



REQUEST FOR QUOTATION

TO

OCCUPATIONAL HEALTH SAFETY ENVIRONMENT COMPLIANCE AUDIT AT

TECHNOLOGY INNOVATION AGENCY (TIA) OFFICES

Issue Date: 10 November 2025

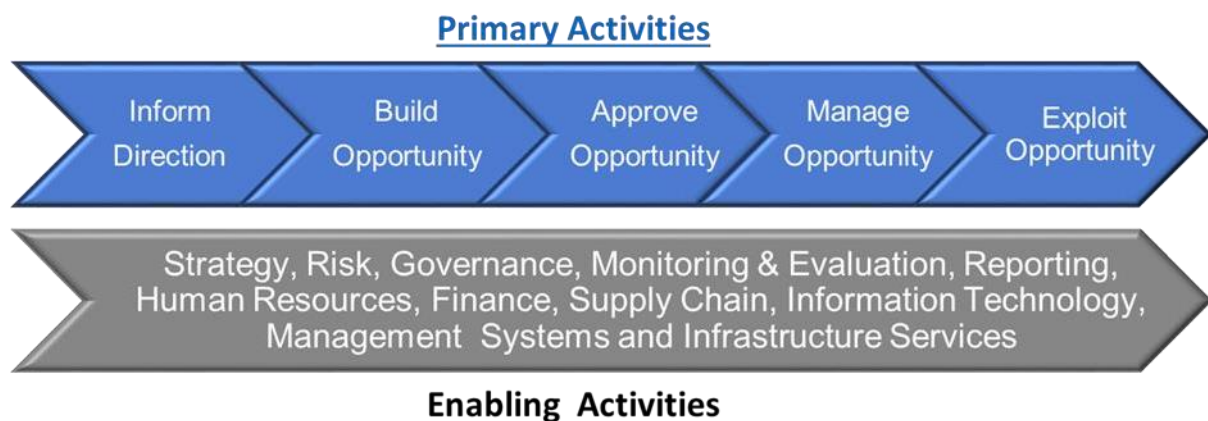
Response Deadline: 18 November 2025 11:00.



1. INTRODUCTION

1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.

1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science and Innovation (DSI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. PURPOSE

2.1 The purpose of this request for proposal is to invite potential qualified service providers to submit proposals to conduct Occupational Health Safety Environment Compliance Audit risk assessment at the Head office, Menlyn in Pretoria.

3. SCOPE OF WORK

3.1 To guide employers and employees in managing Occupational Health Safety in the workplace by:

- identify risk associated with non-compliance in terms of the OHSA



- Assess workplace sufficiency of ventilation in the offices by natural or mechanical means.
- Office illumination compliance.
- Advise on requirement for provision of personnel protective equipment and products where it is necessary.
- Any special measures to mitigate the environmental hazards.

3.2 The service provider must provide a comprehensive report outlining the Occupational Health Safety Environment Compliance Audit requirements including:

- 3.2.1 Occupational Health and Safety gap analysis
- 3.2.2 Organisational Health & Safety Structure
- 3.2.3 Legal Appointments
- 3.2.4 Personnel Management and induction
- 3.2.5 Risk Management
- 3.2.6 Incident and Accident Investigation Management
- 3.2.7 Construction Management and Regulation
- 3.2.8 Workplace Safety
- 3.2.9 Serve Room Integrity Compliance
- 3.2.10 Hygiene Analysis
- 3.2.11 Risk assessment on people with disabilities
- 3.1.1 OHS Audit Risk Assessment
- 3.1.2 OHS Legal Compliance Audit
- 3.1.3 Baseline Medical Surveillance
- 3.1.4 Ergonomics Assessments



3.2 The Occupational Health Safety Environment Compliance Audit risk assessment exercise is conducted to prevent, reduce, limit or eliminate in the working environment and should be conducted in accordance to the following acts:

3.2.1 Occupational Health and Safety Act 85 of 1993.

3.2.2 Regulation for Hazardous Biological Agents.

3.2.3 South African National Standards (SANS)

3.3 After completion of the OHS Act Legal Compliance audit, service provider must provide certify the Technology Innovation Agency if they achieved required percentage for the audit.

4. SUBMISSIONS OF RFQs

4.1 The proposal should be submitted to bongani.mtshali@tia.org.za .

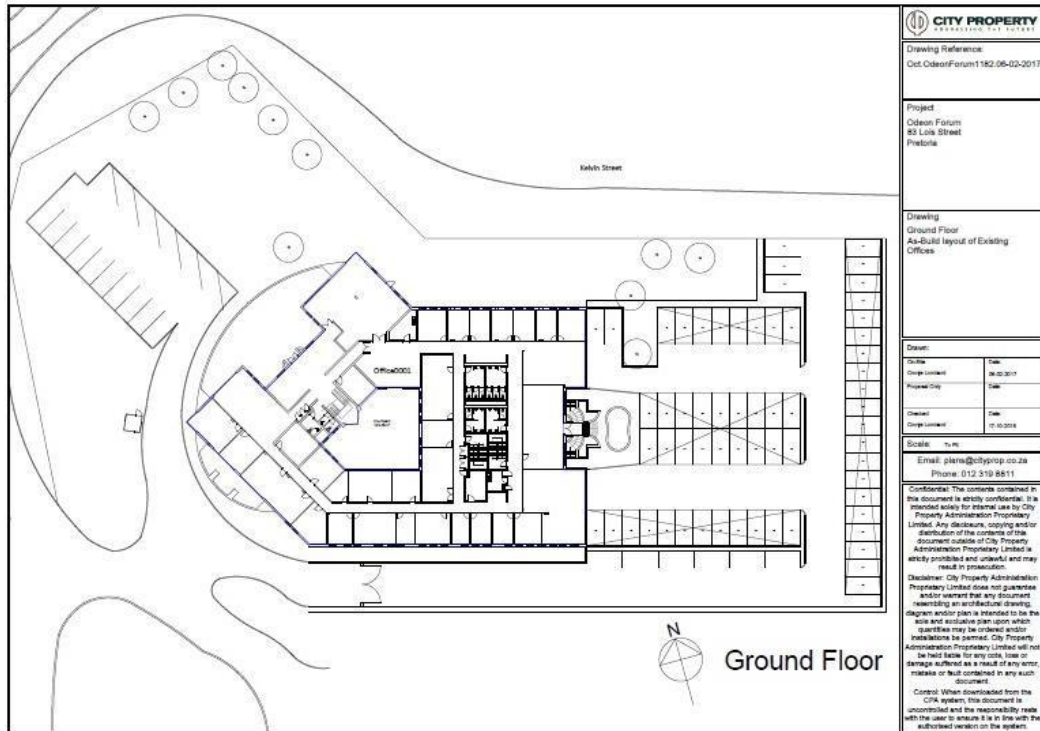
4.2 It is the responsibility of the prospective supplier to ensure that the proposal is submitted by no later than **18 November 2025 11h00**.

4.3 TIA Offices

The service provider is required to conduct Occupational Health Safety Environment Compliance Audit risk assessment exercise at the TIA offices listed below:

Physical Addresses	Postal Addresses	Contact numbers
HEAD OFFICE (PRETORIA)		
83 Lois Avenue Menlyn 0181	P O Box 172 Menlyn 0063	+27 (0)12 4722701

Ground Floor



First Floor

