

Terms of reference



Request for Quotations (RFQ)

Appointment of an Occupational Health and Safety (OHS) service provider to conduct Training on First Aiders and Fire and Evacuation Marshall for six (6) Agreement South Africa Staff Members.

RFQ Number	ASA 06/11/2025
Date of Issue	06 November 2025
Closing Date & Time	10 November 2025 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Supply Chain Management and Technical inquiries may be directed to:

procurement@agrement.co.za

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

The purpose of this project is to ensure that Agreement South Africa comply with OHS Act 85 of 1993 by training **six (6)** OHS representatives to be well-equipped to execute their duties of maintaining a conducive working environment

3. PROJECT SCOPE AND REQUIREMENTS

3.1 Project Scope

To equip the **six (6)** OHS Committee members within Agreement South Africa staff members with knowledge on the following:

- **Intermediate First Aid training**
- **Advanced Fire-Fighting training**
- **Evacuation procedures**

3.2 Profile of Service Provider

- The service provider must have Expertise in Occupational Health and Safety in the Republic of South-Africa.
- Expertise in conducting risk assessments in a working environment and
- Experience in training OHS committees on all Levels.

4. SCOPE OF WORK

The service provider must cover the following areas;

4.1. Intermediate First aid training (level 2)

The first aid training will cover the following key aspects:

The principles of emergency care in the workplace.

- Preparedness for health emergencies in the workplace.
- Assessing and managing an emergency scene in the workplace.
- The primary survey.
- Emergency life support for adults, children and infants, including single and two persons CPR, artificial respiration, using an AED and managing a choking patient.
- Bleeding and shock; anaphylactic shock.
- The secondary survey.
- Management of wounds; soft tissue injuries.
- Common injuries.
- Head and spinal injuries.
- Fractures.
- Joint injuries and rescue carries.
- Chest, hand and eye injuries.

- Pelvic and abdominal injuries.
- Burns.
- Environmental illness and injuries.
- Poisoning, bites and stings.
- Medical emergencies common in the workplace including: diabetes, epilepsy, asthma, stroke, heart attack.
- First aid and follow-up treatment.
- Recording an incident/accident.

4.2 Advanced Fire Fighting training

- The Fire Tetrahedron and the components required to sustain combustion
- Common causes of fires in the workplace
- Identifying different types of fires
- Fire Prevention Techniques
- Various fire detection and reporting methods
- The different classes of fires
- The different types of fire equipment including fire extinguishers, Fire Hose Reels, Fire Hydrants and Fire Hoses
- Which fires are extinguished with which fire extinguisher
- Personal safety requirements and Personal Protective Equipment (PPE)
- Methods of extinguishing fires (Practical component)
- Emergency Patient Carry Methods
- Fire Risk Assessment and Hazard Controls
- Monthly Fire Checklist which the firefighter has to be complete
- Fire Investigation and Scene Preservation techniques
- First Aid techniques for treating burns

The Advanced Fire Fighting course consists of a combination of theoretical and practical components to adequately prepare a fire warden for workplace fires. The practical component also includes:

- Fire extinguisher operation and the extinguishment of a fire
- The correct use of a hose reel and the extinguishment of a fire
- Fire hydrant operations and hand signals
- Fire hydrant hose drills and the extinguishment of a fire
- Smoke house (site dependent)

4.3 Evacuation Procedures.

An evacuation marshal training course should cover emergency response, including.

- Fire safety,
- Evacuation procedures,
- Identifying and managing emergency situations,
- Creating and verifying evacuation plans with rally points,
- Accounting for all personnel, and
- Practicing drills.

Certificates of attendance must be issued for two weeks after the completion of training and must be valid for at least 2 years.

- The training will be conducted physically, utilizing interactive sessions, demonstrations, hands-on exercises, and real-life case studies.
- An experienced and knowledgeable trainer will conduct the **face-to-face** training
- **The duration of the OHS training must be for a minimum of six (6) days for all the different types of training.**

5. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

5.1 Submission of procurement documents.

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD.
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.

5.2 Mandatory requirements.

- Completed price schedule.
- Attach a copy of the reference letters of previous work or projects of a similar nature completed.
- **Valid registration with any of the following:**
 - ✓ South African Institute of Occupational Safety and Health (SAIOSH) or
 - ✓ The Institute of Occupational Safety and Health (IOSH).
- Provide proof that the course /training must have at least 5 Continuing Professional Development standards (CPD) points credit.
- **Copies of qualifications in OHS to be provided.** Two (2) Facilitators should be qualified in any one of the following fields:
 - ✓ Safety Management NQF 6 or higher.
 - ✓ Environmental Management NQF 6 or higher
 - ✓ Construction Management NQF 6 or higher.
 - ✓ Occupational health practice NQF 6 or higher

NB: Failure to submit any of the above-requested mandatory documents on 5.2 will lead to disqualification.

Phase 2 Preference points calculation

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for the price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{\min} = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

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NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

6. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

7. PRICE SCHEDULE

Item no	Item Description	No: of Candidates	Rate Per Candidate	Total Price
01.	Training Costs: First Aid, Fire Fighting Training, and Evacuation procedures training for a minimum of six (6) days	06	R	R
02	Training Materials: Manuals (Service provider to use own learning material)	06	R	R
03	Certificates	06	R	R
TOTAL AMOUNT (EXCL VAT)				R
15% VAT				R
TOTAL AMOUNT (ALL INCLUSIVE)				R

8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

9.FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider at all.

10.PROCEDURE FOR SUBMISSION OF PROPOSALS

10.1 Proposals must be submitted electronically to procurement@agrement.co.za.

10.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.

10.3 All documents submitted electronically via e-mail must be clear and visible.

10.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **three (3) months** calculated from the closing date.

12.APPOINTMENT OF SERVICE PROVIDER

12.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

12.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.

12.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

13.ENQUIRIES AND CONTACT WITH ASA.

13.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za

13.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

14.MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

15.COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

16.CORRECTNESS OF RESPONSES

16.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

16.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

17.VERIFICATION OF DOCUMENTS

17.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

17.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

18.ADDITIONAL TERMS AND CONDITIONS

- 18.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 18.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 18.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 18.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

19.ASA RESERVES THE RIGHT TO

- 19.1 Extend the closing date.
- 19.2 Verify any information contained in a proposal.
- 19.3 Request documentary proof regarding any tendering issue.
- 19.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 19.5 Award this RFQ as a whole or in part.
- 19.6 Cancel or withdraw this RFQ as a whole or in part.

20.DISCLAIMER

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.