



BRANCH: INFORMATION REGULATOR: GAUTENG

Tel: 010 023 5237

Fax:

SUPPLY CHAIN MANAGEMENT SPECIFICATION	
Name of Directorate	Information Regulator
Date of Specification	28 APRIL 2025
Compulsory Briefing Session	04 May 2026 @ 12H00 pm
Closing Date	07 May 2026 @ 17:00 Pm
Contact Number	083 383 7386
Venue for delivery of goods/services	Woodmead North office, 54 Maxwell Drive Woomead, Johannesburg.
Contact E-mail and Fax	SCM@infoRegulator.org.za
Contact Person	Phindulo Maphangula / Lesego Korae

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT OCCUPATIONAL HEALTH AND SAFETY RISK ASSESSMENT AND SUPPLY OHS ACT CHARTERS AT THE INFORMATION REGULATOR

Specification to be supplied	Qty	Description
Hazard identification	1	Hazard identification – identification of risks in relation to fire hazards, hazardous materials, electrical systems and structural issues
Risk evaluation	1	Risk evaluation – evaluation of the likelihood and severity of risks using tools such as matrices to prioritise risks
Occupant assessment	1	Occupant assessment – determination of who is at risk
Safety and health factors	1	Safety and health factors – evaluation of environmental factors such as noise, lighting, ventilation and hygiene facilities and flooding tests
Emergency procedures	1	Emergency procedures – Evaluate plans for fire, evaluations and other potential disasters
Security assessment	1	Security assessment – evaluation of security threats and access controls
Legislative risk evaluation	1	Legislative risk evaluation – evaluation that all legislative requirements are met

Occupational Health and Safety Act Chart	5	Laminated Occupational Health and Safety Act wall chart
Basic conditions of Employment Act chart	5	Laminated Basic conditions of Employment Act wall chart

N.B: COMPULSORY BRIEFING SESSION TO BE HELD AT 54 MAXWELL DRIVE WOODMEAD

Date and Time: 04 May 2026 @ 12:00 pm

Key Requirements for Appointment:

Competence and Experience: The service provider must demonstrate proven expertise in conducting Health and Safety Risk Assessments (HIRA) and managing safety systems, often specifically within industrial or corporate environments.

Professional Registration: Personnel involved should be registered with recognized professional bodies such as the South African Council for the Project and Construction Management Professions (SACPCMP) or Southern African Institute for Occupational Hygiene (SAIOH).

Legal Compliance: The provider must be familiar with the Occupational Health and Safety Act 85 of 1993 and all applicable regulations.

Project Scope: The assessment must cover routine/non-routine activities, machinery, equipment, human factors, and organizational culture, such as workload and management.

Methodology: The provider should adhere to recognized standards, such as ISO 31000, and provide a clear, written risk assessment methodology.

Reporting: A comprehensive report must be produced, detailing identified risks, findings, and recommendations for mitigation.

Verification Documentation: Potential service providers should submit valid Letters of Good Standing, health and safety files, and proof of prior experience (similar projects).

**QUOTATION(S) MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS
WHERE APPLICABLE:**

1. Tax Clearance Certificate.
2. Original certified BBBEE Certificate/ Affidavit.
3. Most recent CSD registration report.
4. Delivery period.
5. Bids not in compliance with the above-mentioned and received after the closing date of the request for quotation will **NOT** be considered.

Specification approved by:

Initials and Surname: **G. Shikwambana**

Position: **Manager Facilities Management**

Signature: *givenshikwambana*

Date: 28 APRIL 2026