

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

| | | | |
|-----------------|--------------------------------------|---|---|
| DATE OF ISSUE: | 02 November 2021 | REQUISITION NUMBER | REQ0004121 |
| CLOSING DATE: | 05 November 2021 | CLOSING TIME: | 11:00 |
| QUOTE VALIDITY: | 30 days from the date the RFQ closed | Submissions and enquires to be made to: | Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536 |

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Basic Firefighting, First Aid Level 1 & Health and Safety Representative

Note that there are 3 different training requests below:

- Basic Fire Fighter training for 5 delegates (in-house at the SANAS office)
- First Aid Level 1 training for 7 delegates (in-house at the SANAS offices)
- Health and Safety Representative for 2 delegates (virtual/online course)

1. BASIC FIREFIGHTING TRAINING / SHORT COURSE

Please quote on:

Date: TBC

Venue: SANAS, Libertas Office Park, cnr Libertas and Highway Street, Equestria, 0184

No of delegates: 5

- This course must be accredited by Seta or Department of Labour
- Included in course: Learner workbooks, Certificate

Basic Fire Fighting

South African legislation requires that a sufficient amount of employees per building be trained in basic firefighting. This course teaches learners basic firefighting skills; the use of fire extinguishers and other fire equipment in order to minimise loss of life and property at the workplace. It also covers basic fire prevention and awareness. It is the perfect course, for any organisation, to start off with.

Topics Covered

- The science of fire:
 - o Fire triangle
 - o Classes of fire
 - o Extinguishing methods
- Fire prevention:
 - o Common causes
 - o Materials which are generally first ignited:
 - o Housekeeping and other preventative measures
- Preparing for fire:
 - o Selection of correct equipment
 - o Placement and fire signs
 - o Proper care and maintenance
 - o Emergency plan & procedures
 - o Getting out alive

• Proper use of equipment:

- o Extinguishers
- o Hose reels
- o Fire Blankets
- o Live fire demo (if allowed on premises)

Proposed candidates: (5 pax)

2. FIRST AID LEVEL 1 TRAINING / SHORT COURSE

Please quote on public course

Date: TBC

Venue: SANAS, Libertas Office Park, cnr Libertas and Highway Street, Equestria, 0184

No of delegates: 7

- This course must be accredited by Seta or Department of Labour
- Included in course: Learner workbooks, Certificate

Purpose of Course:

To enable staff members of companies to carry out the tasks of a First Aider within the workplace according to the requirements of the OHS Act 85 of 1993.

Course Outline (The content of the course must comply with the guidelines of the Department of Labour)

- Emergency scene management
 - o Primary survey
 - o Secondary survey
 - o SAMPLE history
- Anatomy & physiology
- First aid procedures
 - o CPR
 - o Abdominal Thrust
 - o Recovery Position
- Emergency situations & common injuries
 - o Bleeding
 - o Burns
 - o Choking
 - o Drowning
 - o Electric shock
 - o Fractures
 - o Heart attack
 - o Poisons
 - o Shock (circulatory)
 - o Unconsciousness
 - o Wounds
- Certificate: ID card and Certificate of Competence issued, valid for 3 years.

Proposed candidates: (7 pax)

3. HEALTH AND SAFETY REPRESENTATIVE TRAINING

Please quote on public course

Date: TBC

Venue: Public Course – Virtual/online

No of delegates: 2

- This course must be accredited by Seta or Department of Labour
- Included in course: Learner workbooks, Certificate

Purpose of Course:

The H&S Representative appointment is a legal requirement under Section 17 of the Occupational Health and Safety Act and is compulsory for every organisation. The health and safety course incorporates theoretical, practical and reflexive learning.

It ensures that the learner is exposed to the true requirements and function of the H&S Representatives in the working environment. The 8 hour health and safety representative training course ensures learners understand the relevant act, legislation and all round knowledge of health and safety representative training.

Course Content:

Introduction to health and safety

Legislative history

The Constitution

Understanding the act and regulations

Department of Labour/legislation

Important sections of the Act

The health and safety representative introduction and functions

H&S Representative appointment letters and monthly inspection sheets

Incident and accident investigations process and objectives

Department of labour Annexure 1 (accident and disease) forms

Health and safety committee meetings

Additional information

Proposed candidates: (2 pax)

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|--|-------------------------|
| Expected date of delivery: | November, December 2021 |
| Contract or once-off: | Once-off |
| Technical / Mandatory requirements: | |
| Other information: | |

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

| | |
|------------------------------------|--|
| Supplier name: | |
| CSD number: | |
| Contact person: | |
| Contact number: | |
| Email: | |
| VAT number (if applicable): | |
| Physical address: | |
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3. SCM COMPLIANCE REQUIREMENTS (please tick)

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| Central Supplier Database Report or Summary | |
| Completed and signed SBD 4 | |
| Completed and signed SBD 6.1 | |
| Completed and signed SBD 8 | |
| Completed and signed SBD 9 | |
| Certified valid B-BBEE Certificate | |

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.

- 7. All fields must be filled in / completed for this document to be accepted.
- 8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
- 9. Payment will be made 30 days after delivery of goods of services.
- 10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date: