

REQUEST FOR QUOTATIONS

06 November 2024

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

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 neighboring 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. 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

Mandatory Requirements.

- Submit an up-to-date accreditation status with South African National Accreditation System SANAS (or Equivalent). ***Failure to submit the Mandatory requirements will lead in your quotation not be considered.***
- The RSR hereby requests the service of a competent service provider, accredited with ISO certification, to conduct the ISO 45001:2018 pre-certification audit.

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 (NCPDSA)

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 Allocation	Points Weight
1.	COMPANY EXPERIENCE: The Service provider must demonstrate experience in conducting ISO 45001:2018 Certification Surveillance Audit. A company profile with all details of current contracts or projects undertaken in relation to conducting ISO 45001:2018	• 5 or more reference letters = 30 • 4 reference letters = 20 • 3 reference letters = 15 • 2 reference letters = 10 • 1 reference letter = 5 • 0 letters/non-compliance letter = 0	30 Points

	Occupational Health and Safety Management Certification or pre-surveillance audit. Reference letters of previous (In the last 10 years) or current projects as evidence for experience. EVIDENCE: BIDDERS REFERENCE LETTERS – The reference letter/s should at a minimum state the following: • The precise role (Scope) the bidder played • Contract Duration • Contactable references <i>(The RSR reserves the right to contact the reference should it deems so)</i>		
2.	PROJECT PLAN: The Bidder must provide a detailed explanation covering management of the scope.	• Exceptionally defined project plan = 20 • Moderately defined project plan = 15 • Poorly defined project plan = 10 • No project plan = 0	20 Points
3.	METHODOLOGY: Submit a comprehensive approach and methodology on how they will conduct the pre surveillance certification audit	• Excellent coverage of activities in the areas of scope, and capability to deliver the services, demonstrating the past relevant experience = 20 Points	20 Points

	demonstration of capabilities to deliver the services, and demonstrating the past relevant experience.	• Good coverage of activities in the areas of scope, project plans, capability to deliver the services, demonstrating the past relevant experience = 15 Points • Average coverage of activities in the areas of scope, project plans, capability to deliver the services, demonstrating the past relevant experience = 10 Points. • Fair coverage of activities in the areas of scope, project plans, capability to deliver the services, demonstrating the past relevant experience = 5 Points	
4. TEAM QUALIFICATION –	Qualifications - Qualification preferably in ISO Certification Audits, or Equivalent [International Qualification must be verified by SAQA]:	• Post-graduate (NQF 8) = 15 • Bachelor's degree (NQF 7) = 10 • National Diploma (NQF 6) = 5 • No qualification attached = 0	15 Points
5. TEAM EXPERIENCE	Years of work experience of ISO Certification Audits	10 years and above = 15 6 years but less than 10 years = 10 1 years but less than 5 years = 5	15 Points

Service Providers must attain a minimum threshold of **75 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	10	Copy of the identity document of the owner(s)

	is <i>at least 51% owned by black people</i>		• 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)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black women</i>	5	• 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)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)

	is <i>at least 51% owned by youth</i>		• 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 <i>at least 51% owned by person(s) with disabilities</i>	2	• 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 (NCPDSA)

- 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

Mr. 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 15 November 2024 at 12h00**. Responses may be emailed to fumanim@rsr.org.za