



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

**SCOPE OF WORK FOR SOURCING AND APPOINTING AN ERGONOMIST WHO WILL
ASSESS, EVALUATE AND ADVISE ON HEAD OFFICE SET UP.**

CLOSING TIME: 12h00 (South African Standard Time)

1. GENERAL / BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

2. OBJECTIVE

The objective is to appoint a service provider who can assess, evaluate and advise on ergonomics implementation on the Head Office set up for improvement purposes. The service provider must have a holistic understanding of the factors such as physical, cognitive, social, organizational, environmental, ergonomics. The purpose of appointing an ergonomic is to increase the safety, comfort, and performance of our staff members in an office environment.

2.1. The service provider must conduct a detailed assessment of the current office setup.

This includes analyzing workstations, seating arrangements, computer and device positioning, lighting, noise levels, and overall workspace layout.

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merSETA Head Office
8 Hillside Road, Metropolitan Park Block C
Parktown, Johannesburg, 2193
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Telephone No: 010 219 3000

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- 2.3. Identify potential ergonomic risks associated with the current office design and employee work habits. This involves understanding the physical, cognitive, and organisational aspects that could affect employee well-being.
- 2.4. The service provider should demonstrate a holistic understanding of various ergonomic domains including: -
 - 2.4.1. Physical Ergonomics: Relating to the human body's responses to physical and physiological work demands.
 - 2.4.2. Cognitive Ergonomics: Concerning mental processes, such as perception, memory, reasoning, and motor response, as they affect interactions among humans and other elements of a system.
 - 2.4.3. Organisational Ergonomics: Involving the optimization of sociotechnical systems, including merSETA's organisational structures, policies, and processes.
- 2.5. Based on the assessments and evaluations, the service provider should offer tailored advice on improvements and modifications to enhance ergonomic conditions. This could include recommendations on furniture, equipment upgrades, and changes in work practices or policies.
- 2.6. The service provider should not only offer advice but also assist in the implementation of recommended ergonomic solutions. This may involve overseeing the installation of new furniture, training staff on new work practices, and helping to establish ongoing ergonomic assessment procedures.
- 2.7. The objective is to increase safety, comfort, and performance in the office environment. The service provider should therefore have clear metrics or indicators to measure improvements in these areas post-implementation.
- 2.8. The service provider must ensure that ergonomic interventions are sustainable and adaptable to future changes in the workplace or workforce. This includes considering environmental ergonomics, which involves understanding how physical environment factors like light, temperature, and sound affect workers.

NOTE: The Head Office is situated in Parktown, 08 Hillside Road with approximately 5732,71 square meters in total with four floors from ground to 3rd floor.



3. SCOPE OF WORK

- 3.1 Revise and implement an ergonomics process that ensures its integration across all pertinent operational areas. This process should encompass ergonomics considerations in facility planning, including office spaces, boardrooms, break rooms, technology support systems, and furniture standards.
- 3.2 Secure the involvement and consultation of all employees and management to collaboratively improve the workplace.
- 3.3 Develop standards, procedures and relevant documents to guide the ergonomic process.
- 3.4 Develop a risk map and priority listing and countermeasures.
- 3.5 Interact with the Management Committee (MANCO) on the key areas that require alignment with the merSETA policies.
- 3.6 The ergonomist will also assess and evaluate the optimal utilization of office space.
- 3.7 Ensure stakeholders (i.e., ICT, SCM, Facilities, Maintenance, and Managers) in the organisation understand the ergonomics concepts they should consider when making essential decisions that affect work and employees.
- 3.8 Design and implement an effective ergonomics evaluation process that incorporates ergonomics training, self-assessments, evaluations, and implementation of control measures to fulfilment.
- 3.9 Monitor and input all relevant data related to the ergonomics process by utilizing a database for statistical purposes. Demonstrating a return on investment and cost-benefit by tracking activities creates a powerful business case to leverage merSETA's investment, gaining stakeholder buy-in for ongoing investment.
- 3.10 Prepare a budget and monitor costs associated with process implementation. Report to executive leadership for approval of fiscal needs.
- 3.11 Prepare reports and presentations as required by administration.
- 3.12 Advice on branding in the boardrooms and offices where possible.
- 3.13 Supervises all internal ergonomics specialists and outside ergonomics consultants to ensure successful implementation of the ergonomics evaluation process and other assessments.
- 3.14 Understand basic office and industrial ergonomics, the impact of repetitive motion and cumulative trauma in the workplace and the process of evaluating an employee for ergonomic risks. Ensure this knowledge is shared with other stakeholders.
- 3.15 Integrated Ergonomics to be part of merSETA OHSE.



4 REQUIREMENTS

- 4.1. Proof of registration or certificate (COIDA)
- 4.2. Site Visit to be conducted to where same/similar project has been undertaken previously.
- 4.3. Service Provider must provide the Implementation plan with reasonable timelines.

Service Provider must provide reference letters for the past five (5) years to date where similar job has been undertaken indicating at least two (2) years' experience. Reference letters can each indicate years of experience that can be combined.

- 4.4. Service provider must submit CV with relevant qualification.

5. EVALUATION CRITERIA

The RFQ will be evaluated in terms of the PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

Evaluation Stage 1: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed below. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

Failure to comply with the requirements assessed in stage 1 (compliance), may lead to disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted	Signed JV Agreement



(where applicable)	SBD forms must be completed for each legal entity Consolidated B-BBEE certificate
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4
Registration or certificate with Compensation for Occupational Injuries and Diseases Act (COIDA)	Valid COIDA certificate

Evaluation Stage 2: Technical Evaluation

In this evaluation stage, bidders are expected to meet minimum technical requirements to proceed to the next evaluation stage of the evaluation. Failure to meet the prescribed minimum technical requirements will automatically disqualify the bid offer from proceeding to the next evaluation stage.

No	Criteria	Description	Points
1.	Bidder experience in providing similar service.	The company profile is comprehensive and covers the required service and demonstrate more than four (4) experience.	30
	The bidder must demonstrate that they have the capacity and experience to render the required services. Provide a company profile reflecting ability and experience	The company profile is comprehensive and covers the required service and demonstrate three – two (3 - 2) years' experience.	10



No	Criteria	Description	Points
	in rendering similar service. –The profile must also include a list of clients.	The company profile with average required service and demonstrate less than two (2) years' experience.	0
2.	Bidders must provide reference letters of similar work done within the past five (5) years. The reference letter must indicate in the letter the services you rendered, whether the services rendered were satisfactory. The reference letter must be signed and dated, on the company letter head and must have contactable email address):if the reference letter does not comply with the requirements, it will not be considered. No appointment letters from clients will be acceptable as reference letters.	Three (3) and above reference letters of a similar work undertaken demonstrating satisfactory service(s).	20
		Two to One (2 - 1) reference letters of work of a similar work undertaken demonstrating satisfactory service(s).	15
		No reference letters attached, of work of a similar work undertaken.	0
3.	Provide comprehensive Curriculum Vitae (CV) demonstrating experience of the proposed Ergonomist specialist in performing requested assignment/project. The CVs must demonstrate experience and minimum qualifications	Above ten (10) years' Ergonomist experience	25
		Above eight (8) years' Ergonomist experience	20
		Above five (5) years' Ergonomist experience	15
		Less than five (5) years' Ergonomist experience	0
4.	The bidder must provide project plan and methodology.	Comprehensive project plan and methodology to be applied on the proposed work which must have project plan. resources	25
		Average project plan and methodology to be applied on the proposed work.	20



No	Criteria	Description	Points
		Non-submission or not aligned project plan and methodology on the proposed work.	0
Total Weighting			100
Minimum Qualifying Score Required			70

Only bidders that score above 70% for the functional evaluation criteria will be further considered in the process.

Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the specific goals. Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.



ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that :

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability Ownership (PwD)	4	Medical certificate		
Total Points allocated to Specific Goals	20			