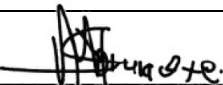


DESCRIPTION	JOB DESCRIPTION
RFQ TO APPOINT SERVICE PROVIDER TO SUPPLY, INSTALL, AND MAINTAIN FIRE SAFETY EQUIPMENT AND OTHER EMERGENCY EQUIPMENT AND BASIC REFRESHER TRAINING FOR TWELVE MONTHS (12) CONTRACT	The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified and experienced service provider to supply, install, inspect, and maintain fire safety equipment and other emergency OHS equipment for QCTO at Building A and Building B. The appointed service provider will also assist with emergency preparedness activities, including refresher training for first aid, assistance with emergency fire drills, and observation of evacuation procedures. Supply and Installation of Fire Equipment The service provider shall: • Supply all required fire safety equipment as and when there is a need in accordance with applicable safety standards and regulations. • Install fire equipment (like glass lock, replacement of the fire extinguishers, etc.) as and when there is a need in designated locations within Building A and Building B. • Ensure proper mounting, labelling, and accessibility of equipment. • Provide certification confirming that the installed equipment complies with relevant fire safety and occupational health and safety standards. • Supply and maintenance of the fire hydrant. Equipment may include, but is not limited to: • Fire extinguishers. • Fire blankets. • Fire hose reels. • Fire safety signage. • Emergency signage and emergency glass doors • First Aid boxes • Fire hydrant. • Mini Gas suppression (Server Room and Building B Common area. • Any additional fire safety devices required for compliance.

	3. Inspection and Maintenance The service provider shall: • Conduct regular inspection and maintenance of all installed fire equipment, including the fire hydrant (Monthly). • Service and refill fire extinguishers where required. • Replace defective or expired equipment. • Provide inspection reports and maintenance records after each service visit. • Ensure all equipment remains compliant with fire safety regulations. 4. First Aid Refresher Training The service provider will: • Assist in facilitating refresher basic first aid training for the 35 OHS Committee twice annually. • Ensure the basic training aligns with occupational health and safety guidelines. • Guide emergency response procedures and first aid readiness. 5. Emergency Fire Drill Support The service provider shall: • Assist in planning and coordinating emergency fire drills for Building A and Building B (Quarterly). • Observe the evacuation process and response procedures. • Guide staff on proper emergency response protocols. • Identify potential risks or gaps in emergency preparedness. 6. Fire Drill Observation and Reporting After the drill, the service provider shall: • Prepare and submit an observation and assessment report. • Highlight areas of improvement in evacuation procedures and emergency response.
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	• Provide recommendations to improve fire safety compliance and preparedness. 7. Deliverables The service provider will provide: • Installed and certified fire safety equipment as and when there is a need. • Maintenance and inspection reports • Refresher first aid training support • Fire drill observation report. • Recommendations for safety improvements 8. Compliance All services must comply with applicable South African fire safety regulations, occupational health and safety standards, and relevant industry best practices.
	The requirements for appointing the supplier. Technical compliance (SANS-approved systems installed by qualified, accredited technicians) Legal compliance (Adherence to national building regulations, OHS Act, and municipal by-laws) Competency & experience (Proof of past work, accredited personnel (Attach CV & Certificates), ability to maintain systems) and Related Fire Compliance Certificate. Minimum of 5 years of practical experience. #NB. COMPULSORY SITE VISIT


 Signature

20 April 2026
 Date