

Dear Sir / Madam

QUOTATION NO: RQ-012232

(Up to a transaction value of Above R30 000)

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule/specification.

The quotation must be delivered not later than **15 AUGUST 2023 at 11h00 to the Departmental Quotation Box at Head Office (Cnr Church and Bodenstein street Polokwane)** or Email to headoffice@dtcs.limpopo.gov.za.

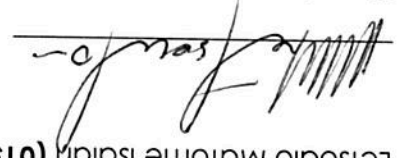
The following conditions will apply:

- Price(s) quoted must be valid for at ninety days (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, if VAT registered.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of **80/20** preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms **SBD 4 and SBD 6.1** must be scrutinized, completed in full and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- Acceptance of the General conditions of contract can be found on the Provincial/Nation Treasury Website.
- Do not deviate from the specification (quote everything that is on the specification)
- Ensure that your calculations are all correct
- **Fill in your prices on the attached specification and attach letter head of company.**
- Fill in with a black pen

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Letsoalo Matome Isiah (015 295 1161)



Signature

01/08/2023
Date

TERMS OF REFERENCE FOR FIRST AID PROGRAMME

SUPPLIER/COMPANY NAME:

SUPPLIER'S OWN QUOTATION NUMBER:

QUOTATION VALIDITY PERIOD: 90 days after closing date

PRINT SURNAME AND INITIALS:

SUPPLIER SIGNATURE: DATE:

NB: PLEASE FILL IN YOUR PRICES ON THE ATTACHED SPECIFICATION AND
ATTACH THE LETTER HEAD OF YOUR COMPANY

TERMS OF REFERENCE FOR FIRST AID PROGRAMME

SQA ID	Description	NQF Level	Credits	Number of Attendees	Unit Price	Total Price
119567	Perform basic life support and first aid programme.	1	5	326		
Sub Total						
15% VAT (if Vat Vendor)						
Grand Total						

1. SPECIFIC OUTCOMES

First Aid Training Level 1

On completion of training, candidates should be able to:

- Understand basic anatomy and physiology
- Understand the role of the first aider in the workplace
- Understand the importance of basic hygiene in first aid procedures
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious and/or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and/or in shock
- Administer first aid to a casualty who is choking
- Provide appropriate first aid for minor injuries
- Recognize the presence of major illness and applying general first aid principles

Candidates should be able to demonstrate the correct first aid management of:

- Burns and scalds
- Eye and ear injuries

TERMS OF REFERENCE FOR FIRST AID PROGRAMME

- Example of a competency certificate that will be offered to delegates after completion of the training.
- Proof of accreditation for Assessors and Moderators
- An indication of costs inclusive of VAT (if VAT vendor)
- Proof of central supplier database (CSD) number.

4. EVALUATION CRITERIA

Quotations will be evaluated in four stages

4.1 Stage 1: Functionality

All proposals received will be evaluated on functionality. The following criteria will be applicable, and the weight of each criterion is indicated as follows:

Item	Criterion	Weight	Scores
1	Accreditation of the Service Provider by SETA.	40	a. No accreditation = 0 b. Provisional accreditation = 1 c. Fully Accredited = 2
2.	Experience of prospective service provider. (Attach reference letters from serviced clients)	20	a. No project = 0 b. 1 – 3 similar projects = 1 c. 4 or more similar projects = 2
3.	Qualifications of facilitators (Attach <u>certified</u> copies of qualifications)	20	a. Qualification at NQF level 3 and below = 0 b. Qualification at NQF level 4 = 1 c. Qualification at NQF level 5 and above = 2
4	Experience of the facilitator (attach CV)	20	a. No experience = 0 b. 1 similar project = 1 c. 2 similar projects = 2 d. 3 or more similar projects = 3

TERMS OF REFERENCE FOR FIRST AID PROGRAMME

Total	100	
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- A bidder that scores less than 65 points out of 100 in respect of "Functionality" will be regarded as submitting a non-responsive proposal and will be disqualified.

4.2 Stage 2: Compliance with the specification

4.3 Stage 3: Administrative compliance

NB: The following are regarded as non-compliance to administrative requirements:

- Price amendments without signature
- Usage of correction fluid
- Completion of the bid document with a pencil or a blue pen

(d) Non-completion and non-signing of the following essential standard bidding documents (SBD)/forms:

- SBD 4
- SBD 6.1

The following documents must be submitted:

- Original Bid Document
- SBD Forms

4.4 Stage 4: 80/20 Preference Point System

- Points for price = 80
- Preference points = 20 allocated as follows:

No	DESIGNATED GROUP	POINTS
1	Enterprises owned by black people	3
2	Enterprises owned by youth	5

TERMS OF REFERENCE FOR FIRST AID PROGRAMME

3	Enterprises owned by women	5
4	Enterprises owned by persons with disability	3
5	Small, Medium and Micro Enterprises (SMMES)	2
6	Enterprises located in rural areas or underdeveloped areas	2

NB:

- The contract will be awarded to the bidder scoring the highest points.
- The Department is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The Department also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

Mr. Raselate S S

Deputy Director: HRD and PMDS

Date: 27/06/2023

~~Approved / Not Approved~~

Ms. Mutwanamba T

Director: Supply Chain Management

Date: 20/07/2023