

REQUEST FOR QUOTATIONS

17 January 2025

REQUEST FOR QUOTATIONS FOR RFQ TO CONDUCT THE ISO 45001:2018 PRE-CERTIFICATION AUDIT SERVICES

1. Purpose

- 1.1. To invite Service Providers to send quotations for RFQ to Conduct the Iso 45001:2018 Pre-Certification Audit Services

2. Considerations/background

- 2.1. The Railway Safety Regulator (RSR) was established in terms of the National Railway Safety Regulator Act, Act 16 of 2002 (“the Act”) as amended. The RSR is an agency of the South African Department of Transport.
- 2.2. The primary legislative mandate of the RSR is to oversee and enforce safety performance by all railway operators in South Africa including those of the neighbouring States whose rail operations enter South Africa. Notwithstanding the foregoing, operators are, in terms of the Act, primarily responsible and accountable for ensuring the safety of their railway operations.
- 2.3. International Organization for Standardization (ISO) 45001:2018 is an international occupational health and safety (OH&S) management system standard. It provides a framework to improve employee safety, reduce workplace risks, and create better, safer working conditions. Adoption of ISO 45001:2018 will enhance Safety Performance, Regulatory Compliance, Organizational efficiency, Stakeholder confidence and cultural shift to promote a safety-first culture within the organization.

3. Scope of work / Specification

Specifications are as follows: RFQ to Conduct the Iso 45001:2018 Pre-Certification Audit Services

- 3.1. The RSR hereby requests the services of a competent service provider, accredited with International Accreditation Forum (IAF) or South African National Accreditation System (SANAS) to perform the ISO 45001:2018 International Occupational Health And Safety (OH&S) Management System Standard Certification Audit to conduct Pre-Certification Audit for the RSR in relation to the ISO 45001: 2018 OH & SMS. The successful Service Provider will also be required to provide online Advanced Implementor Training (With Practical Application) to the ISO 45001:2018 Standard implementors on the requirements of the Standard on the three (3) employees and duration: 3-5 days.

MANDATORY REQUIREMENTS

No.	Requirements	Documents to be submitted
1	Potential service provider accreditation in terms with a standards association of ISO45001:2018 International Occupational Health and Safety Management system standard .	The service provider must submit certificates of SANAS accreditation or international accreditation to provide the ISO45001:2018 certification audits.

2	Auditor requirements	The auditor must have a current and valid ISO45001:2018 OHSMS lead auditor certification.
---	----------------------	---

Failure to submit the above mandatory requirements will result in the quotation not being considered.

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria

5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

No.	Functionality Criteria	Points Allocations	Total Points Weights
1	<p>REFERENCE LETTERS</p> <p>The Service Provider must demonstrate past or current experience in conducting ISO 45001:2018 International Occupational Health and Safety Management System Standard Certification Audit.</p> <p><i>The reference letter/s should be on the company letterhead, signed by the referee and should be dated.</i></p>	<ul style="list-style-type: none"> • 5 letters = 25 • 4 letters = 20 • 3 letters = 10 • 1 or 2 letter= 5 • 0 letters/non-compliance letter = 0 	25
2	METHODOLOGY:	<ul style="list-style-type: none"> • Excellent coverage of activities in the areas of scope, and capability to 	25

	<p>Submit a comprehensive approach on how the ISO 45001:2018 International Occupational Health and Safety Management System Standard pre certification audit will be conducted. The demonstration of capabilities to deliver the services.</p>	<p>deliver the services.= 25 Points</p> <ul style="list-style-type: none"> • Good coverage of activities in the areas of scope, project plans, capability to deliver the services. = 20 Points • Average coverage of activities in the areas of scope, project plans, capability to deliver the services. = 10 Points • Fair coverage of activities in the areas of scope, project plans, capability to deliver the services. = 5 Points • No methodology = 0 Point 	
3	<p>AUDITOR: Academic Qualifications</p> <p>The Auditor must hold relevant qualifications in Occupational Health & Safety, Environmental Health, Safety Management, Risk management, and Environmental Management Copies of</p>	<ul style="list-style-type: none"> • NQF level 7 and above: 20 Points • NQF level 6: 15 Points • NQF level 5: 10 Points 	20

	<p>Certificates qualifications should be attached.</p> <p>[International Qualification must be verified by SAQA], if International Qualifications are not verified by SAQA won't be considered.</p>		
4	<p>AUDITOR: Professional Experience</p> <p>An auditor should have experience in conducting ISO 45001:2018 International Occupational Health and Safety Management System Standard certification audits. CV should be attached with years of experience broken down to clearly outline the relevant years of experience the auditor conducted ISO 45001:2018 certification audits.</p>	<ul style="list-style-type: none"> • 6-7 years and more: 30 Points • 5 years: 20 Points • 3- 4 years: 10 Points • 1-2 years: 5 Points • Less than 1 year : 0 Point 	30

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by

			Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
---	--	---	---

6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. **SCM Enquiries**

Mr. Fumani Mabunda

fumanim@rsr.org.za

7.2. **Project Manager Enquiries**

Eric Gereda

ericg@rsr.org.za

8. Closing Date and Time for responses to this request for quotation

- 8.1. The request will be **closed on 28 January 2025 at 16h00**. Responses may be emailed to lesegod@rsr.org.za