

**PROJECT NAME: APPOINTMENT OF ISO 45001: 2018 CERTIFICATION BODY
FOR A CYCLE OF THREE (3) YEARS**

PURCHASE REQUEST NO: 10048275

USER DEPARTMENT: OPERATIONS AND MAINTENANCE

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1. PURPOSE

Lepelle Northern Water is seeking a reputable and experienced service provider to provide ISO 45001: 2018 Occupational Health and Safety (OHSMS) certification services.

Accredited and qualified certification bodies are invited to submit their quotations for this project. The appointed service provider will ensure high-quality project execution, risk mitigation, and system reliability.

2. BACKGROUND

Lepelle Northern Water (LNW) is a state-owned water utility providing water and sanitation services across the Limpopo province. As part of its commitment to provide and maintain a workplace that is safe and free from health hazards for its employees and stakeholders, continually comply with the Occupational Health and Safety and its applicable regulations to enhance the OHSMS of the Organization.

3. SCOPE

The scope of this certification project includes twelve (12) Schemes spread across the province of Limpopo tabled below , current staff compliment of approximately 377 which fluctuates due to recruitment and staff turnover.

Six (6) Water purification schemes and Head Office , owned by Lepelle Northern Water

Name of Scheme	Location	Coordinates
1. Flag Boshielo	Phetwane , Flag Boshielo Dam	Lat: -24.6638 173 °S , Long 30.3378395° E
2. Olifantspoort	Lebowakgomo	-24.27519225211519, 29.5439372940168
3. Doorndraai	Sterk Rivier, Mokopane	-24.269433878369465, 28.784910682954745
4. Ebenezer	Haenertsburg, Magoebaskloof	-23.944098640128725, 29.98556343725756
5. Politsi	Tzaneen	-23.77243333,30.09472222
6. Phalaborwa	Phalaborwa, Farm Shiela	-24.065622,31.141596

7.HeadOffice (Administrative Site)	No. 1 Corner of Suid and Landros Mare Street, Polokwane	Polokwane
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Two schemes owned by DWS (Department of Water and Sanitation)

Name of Scheme	Location	Coordinates
8.Nandoni	Nandoni Dam, Venda	-22.972210,30.599617
9.Steelpoort Pumpstation - (ORWDRP)	Steelpoort	Lat – 24.7901 , long 30. 3840

Three(3) Water purification schemes operated on behalf of Municipalities

Name of Scheme	Location	Coordinates
10.Burgersfort	Burgersfort , Orhigstat Road	Lat – 24.6847 , Long : 30. 3672
11.Ga- Malekane	Malekane WTW Ngwabe near Steelpoort bridge	Lat – 24. 89438, long 30.00682
12. Marble-Hall	Marble-Hall	Lat – 24.967, Long : 29.300

These Schemes will be assessed for compliance with the requirements of the ISO 45001 standard ensuring a safe and health working environment for all employees and stakeholders.

4.SPECIFICATION

4.1. Requirements for certification Body

Accreditation	Certification body accredited by SANAS (South African National Accreditation System) for ISO 45001 :2018 certification or an equivalent accreditation body recognized by the international accreditation Forum (IAF) for ISO 45001: 2018 certification or dual accreditation with UKAS e.g. ISOQAR , ICCASA, SACAS, i-Cert, NQA, or SHEQ National Cert, IAS
Competency	ISO/IEC 17021-1: 2015 , published standard defining the required skills and knowledge for third party bodies auditing organization's that have implemented OH&S Management system. Expertise : Knowledge of ISO 45001: 2018 and other relevant standards
Experience	Five years or plus experience in certifying Organization to ISO 45001: 2018 Experience, skills, qualification, and certified to audit ISO 45001: - OH&S Management system References in the form of a letter from clients where similar services have been provided.

Auditor Competence :

Lead Auditor: Trained and competent with five (5) years' experience in auditing ISO 45001: 2018, with traceable references.

Impartiality and independency to ensure unbiased certification decisions

Certification process management : ability to manage audits, reviews and certification decisions effectively.

4.2. Certification Process Plan and timelines:

Stage 1: Pre-audit 2025/2026	Review of LNW's management system's documentation to ensure it meets the ISO 45001 standard's requirements, and evaluation of readiness for stage 2 Audit.
Stage 2: Compliance audit : 2026/2027	Assess effectiveness of the implemented management system through the review of processes, procedures and records to ensure compliance with the ISO 45001: 2018 Standard requirements for recommendation of certification.
Stage 3 Certification Audit : 2026/2027	Certification Decision based on audit report issuance of Certificate if LNW meets the standard requirements.
Surveillance Audit: 2027/2028	Regular annual audits to ensure continued compliance with the ISO 45001: 2018 standard requirements and improvement.
Recertification Audit 2029	Updated certificate for maintaining compliance with ISO 45001: 2018 over a three-year cycle

4.3. Output

Expected deliverables	Confidentiality / data protection	Contractual requirements as per SLA	Evaluation Criteria
Certification audit reports	Protection of confidential information	Contract duration and termination	Accreditation status and scope
Certification certificate with Surveillance audit reports.	Compliance with relevant data protection regulation : POPIA	Payment terms and conditions	Experience and expertise in the relevant industry or sector

Recertification : Updated certificate	Confidentiality agreement and data security	Dispute resolution process	Certification process and audit methodology. Cost pricing and structure Preference and reputation
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5. CO-OPERATION WITH OTHER SERVICES PROVIDERS

It will be required of the Service Provider to cooperate with the following other role players:-

Local, provincial, and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

7. PRICE SCHEDULE

The bidder must provide a detailed price breakdown covering but not limited to the below table:

ACTIVITY SCHEDULE (Pricing schedule)

The table for activity schedule below must be completed.

Activity	Number of Auditor days	Total Cost
1. Stage 1 Audit: Document review	2 (Two) man days : Head Office-Polokwane	R
2. Stage 2 audits: On-site audit	6 (Six) Man days	R
3. Certification Audit with report	4.5 (Four and half) days	R
4. Surveillance Audit (Annual)	4.5 (Four and half) days	R
TOTAL		

NB: Pricing should be all-inclusive, including all disbursements and chargeable items such as travel, accommodation, and any additional costs.

Payment term : Payment will be made after completion of each proven audit stage.

9. PROCUREMENT PROCESS

The normal LNW process will be followed in line with the company's SCM policy and procedures with no deviations.

Validity of RFP : 30 Days

Contract Duration : 3 (three years)

Advert date : 19.02.2026

Closing date : 27.02.2026

Closing Time :11am

Enquiries: nobesuthub@lepelle.co.za or valeriep@lepelle.co.za

Send proposal to: SCM1@lepelle.co.za

NB: No hand delivered or faxed proposals will be accepted.

10. EVALUATION CRITERIA

Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2022. *Bidders will be evaluated on mandatory first, then functionality and only those qualifying by achieving the minimum cut off 60 points (75%) will be evaluated on administrative compliance and then price and Specific Goals.*

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Industry Standard specifications
2. Value for money
3. LNW SCM Policy
4. PPPFA and associated regulations
5. Proposals will be evaluated in terms of the following stages:

10.1 Bid Evaluation Method

Bids will be evaluated in terms of the following two stages:

- Stage 1: Evaluation on Mandatory
- Stage 2: Evaluation on Functionality (Minimum of 75% to be scored)
- Stage 3: Evaluation on 80/20 preferential points system (Price and Specific Goals).

Stage 1: Mandatory requirements (Pre-qualification)

- a. The JV agreement for JV partners to be submitted indicating percentage split for partners to render agreement valid. (Where applicable)
- b. Proof of registration on the Central Suppliers Database (CSD)
- c. Completion of pricing schedule in full
- d. Valid letter of good standing (COIDA)
- e. Completion of SBD 4 .
- f. Certification body accreditations : SANAS (South African National Accreditation System) for ISO 45001 :2018 certification or an equivalent accreditation body recognized by the international accreditation Forum (IAF) for ISO 45001: 2018 certification or dual accreditation with UKAS e.g. ISOQAR , ICCASA, SACAS, i-Cert, NQA, or SHEQ National Cert, IAS etc.
- g. Lead auditor - Individual certification : Active professional membership in Occupational Health and Safety

NB: Failure to comply with any of the above requirements will lead to disqualification.

Stage 2: Evaluation on Functionality

Under quality/functionality, service providers must achieve a minimum of 60 points (75%) quality/functionality points to be considered for further evaluation in stage 3 (Evaluation on Price and Specific Goals).

NB: Only the combined Price & Specific Goals points will determine the highest point scoring bidder to be awarded the contract.

Stage 2 – Functionality Criteria

EVALUATION CRITERIA			Points
All submissions duly lodged will be evaluated on functionality criteria. The evaluation criteria and points for measuring functionality are indicated below.			80
Maximum Points for Functionality			
Evaluation Criteria	Description	Points Allocation	Maximum Points
Company Experience	Experience in providing ISO 45001: 2018 Certification Audits, aligned with ISO/IEC 17021-1 : 2015 or 19011	5 years and plus : 20 points Less than 5 years: 10 points	20
References and Past Project Performance	Successfully completed traceable uninterrupted three-year cycle in rendering ISO 45001: 2018 certification Audit services.(proof of signed reference letter on official client's letterhead must be attached)	≥ 4 reference letters : 20 points 3 x reference letters: 10 points	20
Key Personnel : Experience and qualifications.	Detailed CV as per template of the attached annexure: Lead Auditor : Diploma / degree in Occupational Health and safety management . OHS knowledge (legislation, ISO 45001: 2018 Standard requirements, HIRA and Auditing skills .	5 years' experience in auditing ISO 45001: 2018 with lead auditor certification : 20 points 3 years' experience in auditing with lead auditor certification: 10 points	20
Audit Methodology	Comprehensive and well-structured audit methodology and quality assurance and reporting.	Clear proposed methodology aligned to the ISO 45001: 2018 standard audit requirements: 10 points.	20
		Risk based auditing : 5 points	
		Well-structured audit reporting and follow-up: 5 points.	

Minimum points to be scored is 60 points (75%) points out of 80 points. Point's allocation under functionality will be split as per JV agreement (as per percentage split) on company experience

Stage 3: Evaluation on Price and Specific Goals 80/20

Financial offer and Specific Goals

- 1) Score tender evaluation points for financial offer.
- 2) Confirm that tenderers are eligible for the Specific Goals claimed, and if so, score tender evaluation points for Specific Goals.
- 3) Calculate total tender evaluation points.
- 4) Rank tender offers from the highest number of tender evaluation points to the lowest.
- 5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

NB: NO BIDDER WILL BE CONSIDERED FROM PERSONS WHO ARE IN THE SERVICE OF THE STATE
(see definition on SBD 4 attached)

Scoring functionality

core functionality in each of the categories stated in the Tender Data and calculate total score for functionality.

Formula	Basis for comparison	Option 1	Option 2
1	Highest price or discount	$(1 + \frac{(P - P_m)}{P_m})$	P/P_m
2	Lowest price or percentage commission/fee	$(1 - \frac{(P - P_m)}{P_m})$	P_m/P

where:

P_m = the comparative offer of the most favourable Proposal offer.

P = the comparative offer of tender offer under consideration.

The 80/20 Preferential Point System will be used to evaluate the Proposal.

#	Specific Goals	80/20	Evidence Required to Score Points
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1	Small Medium Macro Enterprises (SMME)	5	- Valid SMME certificate
2	Black women (100% Black women ownership in the company)	5	- Shareholder certificates reflecting 100% Black/CSD Summary report - Certified ID copies of Directors - B-BBEE affidavit /Verification certificate
3	Black ownership (100% black ownership in the company)	5	- Shareholder certificates reflecting 100% Black/CSD Summary report - Certified ID copies of Directors - B-BBEE affidavit /Verification certificate
4	Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	5	- Certified ID of at least one Black youth (aged 18–35) shareholder - CSD Summary report
	Total points	20	

The points scored by the tenderer in respect of the level of Specific Goals contribution must be added to the points scored for price.

11. ADMINISTRATIVE COMPLIANCE

- i. Valid Tax pin certificate from SARS
- ii. Completed and signed SBD forms (SBD 6.1)
- iii. Company registration (CK)

All certified copies must not be older than three months from RFP closing date.

Lepelle Northern Water reserves the right to verify any information provided by the service provider.

Other Required Documents

- Municipal current rates account not more than three months old should be submitted (Proof of address similar to address of place of office operation.
- Lease agreement with account municipal statement or shareholders address acceptable as proof of office address (conformation letter endorsed by commission of Oath)
- Certified ID copies of the company shareholders

NOTE:

- a) The JV partners must submit both mandatory and administrative documents for each Company. Where applicable***
- b) Preferred JV service providers will be required to submit a JV bank account and VAT number***
- c) The client (LNW) reserves the right to verify any information provided by the service provider. Falsified references/experience will lead to disqualification and blacklisting in terms of the LNW SCM process in conjunction with LNW legal processes.***
- d) The service provider must comply with all terms and conditions including requirements as stipulated in the Tender Documents to be evaluated further.***
- e) LNW is not compelled to accept the lowest or any Proposal.***
- f) LNW reserves the right to reduce/increase the scope of works by more than 50% , LNW reserves the right to increase or reduce the scope of the project.***

- g) The contract period is thirty-six (36) months subject to performance.***

LNW reserves the rights to negotiate pricing with the recommended service provider.

Please note that the above required documents will be deemed as mandatory to the preferred bidder. Required documents will be requested for submission within two working days and failure to submit will be deemed as non-responsive/disqualification.

12. CONTRACT CONDITIONS

- Full adherence to the contract and other applicable Acts will be applicable during the course of the contract; and
- Submission of detailed audit reports by service provider (no payment will be made until final approval of the report by the end user)
- Full adherence to the Occupational and Health and Safety Act, act 85 of 1993 and other applicable acts and regulations will be applicable during the course of the contract.
- Audit Schedule (Audit dates, duration and frequency)
- Confidentiality (protection of sensitive information)

All Proposals must be submitted via email to SCM Unit – SCM Office at the following email address:
- **SCM1@lepelle.co.za**,

NB: RFPs submitted physically or to a different email address not mentioned here will not be accepted.

Technical Enquiries can be directed to the project manager Representative (Nobesuthub@lepelle.co.za) contact number 015 295 1800.