

**OPS2024-SN-033****UTHUKELA WATER: HEALTH AND SAFETY**  
**TERMS OF REFERENCE & REQUEST FOR QUOTATIONS****Introduction:**

It is the intention of uThukela Water (Pty) Ltd to obtain services from an Approved Inspection Authority to perform occupational hygiene assessment, monitoring, reporting, training, and refresher training for a period of five years on asbestos, hazardous chemical agents, hazardous biological agents, ergonomics, and noise, as prescribed by the respective Regulations.

**Background:**

UThukela Water (Pty) Ltd employs 86 employees based at its four (4) work sites comprising of Head Office in 79 Harding Street, Newcastle; the Laboratory at Asiphephe Road in Newcastle, Ngagane Water Treatment Plant in Newcastle, and Biggarsburg Water Treatment Plant in Dundee. The contemplated surveys shall be carried out at these facilities in accordance with Table 1 below.

**Methodology and Approach:**

Employ occupational hygiene methods in accordance with the requirements of the Occupational Health and Safety Act, Asbestos Abatement Regulations, Regulations for Hazardous Chemical Agents, Regulations for Hazardous Biological Agents, Noise Induced Hearing Loss Regulations, and Ergonomics Regulations

On completion of the assessments comprehensive reports shall be generated prescribing measures required based on the findings for UThukela Water (Pty) Ltd to be compliant with the provisions of the Act and the Regulations

The Specifications and Scope of Works are in Table 1, Bill of Quantities in Table 2, and Adjudication on Table 3, below.

**TABLE 1**

ITEM NO	DESCRIPTION OF SERVICE	SPECIFICATIONS
A	Assessment and air monitoring in terms of Regulations for Hazardous Chemical Agents at the Laboratory, Ngagane Water Treatment Plant, and Biggarsberg Water Treatment Plant	<p><b>The activities shall include, but not limited to:</b></p> <ol style="list-style-type: none"><li>1. Assessment of Potential and Actual Exposure to Hazardous Chemical Agents at the three work areas, including foetal exposure when an employee is pregnant;</li><li>2. Air Monitoring at the three work areas;</li><li>3. Presentation and</li></ol>

		<p>submission of the comprehensive report with the findings, the executive summary, recommendations, and where applicable prescription of medical surveillance;</p> <p><b>4.</b> Examination and testing of engineering control measures; and</p> <p><b>5.</b> Training of employees by a competent person in terms of Regulation 4 of the Regulations for Hazardous Chemical Agents.</p>
B	Assessment and monitoring in terms of Regulations for Hazardous Biological Agents at the Laboratory, Ngagane Water Treatment Plant, and Biggarsberg Water Treatment Plant	<p><b>The services shall include, but not limited to:</b></p> <p><b>1.</b> Assessment of potential and actual exposure to Hazardous Biological Agents at the three work areas, including foetal exposure when an employee is pregnant;</p> <p><b>2.</b> Monitoring exposure at the three work areas;</p> <p><b>3.</b> Submission and presentation of the comprehensive report with the findings, executive summary, recommendations, and where applicable the prescription of medical surveillance;</p> <p><b>4.</b> Examination and testing of engineering control measures; and</p> <p><b>5.</b> Training of employees by a competent person in terms of Regulation 3 of the Regulations for Hazardous Biological</p>

		Agents.
C	Assessment and Noise Monitoring in terms of Noise Induced Hearing Loss Regulations at Ngagane Water Treatment Plant and Biggarsberg Water Treatment Plant	<p><b>The services shall include, but not limited to:</b></p> <ol style="list-style-type: none"> <li data-bbox="1049 451 1414 676">1. Assessment of potential and actual noise exposure at or above the noise rating limit at the two work areas;</li> <li data-bbox="1049 676 1414 878">2. Noise exposure monitoring at the two work areas, including foetal exposure when an employee is pregnant;</li> <li data-bbox="1049 878 1414 1192">3. Comprehensive report with the findings, executive summary, recommendations, and where applicable the prescription of medical surveillance; and</li> <li data-bbox="1049 1192 1414 1439">4. Training of employees by a competent person in terms of Regulation of the Noise Induced Hearing Loss Regulations.</li> </ol>
D	Ergonomic Risk Assessment in accordance with the Ergonomics Regulations for Head Office, the Laboratory, Ngagane Water Treatment Plant and Biggarsberg Water Treatment Plant	<p><b>Services shall include, but not limited to:</b></p> <ol style="list-style-type: none"> <li data-bbox="1049 1596 1414 1821">1. Ergonomic Risk Assessment at the four work areas, including the risk to a foetus when an employee is pregnant;</li> <li data-bbox="1049 1821 1414 2091">2. Submission and presentation of the comprehensive report with the findings, executive summary, recommendations, and where applicable the prescription of</li> </ol>

		<p>medical surveillance; and</p> <p>3. Training of employees by a competent person in terms of Regulation 4 of the Ergonomics Regulations.</p>
E	<p>Asbestos identification Survey in accordance with Asbestos Abatement Regulations for Ngagane Water Treatment Plant, and Biggarsberg Water Treatment Plant</p>	<p><b>Services shall include, but not limited to:</b></p> <ol style="list-style-type: none"> <li>1. Identification of asbestos containing material;</li> <li>2. Development of inventory of asbestos;</li> <li>3. Asbestos Risk Assessment, including foetal exposure when an employee is pregnant;</li> <li>4. Air Monitoring</li> <li>5. Asbestos Management Plan;</li> <li>6. Plan of work;</li> <li>7. Submission and presentation of the comprehensive report(s) to the Client; and</li> <li>8. Training of personnel by a competent person according to Regulation 7 of the Asbestos Abatement Regulations.</li> </ol>

**Notes:**

1. The prospective service provider shall be in possession of, and shall attach to the quotation, proof of approval by the Department of Labour as an Approved Inspection Authority for each respective service item i.e. Asbestos, Hazardous Chemical Agents, Hazardous Biological Agents, Noise and Ergonomics;
2. Proof of competency of the personnel to be engaged in the delivery of service shall be a CV and certificates of competency;
3. Proof of Calibration by SANAS accredited facility for the equipment to be used in the assessment and monitoring;
4. Proof of SANAS accreditation of the laboratory facility to be used for analysis;

5. The methods shall comply with the requirements as prescribed by the Regulations of the OHS Act and SANS; and
6. Failure to produce items 1 to 5 shall render the applicant(s) disqualified for consideration for this opportunity.

**Scope of works:**

The price quoted shall be inclusive of the following, for each item as shown on table 2, and for a period of 5 years:

- a. Immediate and biennial assessment, including the risk to a foetus when an employee is pregnant;
- b. Biennial Monitoring;
- c. Inventory of Asbestos, Plan of Work and Asbestos Management Plan for Item E;
- d. Examination and testing of engineering control measures for service items A and B;
- e. Submission and presentation of the report to the Client post assessment and monitoring;
- f. Training of employees on requirements of the respective Regulations and findings of the assessments and air monitoring; and
- g. Annual refresher training as prescribed by the respective Regulations.

**TABLE 2**

ITEM No.	ITEM DESCRIPTION	QUANTITY	AMOUNT (R)
	<b>A. Hazardous Chemical Agents</b>		
A	Assessment, Air Monitoring, Reporting and Training	1	R
	<b>B. Hazardous Biological Agents</b>		
B	Assessment, Monitoring, Reporting and Training	1	R
	<b>C. Noise Induced Hearing Loss</b>		
C	Assessment, Noise Monitoring, Reporting and	1	R

	Training		
	<b>D. Ergonomics</b>		
D	Ergonomic Risk Assessment, Reporting and Training	1	R
	<b>E. Asbestos</b>		
E	Inventory of Asbestos; Asbestos Risk Assessment, Air Monitoring, Plan of Work; Asbestos Management Plan, Submission and Presentation of the Report, and Training.	1	R
	<b>Total</b>		R
	VAT (15 %)		R
	<b>TOTAL (VAT INCLUDED)</b>		R

<b>TABLE 3</b>			
<b>ITEM (COURSE):</b>			
	<b>Description</b>	<b>Category</b>	<b>Points</b>
1.	Department of Labour Approval	* Approval as an Approved Inspection Authority by the Chief Inspector  (Attach Approval Certificate)	20
2.	Competency of Personnel	Years of Experience Less than 10 years score 0 points 10 years score 10 points More than 10 years score 10 points plus 1 for each years up to a maximum of 20  (Attach CVs)	20
		* Relevant Qualification	20

		(Attach Copies of Certificates)	
3.	Equipment Calibration	* Calibration Certificates for equipment to be used in items of A-E  (Attach Copies of Certificates)	20
4.	Method	Tentative Programme  (Attach Tentative Program for items A-E)	10
5.	Laboratory Services	Proof of SANAS Accreditation of the Laboratory (Attach SANAS certificates, and agreement if the laboratory service is outsourced)	10
<b>* Lacking in this category warrants immediate disqualification</b>			
<b>Notes on Adjudication:</b> <ul style="list-style-type: none"> <li>• Adjudication for this occupational hygiene services opportunity shall be on both functionality and price;</li> <li>• Tendered price must be submitted according to Table 2, above;</li> <li>• Price to be fixed;</li> <li>• Provide a tentative programme for the delivery of the required services;</li> <li>• Companies VAT registration certificate;</li> <li>• Companies Tax Clearance and BBBEE certificate; and</li> <li>• Evaluation on functionality shall be performed in terms of Table 3 for each item (A-E).</li> </ul>			

Bids will be adjudicated in terms of the Preferential Procurement Regulation, 2022 pertaining to Preferential Procurement Policy Framework Act, 5/2000, UTW SCM Policy and other applicable legislations, and will be based on 80/20 points system. Preference points will be awarded to service providers using their B-BBEE status level of contribution.

The municipal Entity reserves a right to accept all, some or none of the bids submitted, either wholly or in part and is not obliged to accept the lowest bid.

National Treasury General Conditions of the contracts are applicable.

**Please ensure that the following is submitted:**

1. Quotation
2. MBD 4 attached.
3. MBD 9 attached.
4. CSD Summary reports

5. Tax clearance certificate.
6. Company registration Certificate
7. BBBEE Certificate

**Quotations must be submitted in one of the following ways:**

All the above documents must be submitted via email to [quotes@uthukelawater.co.za](mailto:quotes@uthukelawater.co.za)

**or** placed in the bid box provided at uThukela Water (PTY) Ltd (head office) in 79 Harding Street, Newcastle no later than **15 of September 2023**

**For any queries, please contact:**

S.D. Ngcobo, Telephone number: 034 328 5075

E-mail address:[sabelo.ngcobo@uthukelawater.co.za](mailto:sabelo.ngcobo@uthukelawater.co.za)

**Procurement enquiries: Mrs Z Mhlongo Telephone no: 034 328 5000(5069)**

[Zamantungwa.mhlongo@uthukelawater.co.za](mailto:Zamantungwa.mhlongo@uthukelawater.co.za)

**The service provider are required to submit the following documents for their speciality as per the above description.**

**Closing date : 15 September 2023.**