



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: WCR/03/2023

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF OCCUPATIONAL HEALTH & SAFETY TRAINING TO PRASA CRES EMPLOYEES WITHIN THE WESTERN CAPE REGION FOR A PERIOD OF 24 MONTHS ON AS & WHEN BASIS

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	WCR/03/2023	CLOSING DATE:	04 MAY 2023	CLOSING TIME:	12:00 PM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF OCCUPATIONAL HEALTH & SAFETY TRAINING TO PRASA CRES EMPLOYEES WITHIN THE WESTERN CAPE REGION FOR A PERIOD OF 24 MONTHS ON AS & WHEN BASIS				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

1st Floor Tower Block Building

Cape Town Station

8001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Mutshutshu Mammba
TELEPHONE NUMBER	021 449 6430
E-MAIL ADDRESS	Mutshutshu.mammba@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAA._____.

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

No

[IF YES ENCLOSE PROOF]

2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**

1.3. **PRESCRIBED IN THE BID DOCUMENT.**

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND

TAX STATUS.

- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g., company resolution)

DATE:

NB:

- ***Quotation(s) must be addressed to PRASA before the closing date and time shown above.***
- ***PRASA General Conditions of Purchase shall apply.***

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name.

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance Requirements	
Stage 1A	Mandatory Compliance Requirements
Stage 1B	Non Mandatory Compliance Requirements
Stage 2	
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity

period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the award.),

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

17 BRIEFING SESSION

A Compulsory RFQ briefing session **will be held on the 26th of April 2023, at 09:00 for a period of an hour at Cape Town Station, Prasa Cres Boardroom, 1st floor at CIMOCC Building** The briefing session will start punctually at 09h00, and information will not be repeated for the benefit of Respondents joining late

SECTION 3

1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

Stage 1A – Mandatory Compliance Requirements

If you do not submit the following mandatory documents your proposal/Quote will be disqualified automatically:

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Price Schedule and Pricing form (Section 4) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Completion and submission of RFQ documents, SBD forms, Commissioner of Oath with ALL declarations	
c)	A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents if the requested certified copy does not accompany the bid documents of the bidder, Prasa reserves the right to reject the bid.	
d)	Proof of registration of the service provider with SAQA	
e)	Bidders to fill and sign the closing / submission register on submission of the tender documents, failure to comply will result into disqualification	
f)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties. (if applicable)	
g)	Attendance certificate of compulsory briefing session/Proof of attending the briefing	

Stage 1B- Adherence to Non- Mandatory compliance requirements

The following documents are non-mandatory and where not submitted, Prasa may request the documents and must be made available at the time of request:

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
d)	CSD report / CSD reference number	
e)	Proof of UIF registration	

f)	Proof of Bank Account (i.e., cancelled cheque or letter issued by the bank)	
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Stage 1C: Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion.:

No.	Description of requirement	
a)	Certified Copy of ID Documents of the Owners	
b)	CIPC Documents / B-BBEE certificate / Affidavit	

Stage 2- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence Required	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)
BLACK WOMEN OWNED	Certified Copy of ID Documents of the Owners	10	
51% BLACK OWNED	CIPC Documents / B-BBEE certificate / Affidavit	10	

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **SECTION 8:**

- Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- Price offer is firm and clearly indicate the basis thereof.
- Pricing Bill of Quantity is completed in line with schedule if applicable.
- Cost breakdown must be indicated.
- Price escalation basis and formula must be indicated.
- To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:

- 9 negotiate a market-related price with the Respondent scoring the highest points;
- 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
- 11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
- 12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code

(Full address) conducting business under the style or title of:
_____ represented by:

_____ in my capacity as:
_____ being duly

authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,
at a lumpsum, of _____ R

_____ (amount in
numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service
provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2	Do any	Full Name	Identity Number	Name of State institution	you, or person

connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.3.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence Required	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)
BLACK WOMEN OWNED	Certified Copy of ID Documents of the Owners	10	
51% BLACK OWNED	CIPC Documents / B-BBEE certificate / Affidavit	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION 7

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING

Request number:	WCR/03/2023
Request for Proposal:	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF OCCUPATIONAL HEALTH & SAFETY TRAINING TO PRASA CRES EMPLOYEES WITHIN THE WESTERN CAPE REGION FOR A PERIOD OF 24 MONTHS ON AS & WHEN BASIS

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

_____ for / on behalf of PRASA

_____ Designation

Acknowledgement

This is to certify that the Bidder attended the above mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____
on this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

SECTION 8

SPECIFICATION/SCOPE OF WORK

8. SCOPE OF WORK AND AREAS OF FOCUS

The accredited training provider will be expected to

- offer in house training for various Occupational health and safety skills programme in compliance with the relevant regulations and standards.

8.1 SPECIFICATION OF TRAINING REQUIRED.

The target group for the training is members of the Health and Safety Committee and other employees.

REF #		UNIT STANDARD NAME	DESCRIPTION	NQF LEVELS	CREDITS
1	First Aid Level 1	Unit Standard ID: 119567	Perform basis life support and first aid procedure	1	5
2	Basic fire fighting	Unit standard 12484	Perform basic firefighting	2	4
3	Incident Investigation	Unit standard 120335	Conduct an investigation into workplace incidents	3	5
4	Health and safety representatives- Functions of the workplace health and safety representative	Unit standard 259622	Describe the functions of the workplace health and safety representative	2	3
	Health and safety representatives- Occupational Health and safety inspections	Unit standard 259619	Conduct workplace Occupational Health and Safety (OHS) inspections	2	3
5	Emergency Coordination	259597	Explain emergency preparedness and response procedures	2	3
		242825	Conduct evacuations and emergency drills	4	4
6	Scaffolding/Inspector	263205	Inspect access scaffolding	4	6
		120362	Monitor, report and make recommendations	3	4

			pertaining to specified requirements in terms of working at heights		
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8.1.1. First Aid Level 1

At the end of the training for First Aid Level 1, participants must be able to:

- Demonstrate an understanding of emergency scene management.
- Demonstrate an understanding of elementary anatomy and physiology.
- Assess an emergency situation.
- Apply First Aid procedures to the life-threatening situation.
- Treat common injuries.
- Define the role as an emergency First Aider.
- Minimize risks to themselves and others.
- Identify prescribed first aid equipment which should be available in the workplace.

Special requirements.

- The service provider must provide a proof of registration with SAQA.
- Facilitator's must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.
- Successful candidates to be issued with a SETA accredited First Aid Level 1 Certificate. Valid for two (3) years.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days

8.1.2. Basic Fire Training

- This training must cover the basic fundamentals of Fire Fighting & Prevention.
- The purpose of this training intervention is to equip the participants with the relevant, basic information and skills to render immediate basic fire prevention and extinguishing techniques.
- Upon completion of this training participants must be able to demonstrate knowledge of working place fires, their probable causes, how to prevent them, how they are detected and how to apply emergency firefighting procedures.
- This training is designed for all employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention.
- It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter. Participants of this course must receive a certificate which is valid for at least two to three years and recognised by the Department of Labour and the SETA.
- The training must include but not limited to the following components as part of the course content:

- Basic Fire Fighting Course Content
- Fire Introduction

- Giving Warning of a Fire
- The Burning Process
- Classes of Fire, PPE, Water, Foam
- Extinguishing Mediums and Extinguishers
- Carbon Dioxide, Dry Chemical Powder
- How Fire Spreads, Fire Prevention and Fire Hose Reels
- Fire Equipment Requirements and Fire Hose Reels
- Methods of Operation
- Operating Procedure
- Care and Maintenance of Fire Equipment
- Fire Buckets, Fire Blankets
- Lifting and Carrying Techniques and Getting Out Alive
- Fire Suppression with Hose and Hydrant Operations
- Types Of Fire Attacks and Emergency Plan Basics
- Reporting and recording requirements
- Prevention of fires
- Hazard identification.

Special requirements.

- The service provider must provide a proof of registration with SAQA.
- Facilitators must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.
- Successful candidates to be issued with a SETA accredited Basic Fire fighting certificate. Valid for two (2) years.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days maximum

8.1.3. Incident Investigation

At the end of the training all the, participants must be able to:

- Specify the requirements pertaining to conducting an investigation into workplace incidents.
These include the relevant standards, the extent of the investigation, identifying the relevant hazards and risks to be encountered during the investigation, and the purpose of conducting investigations.
- Preparing to gather data for the investigation.
- Verifying the purpose and extent of the investigation.
- Verifying the persons, tools, equipment and material as fit and available for purpose.
- Explaining the relevant hazard and risk-control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements in preparing for data gathering.
- Gathering and evaluating data.
- Gathering data according to the requirements for the intended type of investigation.
- Determining the prevailing conditions at the scene of the incident.
- Use of accepted data gathering methods.
- Evaluating gathered data and identifying the causes of the incident.
- Performing post-investigation functions.

Special requirements

- The service provider must provide a proof of registration with SAQA.
- Facilitators must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.
- Successful candidates to be issued with a SETA accredited Incident Investigation Certificate. Valid for two (2) years.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 1 day

8.1.4. Occupational Health and Safety (OHS) Act and OHS Representatives

The service provider must include the Health and Safety representative course in the training so that upon completion of the training all staff members will be certified Health and Safety Representatives.

At the end of the training all the, participants must be able to:

Health & safety representatives' course	Applying safety, Health and Environment principles and procedures
Exploring and understanding of the Occupational health and safety Act 85 of 1993	Exploring and understanding of the Occupational health and safety Act 85 of 1993
Understanding the various terminologies and definitions	Understanding the various terminologies and definitions
Duties of the employees (sec 8) and employees (sec 14) of the OSH Act 85 of 1993	Duties of the employees (sec 8) and employees (sec 14) of the OSH Act 85 of 1993
Safety representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993	Safety representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993
Safety Committees (Sec 19) and their function (Sec 20) of the OHS Act 85 of 1993	Safety Committees (Sec 19) and their function (Sec 20) of the OHS Act 85 of 1993
Identify Hazards, Effective workplace inspections	Effectively identifying hazards, unsafe acts and unsafe conditions.
Case study and assessment	<ul style="list-style-type: none"> - Effective HSE inspections of the workplace. - Variables that influence Occupational health and safety. - Effective communication, safety principles and practices. - Effective HSE committee meetings and minute taking. - Environmental Awareness, Case study and assessment.

Special requirements

- The service provider must provide a proof of registration with SAQA.
- Facilitators must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.

- Successful candidates to be issued with a SETA accredited SHE REP Certificate. Valid for two (2) years.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days maximum.

8.1.5. Emergency Coordinator**At the end of the training all the, participants must be able to:**

- Draw up in writing and Emergency plan for the premises to cater for any foreseeable natural or manmade emergency, disaster, or business interruption.
- Identify and appoint the suitable persons to take control of certain functions during an emergency situation, e.g., fire teams, first aider teams etc.
- Liaise with the government agencies such as Fire Brigade, Civil Defense etc. and neighboring industries to co-ordinate the aspects of the emergency plan which is of concern or benefit to both parties.
- Revise the laid down emergency procedures on a regular basis and ensure that they are practical and current in terms of prevailing conditions.
- Ensure that parts of the plan are available to all employees on a need-to-know basis, and that on emergency escape routes, etc. are displayed prominently on a layout plan of the premises.
- Carry out practice drills and evaluate results. Modify the plan according to need.

Special requirements

- The service provider must provide a proof of registration with SAQA.
- Facilitators must be registered as assessor against the unit standard s/he is presenting at the time of presenting.
- All COVID 19 regulations to be observed.
- Successful candidates to be issued with a SETA accredited Certificate.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days

8.1.6. Scaffolding and Ladder Inspector**At the end of the training all the, participants must be able to:**

- Supervise the safe performance of building work and regarding to health.
- Cause every excavation to be inspected by a competent person once before each shift or after any rain and ensure that these inspections are recorded in a register.
- Ensure that all workers understand the hazards attached to work performed by them.
- Comply and ensure compliance with the Contractors Regulations and the relevant sections of the OHSA.

Special requirements

- The service provider must provide a proof of registration with SAQA.
- Facilitators must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.

- Successful candidates to be issued with a SETA accredited Certificate.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days maximum.

8.1.7. Hazardous Chemical Substance Controller**At the end of the training all the, participants must be able to:**

- Keep an updated alphabetical list of all Hazardous Chemical Substances.
- Review the alphabetical list on a quarterly basis by completing a quarterly review form.
- Obtain the required hazard information (General Administrative Regulations, Annexure 1) for all identified Hazardous Chemical Substances from the supplier or manufacturer of the product.
- Exercise control over the safe storing, labelling, issue, and handling of all Hazardous Chemical Substances as per the above list.
- Ensure that all hazardous chemical substance containers are safely disposed of if it is not returned to the supplier.

Special requirements

- The service provider must provide a proof of registration with SAQA.
- Facilitator's must be registered as assessor against the unit standard s/he is presenting.
- All COVID 19 regulations to be observed.
- Successful candidates to be issued with a SETA accredited Certificate.
- After completion of the course, a report must be submitted for each candidate.

Course duration.

- 2 days maximum.

8.2 THE TRAINING PROVIDER MUST SUBMIT THE FOLLOWING:

- Profile of Training Facilitator with a minimum of 3 years training facilitation experience in Occupational, Health and Safety Act.
- The service provider must attach Course outline and duration of the training
- Experience in training in the above and organisation safety representatives
- Training delegates must be certified upon completion of training.
- Quotations should be based on cost per attendee Health & Safety Representatives Course Applying Safety, Health and Environment principles and procedures
- Explaining and the understanding of the Occupational Health and Safety Act 85 of 1993.
- Understanding the various terminologies and definitions.
- Duties of the employers (Sec 8) and employees (Sec 14) of the OHS Act 85 of 1993.
- Understanding the various terminologies and definitions.
- Safety Representatives (Sec 17) and their functions (Sec 18) of the OHS Act 85 of 1993.
- Safety Committees (Sec 19) and their functions (Sec 20) of the OHS Act 85 of 1993.
- Identify Hazards, Effective workplace inspections
- Effectively identifying hazards, unsafe acts and unsafe conditions
- Case Study and assessment
- Effective HSE inspections at the workplace.
- Variables that influence Occupational Health and Safety.
- Effective Communication, Safety Principles & Practices.

- Effective HSE committee meetings and minute taking.
- Environmental Awareness, Case Study and assessment.
- The providers must indicate the duration of the training.
- Service Providers should be in a position to provide valid certificates of competency in Occupational, Health and Safety that are issued by a person or organization approved by the chief inspector for this purpose.
- Certificate must be valid for at least two to three years and recognised by the Department of Labour and relevant SETA.

8.3 RESPONSIBILITIES OF THE TRAINING PROVIDER

- Deliver against the RFQ and Purchase Order.
- Ensure that the attendance register is signed by each learner on a daily basis for the duration of the training.
- Ensure that the Portfolio of Evidence is submitted on a specified date.
- Ensure that all learners sign the Portfolio of Evidence submission register.
- Learning Programme is facilitated, assessed, moderated and verified
- Learner guidance and support is provided
- Learners are certified – Provide Certificate of Attendance, Certificate of Competence and Statement of Results
- Submission of: Learner Evaluation Report, Training Close-Out Report within 15 days
- Training Content is provided as determined by the RFQ.
- Service Provider to provide lunch packs/Snacks.

8.4 RESPONSIBILITIES OF THE PRASA CRES

- Provide a suitable venue for training, however all equipment's and training material needed is to be provided by the service provider.
- Ensure that all the employees attend the training.

SECTION 9

PRICING SCHEDULE

PRICING SCHEDULE	
TENDER NAME:	PROVISION OF OCCUPATIONAL HEALTH & SAFETY TRAINING FOR PRASA CRES EMPLOYEES
TENDER NO:	WCR/03/2023
REGION	WESTERN CAPE
BIDDER'S NAME:	

NOTES:

- Bidders must note the detailed scope of services as per the Main RFQ document and should provide costing accordingly.
- All expenses (direct or indirect costs, etc.) must be included, e.g., Training rate per person, Administration costs", etc.
- Bidders are not allowed to change the format of this pricing template; any changes by the bidders may result in their bid being non-responsive.
- Bidders must ensure that their pricing proposal is in line with PRASA CRES Requirements as stipulated.

All estimated costs should include all direct or indirect costs-

NOTE: Service providers should factor the following in the pricing for the training requirements:

Training Costs → Pre-assessment → Facilitation of training as required by the unit standard → Portfolio of Evidence compilation and submission → All training material → Assessment and Moderation of Portfolio of Evidence

Administration Fees → Completed / signed training attendance register → Preliminary Training Report (inclusive of assessment and moderation reports) → Proof of Learner upload to the SETA → Letter indicating the upload to the relevant ETQA (SETA) when statements of results (SOR) will be released. → Final training report to include ETQA (SETA) and SOR

Region	Description	Estimated Number of delegates	Training Cost per person (excl. VAT)	Total Training Costs (excl. VAT)	VAT	Total Training Cost (incl. VAT)
WESTERN CAPE	First Aid Training Level 1	90				
	Basic fire fighting	90				
	Incident Investigation	10				
	Health and safety representatives	40				
	Emergency Coordinator	40				
	Scaffolding /Ladder Inspector	10				

Hazardous Chemical substance controller	10				
Sub-total					