

## REQUEST FOR QUOTATION

### APPOINTMENT OF OCCUPATIONAL HEALTH AND SAFETY ( OHS) AUDIT SERVICE

**TENDER NO: QCTO RFQ 11/2023**

Closing Date	Address
Date: 10 September 2023 Time: 11:00	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

**NB: Late Submissions will not be considered**

Briefing Session Information
Compulsory briefing session  Date: 05 September 2023 Time: 11:00 Location: Microsoft Teams Link: To receive the link, kindly send an email to <a href="mailto:tenders@qcto.org.za">tenders@qcto.org.za</a> before 04 September 2023.

## QUOTE VALIDITY PERIOD

The validity period for this quote: **30 days**.

## ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

**Ms. Itumeleng Mpe:**

Email: [Mpe.I@qcto.org.za](mailto:Mpe.I@qcto.org.za)

Any SCM-related enquiries shall be directed in writing to the following:

**Ms. Patricia Seduoa**

Email: [tenders@qcto.org.za](mailto:tenders@qcto.org.za)

**Kindly Quote QCTO RFQ 11/2023 on the subject line for all enquiries**

## Stage 1: Mandatory Evaluation

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative.

### Stage 1: Pre-Qualification (Mandatory Evaluation)

I/We have attached to this document:	Tick submitted if		Office use
• Three hard copies of the technical bid document	Yes	No	
• Two hard copies of the Pricing document in a separate envelope	Yes	No	
• Completion of SBD 3.3; 4; 6.1.	Yes	No	
• CSD Registration (National Treasury)	Yes	No	
• BBBEE/ Sworn Affidavit	Yes	No	

Note: Failure to meet any or all of the above mandatory requirements will lead to the bidder being disqualified.

**NB: Please paginate your proposal submission using numbered file dividers or similar systems and create an index page for ease of reference.**

## **1. AIM OF PROPOSAL**

1.1. The purpose of this project is to appoint OHS Audit Supplier for OHS compliance.

## **2. QCTO BUILDINGS SIZE (BUILDING A & BUILDING B)**

2.1. The QCTO has one site situated in Hatfield, Pretoria which consists of two buildings (Building A and Building B)

2.2. The size for building A is 3950.07 m<sup>2</sup> and for building B is 1528.92 m<sup>2</sup> and the total for the two buildings is (5,478 m<sup>2</sup>)

## **3. SCOPE OF WORK AND DELIVERABLES**

3.1. The service provider shall audit QCTO Rules and Regulations charts

3.2. The service provider shall audit QCTO first aid boxes and the first aid kit to see if its line with OHS Act

3.3. The service provider shall audit QCTO health equipment and activities

3.4. The service provider shall audit QCTO if complying in line with new trends of OHS compliance

3.5. The service provider shall audit any possible and health and safety risks

3.6. The service provider shall generate an OHS audit report and advise

3.7. The service provider shall identify both strengths and weaknesses in the OHS program of a workplace,

3.8. The service provider shall audit QCTO accountability, policies, hazard identifications, control, training, and numerous other factors about OHS

## **4. MAINTENANCE AND SUPPORT**

The QCTO intends to enter a once-off-service supply with the potential Service Provider to be appointed.

## **5. PROJECT TIMELINE**

The successful bidder must be able to supply the required services within one (01) month from the date of receiving the purchase order.

## **6. PRICING:**

- The Bidder's proposed cost for the project should be an all-inclusive maximum fixed price fee.
- This amount must be inclusive of VAT.

## **7. ACCEPTANCE OF QUOTATIONS**

The QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the quote it deems to be in the organization's best interests. QCTO reserves the right to accept the offer in full or in part or not at all.

## **8. EVALUATION CRITERIA**

QCTO may request additional information, clarification, or verification regarding any information contained in a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder's or related information and capabilities and, in these instances, the bidders will be obliged to provide QCTO with all necessary assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

### 8.1. Stage 2: Functionality

No.	Evaluation Criteria	Guideline	Scoring	Points
1	Company Experience	Demonstrates company experience in performing OHS Audit services. ( Reference letters)	<ul style="list-style-type: none"> <li>0 projects = 0 points</li> <li>1 project =10 Points</li> <li>2 projects= 20 points</li> <li>3 projects= 30 points</li> <li>4 projects= 40 points</li> <li>5 and more projects =50 points</li> </ul>	50
2	The Audit Supplier with certificates from the South African Institute of Occupational Health and Safety (SAIOSH )	The proposal clearly indicates the Supplier with a certificate from the South African Institute of Occupational Health and Safety (SAIOSH)	<ul style="list-style-type: none"> <li>The Supplier without a certificate from the South African Institute of Occupational Health and Safety (SAIOSH) submitted = 0 points</li> <li>The Supplier with a certificate from the South African Institute of Occupational Health and Safety (SAIOSH = 50 points</li> </ul>	50
Total points				100

Each criterion will be assessed and scored on the evaluation sheet using the above points.

**Threshold:** Bidders who score less than **70** out of 100 points on functionality will not be considered for Price and Specific goals and will be disqualified for this project.

Shortlisted bidders may be required to host QCTO for a site visit.

### 8.2. Stage 2: Price and Specific Goals

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document.

**Step 1** will be the calculation of points for price, where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 00 (all applicable taxes included):  $P_s = 80 \left[ 1 - \left( \frac{P_t - P_{min}}{P_{min}} \right) \right]$

Where:

$P_s$  = Points scored for the comparative price of the proposal or offer under consideration;

$P_t$  = Comparative price of the proposal or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable proposal or offer.

**Step 2** will be the calculation of points for the Specific goals contribution, where 20 points will be awarded to a Bidder as per the table below:

Specific goals	Definitions	Number of Points
Women	5 points can be claimed by bidders who have owners/directors who are Black women, regardless of the percentage of ownership	5
Youth	5 points can be claimed by bidders who have owners/directors who are Black persons from the age of 16 to 35, regardless of the percentage of ownership	5
Historically Disadvantaged Individuals (HDI)	5 points can be claimed by bidders who have owners/directors that are Historically Disadvantaged Individuals, any black or female or disabled South African person, regardless of the percentage of ownership	5

Locality /	5 points can be claimed by bidders who have operating premises in Gauteng,	5
------------	--	---

Note: Non-compliant contributors or failure to provide certification or affidavit substantiating the attainment of any of the Specific goals criteria will result in the Bidder being awarded zero (0) points for the Specific goal. In the case of B-BBEE certificates, the bidder must also submit the full verification report, which shows the percentage of Women, Youth and HDI ownership.

### 8.3. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the bidder's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
<b>Total</b>	<b>100</b>

## 9. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

## 10. SPECIAL CONDITIONS

- QCTO may request additional information, clarification or verification in respect of any information contained in or omitted from a Service provider's proposal. This information will be requested in writing;
- QCTO may conduct due diligence on any service provider, which may include interviewing customer references.
- QCTO may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the proposal;
- QCTO will evaluate the Proposals with reference to QCTO set and approved evaluation criteria guided by the SCM policy as indicated. All prices quoted must be VAT-inclusive.
- QCTO will not provide upfront payments.
- The successful bidder shall provide the service required based on the set timelines agreed with QCTO.
- Service Providers will not be remunerated for submitting proposals.
- QCTO reserves the right to not proceed with the project or not to appoint any of the Service Providers invited to submit proposals.
- The successful Service Provider should be able to work with other Service Providers.