](mailto:Sula.Sifuba@ecotp.gov.za)

Ms. Nqala Email: [Bongiwe.Nqala@ecotp.gov.za](mailto:Bongiwe.Nqala@ecotp.gov.za)

Mr Magengelele Email: [Mpumelelo.Magengelele@ecotp.gov.za](mailto:Mpumelelo.Magengelele@ecotp.gov.za)

## 10. PRICING SCHEDULE

Item	Description	Quantity	Unit Price	Total
1	Facilitation	15		
2	Course Material	15		
5	Certificates	15		
6	<b>Sub Total</b>			
7	<b>VAT @ 15% (if applicable)</b>			
8	<b>Grand Total</b>			



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
  
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

**PRICE QUOTATION PROCESS (UP TO R 1 MILLION)**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who has a disability – **attach doctor’s letter confirming the disability**
  - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$



Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***



The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no voting rights in elections before the 1983 and 1993 Constitution	3		
II. Who is Women	5		
III. Who has a disability	5		
IV. Who is youth	5		
V. Enterprise located in Eastern Cape	2		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p>



ANNEXURE A- SERVICE PROVIDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

<b>PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE BASIC FIRST AID TRAINING WORKSHOP</b>
<b>NAME OF BIDDER:</b>

**ANNEXURE A**

**PAST EXPERIENCE**

Bidders must insert in the space provided below and submit with their Respondents, the following statement showing the works which they have successfully carried out which can be verified by the department. The bidder hereby a warrant is true and correct in every respect by virtue of his signature to this document.

Client Name	Contract Description	Contract Value	Contract Start date	Contract End date	Contactable reference

Company Stamp

Bidder's Signature

Date:

\_\_\_\_\_

\_\_\_\_\_

