

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

TENDER NO: 36C/2024/25

TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

CLOSING DATE	10 September 2024
CLOSING TIME	10:00 am
TENDER BOX NUMBER	156
TENDER FEE	R200.00

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
TRADING AS (if different from above)	
Registration number of Tenderer	
Physical address and chosen domicilium citandi et executandi of Tenderer	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:

**SIGNATURES OF CCT OFFICIALS
AT TENDER OPENING**

1**2****3**

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THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	02 August 2024
SITE VISIT/CLARIFICATION MEETING	:	Time: 10:00 on Date: 14 August 2024 (Compulsory, strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	A Compulsory, strongly recommended clarification meeting with the representatives of the Employer will take place on the 14 August 2024 at 10:00 virtually via skype: https://meet.captown.gov.za/charlene.jardine/v6p49Ovf
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town. The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "TENDER NO. 36C/2024/25: PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN", the tender box number. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
CCT TENDER REPRESENTATIVE	:	Email: SCM.Tenders19@capetown.gov.za

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS "OR EQUIVALENT"

T.2 CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (hereafter referred to as the “CCT”) and each tenderer submitting a tender offer (hereinafter referred to as the “tenderer” or the “supplier”) shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these “Conditions of Tender”). The tenderer and the CCT shall collectively hereinafter be referred to as the “Parties” and individually a “Party”). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

The Parties agree that this tender Tender Document Goods and Services (hereinafter referred to as the “Tender” / “Tender Document”), its evaluation and acceptance and any resulting contract shall also be subject to the CCT’s Supply Chain Management Policy (‘SCM Policy’) that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the “Contract”), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT’s website.

Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the the Contract and/or this tender and/or any applicable laws .

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in Annexure F to the contract (hereinafter referred to as the “returnable documents” / “Returnable Schedules”) are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable Documents which are required for CCT’s tender evaluation purposes herein, shall form part of the Contract arising from the CCT’s corresponding invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures**2.1.5.1 General**

Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points

The CCT intends to appoint the highest ranked tenderer ("the winner") and in addition one ("alternative tenderer") per Category A, Category B, Category C, Category D and Category E respectively. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a "winner-takes-all" basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers).

The contract period shall be for a period of **36** months from the commencement date of the contract.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.3 Nomination of Standby Bidder

"Standby Bidder" means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court**2.1.6.1 Disputes, objections, complaints and queries**

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose

rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.

- b) An appeal must contain the following:
- i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub-clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:
The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via email at: MSA.Appeals@capetown.gov.za

2.1.6.5 All requests referring to clause 2.1.6.3 must be submitted in writing to:
The City Manager - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:

The City Manager - C/o the Information Officer, Office of the City Manager

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X9181, Cape Town, 8000

Via email at: Popia@capetown.gov.za.

2.1.6.7 Compliance to the CCT's Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.13: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account:

CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as $\frac{1}{2}$ (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Tenderers are required to attend a compulsory clarification meeting at which they may familiarise themselves with aspects of the proposed work, services or supply and pose questions.

Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Only those tenders submitted by tenderers whose attendance at this meeting have been recorded, will be declared responsive.

Please note a 15 minute grace period will be allowed for all tenderers, thereafter tenderers will be considered late.

2.2.1.1.4 Key Personnel (Eligibility Requirement):

Tenderers that will tender for Category E must comply with the below Eligibility requirements:
Schedule F13 to be completed

Category E: Hygiene Surveys**Company Experience:**

- The Occupational Hygiene (OH) Approved Inspection Authority (AIA) must be **accredited by SANAS according to SANS 17020:2012, for providing inspections within the scope of SANS 17020:2012 and approved by the DoEL.**
- For work outside the scope of SANAS, **the AIA must be an approved inspection authority with the Department of Employment and Labour as approved by the Chief Inspector**
 - Provide proof of SANAS Accreditation and approval by Department of Employment and Labour to render services for Occupational Hygiene Inspection bodies

Key Personnel:**Occupational Hygienist:**

A Registered Occupational Hygienist with a professional occupational hygiene organisation recognised by the Chief Inspector of the DoEL. He or she must hold a **valid legal knowledge certificate accepted by the DoEL.**

- **To Provide Proof of all personnel:** All personnel involved in the regulated services of the **AIA must hold a valid registration with a Professional occupational hygiene organisation recognised by the Chief Inspector and be registered as either an occupational hygiene technologist or occupational hygiene assistant.** All persons involved in the regulated services of the AIA must hold a **valid legal knowledge certificate accepted by the DoEL.**
- The letter issued by the DoEL on 28 June 2019 with regard to the supervision of registered Occupational Hygiene Assistants such apply at all times.
- Scope of accreditation in terms of SANAS 17020 shall apply to the relevant Asbestos Regulations, Noise-Induced hearing Loss Regulations, Lead Regulations, Regulations for Hazardous Chemical Agents and the examinations and tests of engineering control measures.
- All other monitoring of occupational hygiene stressors inclusive of Risk assessments - Training - Consulting - Auditing - Asbestos inventories - Asbestos management plans, fall outside the scope of SANAS 17020

Category E: Major Hazard Installation (MHI) Risk Assessment

Company is Approved by the Department of Employment and Labour as an Approved Inspection Authority for MHI regulations and **Accredited by SANAS.**

- **Provide proof of SANAS Accreditation and approval by Department of Employment and Labour to render services for MHI Risk Assessments**

MHI Risk Assessments are undertaken by **Approved Inspection Authorities (AIAs)** (based on best practice (modelling and/or calculations or both).

Shall demonstrate knowledge and competence in the work instructions of the MHI Approved Inspection Authority, ISO/IEC17020, Occupational Health and Safety Act and MHI regulations (latest revision).

Shall have attended courses (internal or external) to support the scope of accreditation e.g. QRA, hazard analysis, consequence analysis, fire protection, hazard identification, environmental impact assessments, explosion prevention etc.)

Notation: **Note:** Achievement of qualifications and completion of training and experience is not a guarantee of practical competence in inspection or the development of sound professional judgement.

2.2.1.1.5 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. A tenderer can apply for all categories, or only apply for category A, B, C, D and/or E. Tenderers should complete each part of the functionality criteria for the category(ies) that they are applying for in full. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

Category A

Evaluation Criteria	Applicable values/points per item	Weight %
Item 1	70 points	25
Item 2	70 points	25
Item 3	70 points	25
Item 4	70 points	25
Total		100

Category B

Evaluation Criteria	Applicable values/points per item	Weight %
Item 5	70 points	33.3
Item 6	70 points	33.3
Item 7	70 points	33.3
Total		100

Category C

Evaluation Criteria	Applicable values/points per item	Weight %
Item 8	70 points	25
Item 9	70 points	25
Item 10	70 points	25
Item 11	70 points	25
Total		100

Category D

Evaluation Criteria	Applicable values/points per item	Weight %
Item 12	70 points	33.3
Item 13	70 points	33.3
Item 14	70 points	33.3
Total		100

Category E

Evaluation Criteria	Applicable values/points per item	Weight %
Item 15	70 points	33.3
Item 16	70 points	33.3
Item 17	70 points	33.3
Total		100

Totals for Categories A, B, C, D and E will be summed up separately as indicated below:

Eg. Category A

Evaluation Criteria	Applicable values/points per item	Weight %	
Item 1: 70 points	60	25	15
Item 2: 70 points	70	25	17.5
Item 3: 70 points	65	25	16.25
Item 4: 70 points	60	25	15
		100 %	63.75%

The tenderer may tender for any number of Categories.

The minimum qualifying score for functionality in each Category is 60% out of a maximum of 100%.

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

Company Experience:

Tenderer to complete schedule F13 and accompany evidence documents e.g. Reference letter for all Training Interventions, Projects implementation, Assessments and Surveys done by the company

- **Training Plan:** The tenderer to provide a detailed list of training intervention completed applicable to service and type of training
- **Implementation Projects:** The tenderer to provide a detailed list of implementation projects completed
- **Assessments:** The tenderer to provide a detailed list of Assessments conducted.
- **Surveys:** The tenderer to provide a detailed list of Surveys done

Key Personnel

Tenderer to complete schedule F13 and accompany evidence documents e.g. reference letter for all training interventions, projects implementation and assessments done by key personnel

In order to be declared responsive, the tenderer must have the key personnel stipulated in Functionality criteria in its permanent employment at the close of the tender. Alternatively, signed undertakings from specialist consultants / firms having the required personnel, stating they will undertake the necessary work on behalf of the tenderer in terms of sub-consultant agreements, will be acceptable. Such undertakings must be attached to Schedule F13 Returnable Schedules.

The Tenderer may propose to use the same key personnel for different services within the various directorates, departments and branches when tendering to provide multidisciplinary professional services for more than one services within the various directorates, departments and branches.

- **Organogram:** The tenderer to provide a detailed breakdown of Job profiles (responsibilities). A proposed structure and composition of the proposed team that will include the proposed technical staff, support staff, their roles and responsibilities and the value add they will be bringing to the projects.
- **Curriculum vitae:** The curriculum vitae of all key personnel (including consultants and sub-contractors), along with the signed undertakings where relevant, must be submitted with the tender submission and appended to Schedule F13.
- **Qualifications:** All copies of qualifications must be certified.

- If no certified copies of qualifications are submitted with your tender application, where required, your score for the relevant item number may result in a zero score.

Evaluation will be based on the information provided in Schedule F13 - Key Personnel as listed against the criteria

Category A: ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and Legal Audits & Legal Registers

Category B: ISO 50001:2018; ISO 55001:2014; ISO 41001:2018

Category C: ISO 22301:2019; ISO 31000:2018; ISO 27001:2022; Lean Six Sigma

Category D: Water Safety Planning (WSP); Wastewater Risk Abatement Planning (W2RAP), ISO 22000:2018

Category E: Occupational Hygiene Surveys; Major Hazardous Installations Risk Assessments (MHI's), ISO 17020:12

CATEGORY A: ISO 9001:2015/ISO 14001:2015/ISO 45001:2018/Legal Audits and Legal Register

Category A

Evaluation Criteria	Applicable values/points per item	Weight %
Item 1	70 points	25
Item 2	70 points	25
Item 3	70 points	25
Item 4	70 points	25
Total		100

The minimum Qualifying Score for functionality Category A: 60% out of 100%

Item 1: ISO 9001:2015 Quality Management System (QMS) Implementation (Consultation Services), Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 9001:2015 training interventions as listed under the Training section as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation Services and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 9001:2015 Quality Management System (QMS) and have done Assessments as per Category A, over the past five (5) years and provide contactable references to this effect	▪ 5 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points ▪ 5 or more Assessments within the past 5 years = 5 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10

<u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>		
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 9001:2015 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 9001:2015 Implementation Certificate and ISO 9001:2015 Lead Auditor Certificate Recognised Accreditation (e.g. SAATCA/IRCA or equivalent)</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	▪ Certificate in ISO 9001:2015:2015 Implementation respectively = 5 points ▪ Certificate in ISO 9001:2015 Lead Auditor respectively = 5 points ▪ None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 9001:2015 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references.</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience in Implementation and Assessments:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 9001:2015 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references.</u>	▪ 5 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points ▪ 5 or more Assessment within the past 5 years = 10 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 2: ISO 14001:2015 (Environmental Management System) Implementation (Consultation Services), Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 14001:2015 training interventions	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points	10

as listed under the Training section as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	
<u>Tenderer's/Company Experience (Implementation-Services and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 14001:2015 Environmental Management System (EMS) and have done Assessments as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points 5 or more Assessment within the past 5 years = 5 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 14001:2015 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 14001:2015:2015 Implementation Certificate and ISO 14001:2015 Lead Auditor Certificate Recognised Accreditation (e.g. SAATCA/IRCA or equivalent)</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Certificate in ISO 14001:2015 (EMS) Implementation = 5 points - Certificate in ISO 14001:2015 (EMS) Lead Auditor = 5 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 14001:2015 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references.</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience in Implementation and Assessments:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 14001:2015	5 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 5 Implementation projects within the past 5 years = 0 points	20

Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references.</u>	▪ 5 or more Assessment within the past 5 years = 10 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	
Sub-Total		70

Item 3: ISO 45001:2018 Health and Safety Management System: Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 45001:2018 training interventions as listed under the Training section as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 45001:2018 Health & Safety Management System (QMS) and have done Assessments as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points 5 or more Assessment within the past 5 years = 5 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 45001:2018 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 45001:2018 Implementation Certificate and ISO 45001:2018 Lead Auditor Certificate Recognised Accreditation (e.g. SAATCA/IRCA or equivalent)</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Certificate in ISO 45001:2018 (QHS) Implementation = 3 points - Certificate in ISO 45001:2018 (QHS) Lead Auditor = 5 points - Certificate in SAMTRAC/NEBOSH or equivalent qualification = 2 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points	20

personnel for ISO 45001:2018 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 45001:2018 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 5 Implementation projects within the past 5 years = 0 points 5 or more Assessment within the past 5 years = 10 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 4: Legal Audits / Legal Registers

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Legal Audits and Legal Registers):</u> Tenderer must have facilitated and completed Legal Audits and manage Legal Registers for organisations as per Category A, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Legal Audits completed within the past 5 years = 10 points - Less than 5 Legal Audits within the past 5 years = 0 points - Manage 5 or more Legal Registers for different companies within the past 5 years = 10 points - Less than 5 Legal Registers within the past 5 years = 0 points (Maximum score of 20 points)	20
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for Legal Audits and manage Legal Registers <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of of qualifications</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Diploma/Degree in Environmental Management or equivalent/Environmental Law/Occupational H&S or equivalent = 5 points - Professional Body Registration: Legal Practitioner, LLB or BProc or equivalent = 5 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10

<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for Legal requirement training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Legal Requirement training interventions within the past 5 years = 20 points 3-4 Legal Requirement training interventions within the past 5 years = 15 points - Less than 3 Legal Requirement training interventions within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Legal Audits and Legal Register):</u> Refer to Schedule F13 to be completed for the proposed key personnel for Legal Audits and manage Legal Registers with relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Legal Audits completed within the past 5 years = 10 points - Less than 5 Legal Audits within the past 5 years = 0 points - Manage 5 or more Legal Registers for different companies within the past 5 years = 10 points - Less than 5 Legal Registers within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

CATEGORY B: ISO 50001:2018/ISO 55001:2014/ISO 41001:2018**Category B**

Evaluation Criteria	Applicable values/points per item	Weight %
Item 5	70 points	33.3
Item 6	70 points	33.3
Item 7	70 points	33.3
Total		100

The minimum Qualifying Score for functionality Category B: 60% out of 100%

Item 5: ISO 50001:2018 Energy Management System (EnMS): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 50001:2018 training interventions as listed under the Training section as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u>	3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points	10

Tenderer must have facilitated/Implemented the ISO 50001:2018 Energy Management System (EnMS) and have done Assessments as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 50001:2018 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 50001:2018 Implementation Certificate and ISO 50001:2018 Internal Auditor/Auditing Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Certificate in ISO 50001:2018 (EnMS) Implementation = 5 points - Certificate in ISO 50001:2018 (EnMS) Internal Auditor / Auditing = 5 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 50001:2018 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 50001:2018 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 10 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 6: ISO 55001:2014 Asset Management System (AMS): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 55001:2014 training interventions as listed under the Training section as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 55001:2014 Asset Management System (AMS) and have done Assessments as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 55001:2014 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 55001:2014 Implementation Certificate and ISO 55001:2014 Internal Auditor/Auditing Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Certificate in ISO 55001:2014 (AMS) Implementation = 5 points - Certificate in ISO 55001:2014 (AMS) Internal Auditor / Auditing = 5 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 55001:2014 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20

<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 55001:2014 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 10 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 7: ISO 41000:2018– Facilities Management (FM): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 41000:2018 training interventions as listed under the Training section as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 41000:2018 Facility Management System (FMS) and have done Assessments as per Category B, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 41000:2018 interventions	- Certificate in ISO 41000:2018(FMS) Implementation = 5 points - Certificate in ISO 41000:2018(FMS) Internal Auditor / Auditing = 5 points - None of the above specified Certificates = 0 points	10

<u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 41000:2018Implementation Certificate and ISO 41000:2018Internal Auditor/Auditing Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	(Maximum score of 10 points)	
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 41000:2018 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 41000:2018Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points ▪ 3 or more Assessment within the past 5 years = 10 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

CATEGORY C: ISO 22301/ISO 27001:2022/ISO 31000:2018/Lean Six Sigma

Category C

Evaluation Criteria	Applicable values/points per item	Weight %
Item 8	70 points	25
Item 9	70 points	25
Item 10	70 points	25
Item 11	70 points	25
Total		100

The minimum Qualifying Score for functionality Category C: 60% out of 100%

Item 8: ISO 22301:2019 Business Continuity Management (BCM): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 22301:2019 training interventions and applicable Business Continuity Training as listed under the Business Continuity Training section as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 22301:2019 Business Continuity Management (BCM) and have done Assessments as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22301:2019 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 22301:2019 Implementation Certificate and ISO 22301:2019 Internal Auditor/Auditing Certificate</u>	- Certificate in ISO 22301:2019 (BCM) Implementation = 5 points - Certificate in ISO 22301:2019 (BCM) Internal Auditor / Auditing = 5 points - None of the above specified Certificates = 0 points (Maximum score of 10 points)	10

*Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version		
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22301:2019 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22301:2019 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 10 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 9: Lean Six Sigma - LSS (Yellow/Green/Black and Master Black Belts): Implementation Projects and Training Interventions

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated LSS training interventions (must include: Yellow/Green/Black Belt Training Interventions) as listed under the Training section as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 10 points 3-4 LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 5 points - Less than 3 LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation Projects):</u> Tenderer must have facilitated/Implemented LSS Projects / Black Belt/Green Belt Projects and as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more LSS/Black Belt Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 LSS/Black Belt Implementation projects within the past 5 years = 0 points (Maximum score of 10 points)	10

<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for Lean Six Sigma interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of Certified Black Belt / Master Black Belt Certificate and or Green Belt Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	▪ Certificate/Diploma in Certified Black Belt or a Master Black Belt = 10 points ▪ Certificate/Diploma in Certified Green belt = 5 points ▪ No Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO Lean Six Sigma training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 20 points ▪ 3-4 LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 15 points ▪ Less than 3 LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation):</u> Refer to Schedule F13 to be completed for the proposed key personnel for Lean Six Sigma Implementation projects <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 3 or more in LSS/Black Belt Implementation projects successfully completed within the past 5 years = 20 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 10: ISO 27001:2022 – Information Security System (ISS): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 27001:2022 training interventions as listed under the Training section as per Category C, within the past five (5) years and provide contactable references to this effect	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10

<u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>		
<u>Tenderer's/Company Experience</u> <u>(Implementation/Consultation Services and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 27001:2022 (ISS) and have done Assessments as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	▪ 3 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points ▪ 3 or more Assessment within the past 5 years = 5 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 27001:2022 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 27001:2022 Implementation Certificate and ISO 27001:2022 Internal Auditor/Auditing Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	▪ Certificate in ISO 27001:2022 (ISS) Implementation = 5 points ▪ Certificate in ISO 27001:2022 (ISS) Internal Auditor / Auditing = 5 points ▪ None of the above specified Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 27001:2022 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience</u> <u>(Implementation and Assessments):</u>	▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points	20

Refer to Schedule F13 to be completed for the proposed key personnel for ISO 27000:2022 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ Less than 3 Implementation projects within the past 5 years = 0 points ▪ 3 or more Assessment within the past 5 years = 10 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	
Sub-Total		70

Item 11: ISO 31000:2018 Risk Management (RM): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 31000:2018 training interventions as listed under the Training section as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 31000:2018 Risk Management System (RMS) and have done Assessments as per Category C, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	▪ 3 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points ▪ 3 or more Assessment within the past 5 years = 5 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 31000:2018 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 31000:2018 Implementation Certificate and ISO 31000:2018 Internal Auditor/Auditing Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor.	▪ Certificate in ISO 31000:2018 (RM) Implementation = 5 points ▪ Certificate in ISO 31000:2018 (RM) Internal Auditor / Auditing = 5 points ▪ None of the above specified Certificates = 0 points (Maximum score of 10 points)	10

*Certificates: Latest Applicable Version		
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 31000:2018 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 31001:2018 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points 3 or more Assessment within the past 5 years = 10 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

CATEGORY D: WSP/ IW2RAP/ ISO 22000:2018**Category D**

Evaluation Criteria	Applicable values/points per item	Weight %
Item 12	70 points	33.3
Item 13	70 points	33.3
Item 14	70 points	33.3
Total		100

The minimum Qualifying Score for functionality Category D: 60% out of 100%

Item 12: Water Safety Planning (WSP) (WHO Version 2023 update) – DWS Blue Drop Requirements Implementation (Consultation Services) and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the WSP (Water Safety Planning) training interventions as listed under the Training section as per Category D, within the past five (5) years and provide contactable references to this effect	5 or more Implementation Training Intervention within the past 5 years = 10 points 3-4 Implementation Training Intervention within the past 5 years = 5 points - Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10

<u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>		
<u>Tenderer's/Company Experience (Implementation/Consultation services):</u> Tenderer must have facilitated/Implemented the WSP Implementation as per Category D, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for WSP interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of Water Safety plan Qualifications/ Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version – WHO Version 2023 for Water Safety plans.	- Certificate/Diploma/Degree in WSP/Water Safety / Water Quality / Water Resource Management/SANS 241/Health/Blue Drop requirements or related technical field equivalent Water Safety = 10 points - No Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for WSP training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation Training Intervention within the past 5 years = 20 points 3-4 training Implementation Training Intervention within the past 5 years = 15 points - Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation/Consultation):</u> Refer to Schedule F13 to be completed for the proposed key personnel for WSP Implementation/consultation with relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more years' experience in WSP Implementation projects successfully completed = 20 points - Less than 3 years = 0 points (Maximum score of 20 points)	20

Sub-Total	70
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Item 13: Wastewater Risk Abatement Planning (W₂RAP) – DWS Green Drop Requirements (Consultation Services), Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the W₂RAP training interventions as listed under the Training section as per Category D, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation Training Intervention within the past 5 years = 10 points 3-4 Implementation Training Intervention within the past 5 years = 5 points - Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation/Consultation Services):</u> Tenderer must have facilitated/Implemented the W₂RAP as per Category D, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for W₂WRAP interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of W2RAP Qualifications/ Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	- Certificate/Diploma/Degree in W₂WRAP /Wastewater Quality / Green Drop /Waste water Resource Management/Wastewater SANS/Health requirements or related technical field equivalent W₂RAP = 10 points - No Certificates = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for W₂RAP training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	5 or more Implementation Training Intervention within the past 5 years = 20 points 3-4 Implementation Training Intervention within the past 5 years = 15 points - Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20

<u>Key Personnel Experience (Implementation/Consultation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for Implementation services with relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	3 or more years' experience in W2RAP Implementation projects successfully completed = 20 points - Less than 3 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

Item 14: ISO 22000:2018 Version 6 Food Safety Management System (FSMS): Implementation, Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 22000:2018 training interventions as listed under the Training section as per Category D, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 22000:2018 Food Safety Management System (FSMS) and have done Assessments as per Category D, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points 5 or more Assessment within the past 5 years = 5 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22000:2018 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 22000:2018 Implementation Certificate and ISO 22000:2018 Lead Auditor Certificate Recognised</u>	- Certificate in ISO 22000:2018 (FSMS) Implementation = 5 points - Certificate in ISO 22000:2018 (FSMS) Lead Auditor = 5 points - No Certificates = 0 points (Maximum score of 10 points)	10

<u>Accreditation (e.g. SAATCA/IRCA or equivalent)</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version		
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22000:2018 training interventions _ <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for ISO 22000:2018 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points ▪ 5 or more Assessment within the past 5 years = 10 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

CATEGORY E: ISO OCCUPATIONAL HYGIENE SURVEY / MHI/ 17020:2012

Category E

Evaluation Criteria	Applicable values/points per item	Weight %
Item 15	70 points	33.3
Item 16	70 points	33.3
Item 17	70 points	33.3
Total		100

The minimum Qualifying Score for functionality Category E: 60% out of 100%

Item 15: Occupational Hygiene Surveys

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Assessments):</u> Tenderer must have facilitated and completed Occupational Hygiene	▪ 10 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 35 points ▪ 5 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 20 points	35

Surveys for organisations listed in Category E, within the past five (5) years and provide contactable references to this effect ▪ The Occupational Hygiene (OH) Approved Inspection Authority (AIA) must be accredited by SANAS according to SANS 17020:2012, for providing inspections within the scope of SANS 17020:2012 and approved by the DoEL. ▪ For work outside the scope of SANAS, the AIA must be an approved inspection authority with the Department of Employment and Labour as approved by the Chief Inspector <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	▪ 3-4 Occupational Hygiene Surveys successfully completed within the past 5 years = 10 points ▪ Less than 3 Occupational Hygiene Surveys successfully completed within the past 5 years = 0 point (Maximum score of 35 points)	
<u>Key Personnel Experience (Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for Occupational Hygiene Surveys with relevant experience The required experience to perform occupational hygiene surveys as per the Extract from DoEL letter - Explanatory note for Supervision of Registered Occupational Hygiene Assistants dated 07 August 2019 All personnel involved in the regulated services of the AIA must hold a valid registration with a Professional occupational hygiene organisation recognised by the Chief Inspector and be registered as either an occupational hygiene technologist or occupational hygiene assistant. All persons involved in the regulated services of the AIA must hold a valid legal knowledge certificate accepted by the DoEL. <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 10 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 35 points ▪ 5 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 20 points ▪ 3-4 Occupational Hygiene Surveys successfully completed within the past 5 years = 10 points ▪ Less than 3 Occupational Hygiene Surveys successfully completed within the past 5 years = 0 point (Maximum score of 35 points)	35
Sub-Total		70

Item 16: Major Hazard Installation Risk Assessment (MHI) Risk Assessments Consultation Services / Assessments

Evaluation Criteria	Applicable values/points (Weight)	Score
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<u>Tenderer's/Company Experience (Consultation Services and Assessments):</u> Tenderer must have facilitated and completed MHI Assessments for organisations listed in Category E, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	10 or more MHI Assessments successfully completed within the past 10 years = 35 points 5 or more MHI Assessments successfully completed within the past 10 years = 20 points 3-4 MHI Assessments successfully completed within the past 10 years = 10 points - Less than 3 MHI Assessments successfully completed within the past 10 years = 0 point (Maximum score of 35 points)	35
<u>Key Personnel Experience (Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for MHI's with relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	10 or more MHI Assessments successfully completed within the past 10 years = 35 points 5 or more MHI Assessments successfully completed within the past 10 years = 20 points 3-4 MHI Assessments successfully completed within the past 10 years = 10 points - Less than 3 MHI Assessments successfully completed within the past 10 years = 0 point (Maximum score of 35 points)	35
Sub-Total		70

Item 17: ISO 17020:2012 Requirements for Competencies for Bodies Performing Inspection and Training (Consultation Services), Assessments and Training

Evaluation Criteria	Applicable values/points (Weight)	Score
<u>Tenderer's/Company Experience (Training):</u> Tenderer must have facilitated the ISO 17020:2012 training interventions as listed under the Training section as per Category E, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	10
<u>Tenderer's/Company Experience (Implementation/Consultation Services and Assessments):</u> Tenderer must have facilitated/Implemented the ISO 17020:2012 and have done Assessments as per Category E, within the past five (5) years and provide contactable references to this effect <u>Please note: Schedule F13 must be fully completed and accompanied with a Company Reference letter</u>	5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points 5 or more Assessment within the past 5 years = 5 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	10
<u>Key Personnel Qualification:</u> Refer to Schedule F13 to be completed for the proposed key	- Certificate in ISO 17020:2012 Implementation = 5 points - Certificate in ISO 17020:2012 Internal Auditor / Auditing = 5 points - None of the above specified Certificates = 0 points	10

personnel for ISO 17020:2012 interventions <u>Schedule F13 to be completed and provided with a CV with contactable references as well as Certified copies of ISO 17020:2012 Implementation Certificate and ISO 17020:2012 Lead Auditor Certificate (SAATCA/IRCA or equivalent) or 17020 Internal Auditor Certificate</u> *Note: No duplication of key staff: The trainer/implementor cannot be the same key personnel as the auditor. *Certificates: Latest Applicable Version	(Maximum score of 10 points)	
<u>Key Personnel Training Experience:</u> Refer to Schedule F13 to be completed for the proposed key personnel for 17020:2012 training interventions <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	20
<u>Key Personnel Experience (Implementation and Assessments):</u> Refer to Schedule F13 to be completed for the proposed key personnel for 17020:2012 Implementation and Assessment services relevant experience <u>Schedule F13 to be completed and provided with a CV with contactable references</u>	▪ 5 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points ▪ 5 or more Assessment within the past 5 years = 10 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 20 points)	20
Sub-Total		70

2.2.1.1.7 Provision of samples

Not Applicable

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive.

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

2.2.6 Acknowledge and comply with notices

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

2.2.7 Clarification meeting

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

2.2.9 Pricing the tender offer

2.2.9.1 The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offer

2.2.11.1 Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

2.2.11.2 Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

2.2.12.2 The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.4 Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General

Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

2.2.12.5 The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.6 The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.7 Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

2.2.12.8 By signing the offer part of the Form of Offer (**Section 5, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

2.2.12.9 Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.10 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

2.2.14.2 If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bod Adjudication Committee ("BAC") for noting.

2.2.15.3 A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

2.2.16 Clarification of tender offer, or additional information, after submission

Tenderer's shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written

instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan

in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

2.3.2 Issue Notices

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 two-envelope system

2.3.4.1 Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract,
- or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:

- i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
- ii) The summation of the prices; or
- iii) Calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b) If the selected method is based on a formula, indices, coefficient, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c) If the selected method is based on a formula, indices, coefficient, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published

indices relevant during the 12 months prior to the closing date of tenders.

- d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per category / rates as set out in the **Price Schedule (Section 7)**:

- Based on the sum of the prices/rates in relation to the estimated quantities.

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 preference point system will apply to this tender.

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B1: Awards above R750 000 and up to R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (80/20) <i>Equal/ below R50 mil</i>	Evidence	Additional Guidance
<i>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</i>				
1	Gender are women (ownership)* >75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points	5	- Company Registration Certification - Central Supplier Database report	- Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
2	Race are black persons (ownership)* >75% - 100% black ownership: 5 points >50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points 0% black ownership = 0 points	5	- B-BBEE certificate; - Company Registration Certification - Central Supplier Database report	- South African National Accreditation System approved certificate or commissioned sworn aFidavit - Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
3	Disability are disabled persons (ownership)* WHO disability guideline >2% ownership: 3 points >0% - 2% ownership: 1.5 point 0% ownership = 0 points	3	- Proof of disability - Company Registration Certification	- Medical certificate/ South African Revenue Services disability registration - Issued by the Companies and Intellectual Property Commission
<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>				
4	Promotion of Micro and Small Enterprises <i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i>	7	- B-BBEE status level of contributor; - South African owned enterprises; - Financial Statement to determine annual turnover	- Specifically in line with the respective sector codes which the company operates, - South African National Accreditation System approved certificate or commissioned sworn aFidavit - Certificate of incorporation or commissioned sworn aFidavit - Latest financial statements (1 Year)
	Total points	20		

*Ownership: main tendering entity

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the

Companies Act, 2008, bankrupt or being wound up, has his Affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and

- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

2.3.12.4 The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate a Standby Bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included in its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
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TENDER NO: 36C/2024/25

TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN.

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

THE CONTRACT

THE CITY OF CAPE TOWN	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended ("the Purchaser") herein represented by	
AUTHORISED REPRESENTATIVE	

AND

SUPPLIER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The "Supplier" / "tenderer")	
TRADING AS (if different from above)	
REGISTRATION NUMBER	
PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER	
AUTHORISED REPRESENTATIVE	
CAPACITY OF AUTHORISED REPRESENTATIVE	

(HEREINAFTER COLLECTIVELY REFERRED TO AS "THE PARTIES" AND INDIVIDUALLY A "PARTY")

NATURE OF TENDER OFFER (please indicate below)	
Main offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

C.1 DETAILS OF TENDERER/SUPPLIER

1.1 Type of Entity (Please tick one box)

☐ Individual / Sole Proprietor ☐ Partnership or Joint Venture or Consortium	☐ Close Corporation ☐ Company ☐ Trust ☐ Other:
--	---

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code
Physical address (Chosen Domicilium Citandi Et Executandi)	Postal Code
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax : (____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
CCT Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	
Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐ Yes ☐ No
	c) Does the tenderer have any source of income in the Republic of South Africa? ☐ Yes ☐ No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐ Yes ☐ No

C.2 FORM OF OFFER AND ACCEPTANCE

TENDER 36C/2024/25 PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN

C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule**.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT _____ (PLACE) ON THE _____ (DAY) OF _____ (MONTH AND YEAR)

For and on behalf of the Supplier
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 36C/2024/25 PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN

C.2.2 Acceptance (To Be Completed by the CCT)

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after receiving a complete, copy of the Contract, including the *Schedule of Deviations* (if any), contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

For and on behalf of the City of Cape Town
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 36C/2024/25 PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN

C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)

Notes:

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject

Details

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2 Subject

Details

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3 Subject

Details

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4 Subject

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By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 36C/2024/25 PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN

C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s)

Name(s)

Capacity

Signature and name of witness:

Signature Name

ONLY TO BE
COMPLETED AT
ACCEPTANCE STAGE

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT")
AND**

.....,
(Supplier/Mandatar/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (hereafter "OHSA") and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatar

Signed at..... on the.....day of.....20

Witness

for and on behalf of
CCT

C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “or equivalent”.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

- * All Standards and Legislation to be as per the most recent and latest applicable version
- * Awareness Training minimum 15 delegates and maximum 30 delegates.
- * All other Training interventions minimum 15 delegates and maximum 25 delegates

* **% Mark up:** The service provider may appoint sub-contractors for specialised services and supply of goods for which a mark-up of up to 10% on gross invoiced price excluding VAT may be charged to the City of Cape Town. The use of outsourced services in no way reduces the liability or obligations of the service providers in terms of this tender.

Category A: ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and Legal Audits & Legal Registers

Category B: ISO 50001: 2018; ISO 55001: 2014; ISO 41001:2018

Category C: ISO 22301:2019; ISO 31000:2018; ISO 27001:2022; Lean Six Sigma

Category D: Water Safety Planning (WSP); Wastewater Risk Abatement Planning (W2RAP), ISO 22000:2018

Category E: Occupational Hygiene Surveys; Major Hazardous Installations Risk Assessments (MHI's), ISO 17020:12

Item 18 - ADHOC: Applicable to ALL CATEGORIES AND THE PRICING SCHEDULE FOR ITEM 18 **MUST BE COMPLETED**

CATEGORY	DESCRIPTION	MARK WITH X FOR THE CATEGORY TENDERED
CATEGORY A	ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and Legal Audits & Legal Registers	
CATEGORY B	ISO 50001: 2018; ISO 55001: 2014; ISO 41001:2018	
CATEGORY C	ISO 22301:2019; Lean Six Sigma; ISO 27001:2022; ISO 31000:2018;	
CATEGORY D	Water Safety Planning (WSP); Wastewater Risk Abatement Planning (W2RAP), ISO 22000:2018	
CATEGORY E	Occupational Hygiene Surveys; Major Hazardous Installations Risk Assessments (MHI's), ISO 17020:12	

CATEGORY A: ISO 9001:2015/ISO 14001:2015/ISO 45001:2018/Legal Audits and Legal Register**Item 1: ISO 9001:2015**

		All training interventions rate per day per Person including certificates. Awareness training rates per hour				
ITEM	QUALITY MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
1.1	ISO 9001:2015 Quality Management Systems – Awareness (Classroom)	Course dependent	Per hour			
1.1.1	ISO 9001:2015 Quality Management Systems – Awareness (Virtual)	Course dependent	Per hour			
1.2	SANS/ISO 9001:2015 Quality Management Systems – Introduction (Classroom)	1 day	Per Person Per day			
1.2.1	SANS/ISO 9001:2015 Quality Management Systems – Introduction (Virtual)	1 day	Per Person Per day			
1.3	SANS/ISO 9001:2015 Quality Management Systems – Implementation (Classroom)	3 days	Per Person Per day			
1.3.1	SANS/ISO 9001:2015 Quality Management Systems – Implementation (Virtual)	3 days	Per Person Per day			
1.4	ISO 9001:2015 Quality Management Systems – Internal Auditors (Classroom)	3 days	Per Person Per day			
1.4.1	ISO 9001:2015 Quality Management Systems – Internal Auditors (Virtual)	3 days	Per Person Per day			
1.5	SANS/ISO 9001:2015 Quality Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Classroom)	5 days	Per Person Per day			

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1.5.1	SANS/ISO 9001:2015 Quality Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Virtual)	5 days	Per Person Per day			
1.6	SANS/ISO 19011 Auditing principles (Classroom)	2 days	Per Person Per day			
1.6.1	SANS/ISO 19011 Auditing principles (Virtual)	2 days	Per Person Per day			
1.7	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
1.7.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
1.8	Develop, Implement and maintain ISO 9001:2015	Per hour			
1.9	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
1.10	Review and Update “As is” procedure and other IMS documents for systems implementation	Per hour			
1.11	Develop “To Be” procedure and other IMS documents for systems compliance	Per hour			
1.12	Facilitate workshop for “As Is” and “To Be” IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
1.13	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
1.14	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
1.15	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
1.16	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 2: ISO 14001:2015

		All training interventions rate per day per Person including certificates. Awareness training rates per hour				
ITEM	ENVIRONMENTAL MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
2.1	ISO14001:2015 Environmental Management Systems – Awareness (Classroom)	Course dependant	Per hour			
2.1.1	ISO14001:2015 Environmental Management Systems – Awareness (Virtual)	Course dependant	Per hour			
2.2	ISO14001:2015 Environmental Management Systems – Introduction (Classroom)	1 day	Per Person Per day			
2.2.1	ISO14001:2015 Environmental Management Systems – Introduction (Virtual)	1 day	Per Person Per day			
2.3	ISO14001:2015 Environmental Management Systems – Implementation (Classroom)	3 days	Per Person Per day			
2.3.1	ISO14001:2015 Environmental Management Systems – Implementation (Virtual)	3 days	Per Person Per day			
2.4	ISO 14001:2015 Environmental Management Systems – Internal Auditors (Classroom)	3 days	Per Person Per day			
2.4.1	ISO 14001:2015 Environmental Management Systems – Internal Auditors (Virtual)	3 days	Per Person Per day			
2.5	ISO 14001:2015 Environmental Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Classroom)	5 days	Per Person Per day			
2.5.1	ISO 14001:2015 Environmental Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Virtual)	5 days	Per Person Per day			
2.6	ISO 14001:2015 Environmental Management Systems – Legal Liability & Legal (Classroom)	1 day	Per Person Per day			
2.6.1	ISO 14001:2015 Environmental Management Systems – Legal Liability & Legal (Virtual)	1 day	Per Person Per day			
2.7	Environmental Legislation Training (Classroom)	1 day	Per Person Per day			
2.7.1	Environmental Legislation Training (Virtual)	1 day	Per Person Per day			

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2.8	Should an delegate fail test, a full test must be re-written with refresher training if applicable. (Classroom)	Course dependant	Per Person			
2.8.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
2.9	Develop, Implement and maintain ISO 14001:2015	Per hour			
2.10	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
2.11	Review and Update "As is" Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
2.12	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
2.13	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
2.14	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
2.15	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
2.16	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
2.17	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 3: ISO 45001:2018

		All training interventions rate per day per Person including certificates. Awareness training rates per hour				
ITEM	HEALTH AND SAFETY MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	EstimATED Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
3.1	ISO 45001:2018 Occupational Health & Safety Management Systems –Awareness (Classroom)	Course dependant	Per hour			
3.1.1	ISO 45001:2018 Occupational Health & Safety Management Systems –Awareness (Virtual)	Course dependant	Per hour			
3.2	ISO 45001:2018 Occupational Health & Safety Management Systems – Introduction (Classroom)	1 day	Per Person Per day			
3.2.1	ISO 45001:2018 Occupational Health & Safety Management Systems – Introduction (Virtual)	1 day	Per Person Per day			
3.3	ISO 45001:2018 Occupational Health & Safety Management Systems – Implementation (Classroom)	3 days	Per Person Per day			
3.3.1	ISO 45001:2018 Occupational Health & Safety Management Systems – Implementation (Virtual)	3 days	Per Person Per day			
3.4	Introduction to OHS and Incident Management (Classroom)	1 day	Per Person Per day			
3.4.1	Introduction to OHS and Incident Management (Virtual)	1 day	Per Person Per day			
3.5	ISO 45001:2018 Occupational Health & Safety Management Systems – Internal Auditing (Classroom)	3 days	Per Person Per day			
3.5.1	ISO 45001:2018 Occupational Health & Safety Management Systems – Internal Auditing (Virtual)	3 days	Per Person Per day			
3.6	ISO 45001:2018 Occupational Health & Safety Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Classroom)	5 days	Per Person Per day			
3.6.1	ISO 45001:2018 Occupational Health & Safety Management Systems – Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Virtual)	5 days	Per Person Per day			
3.7	ISO 45001:2018 Occupational Health & Safety Management Systems – Legal Requirements (Classroom)	1 day	Per Person Per day			
3.7.1	ISO 45001:2018 Occupational Health & Safety Management Systems – Legal Requirements (Virtual)	1 day	Per Person Per day			
3.8	Health and Safety Legislative training (Classroom)	2 days	Per Person Per day			

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3.8.1	Health and Safety Legislative training (Virtual)	2 days	Per Person Per day			
3.9	SAMTRAC or equivalent, Introduction (Classroom)	5 days	Per Person Per day			
3.9.1	SAMTRAC or equivalent, Introduction (Virtual)	5 days	Per Person Per day			
3.10	SAMTRAC or equivalent, General (Classroom)	10 days	Per Person Per day			
3.10.1	SAMTRAC or equivalent, General (Virtual)	10 days	Per Person Per day			
3.11	SAMTRAC refresher training (Classroom) (This is for the SAMTRAC 5 day and 10 day)	Course dependant	Per Person Per day			
3.11.1	SAMTRAC refresher training (Virtual) (This is for the SAMTRAC 5 day and 10 day)	Course dependant	Per Person Per day			
3.12	SAMTRAC exam rewrite (Classroom) (This is for the SAMTRAC 5 day and 10 day)	Course dependent	Per Person Per day			
3.12.1	SAMTRAC exam rewrite (Virtual) (This is for the SAMTRAC 5 day and 10 day)	Course dependent	Per Person Per day			
3.13	NEBOSH General (Classroom)	10 days	Per Person Per day			
3.13.1	NEBOSH General (Virtual)	10 days	Per Person Per day			
3.14	NEBOSH Construction (Classroom)	15 days	Per Person Per day			
3.14.1	NEBOSH Construction (Virtual)	15 days	Per Person Per day			
3.15	NEBOSH Environmental Management (Classroom)	5 days	Per Person Per day			
3.15.1	NEBOSH Environmental Management (Virtual)	5 days	Per Person Per day			
3.16	NEBOSH Appeals (Classroom)	Course dependant	Per Person Per day			
3.16.1	NEBOSH Appeals (Virtual)	Course dependant	Per Person Per day			
3.17	NEBOSH Exam Rewrites (Classroom)	Course dependant	Per Person Per day			
3.17.1	NEBOSH Exam Rewrites (Virtual)	Course dependant	Per Person Per day			
3.18	NEBOSH Refresher training (Classroom)	2 days	Per Person Per day			

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3.18.1	NEBOSH Refresher training (Virtual)	2 days	Per Person Per day			
3.19	Handling Chemical spills training (Classroom)	1 day	Per Person Per day			
3.19.1	Handling Chemical spills training (Virtual)	1 day	Per Person Per day			
3.20	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
3.20.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
3.21	Develop, Implement and maintain ISO 45001:2018	Per hour			
3.22	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
3.23	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
3.24	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
3.25	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			
3.26	Monitor and ensure compliance to the OHS Act 85 of 1993 requirements; Reports and feedback presentation	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
3.27	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
3.28	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
3.29	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
3.30	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

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3.31	Vendor surveillance and /or compliance assessments (desktop or physical inspections); Reports and feedback presentation	Per Hour			
3.32	Implementation of Conditional Assessments to Buildings and Infrastructure (To include: inspections of buildings, civil, electrical, electronic and mechanical infrastructure, providing an report, with recommendations, provision of an asset life cycle report but also recommended maintenance plans and schedules)	Per hour			

Item 4: Legal Audits, Legal Registers and Other Compliance

		All training interventions rate per day per Person including certificates. Awareness training rates per hour				
ITEM	LEGAL REQUIREMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
4.1	Legal Requirements and Legislative Training (Classroom)	2 day	Per Person Per day			
4.1.1	Legal Requirements and Legislative Training (Virtual)	2 day	Per Person Per day			
4.2	Legal Liability Training (Classroom)	2 days	Per Person Per day			
4.2.1	Legal Liability (Virtual)	2 days	Per Person Per day			

ITEM	INTEGRATED SERVICES DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
4.3	Legal Registers	Per unit			
4.4	Legal Audits OHS, Reports and feedback presentation	Per hour			
4.5	Legal Audits OHSE, Reports and feedback presentation	Per hour			

Item 18 (Adhoc requirements)

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %)	% Markup	_____ %	_____ %	_____ %
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	% Markup	_____ %	_____ %	_____ %

CATEGORY B: ISO 50001:2018/ISO 55001:2014/ISO 41001:2018

Item 5: ISO 50001:2018

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 50001:2018 ENERGY MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excludin g VAT)
5.1	ISO 50001:2018 - Energy management Awareness (Classroom)	Course dependant	Per Hour			
5.1.1	ISO 50001:2018 - Energy management Awareness (Virtual)	Course dependant	Per Hour			
5.2	ISO 50001:2018 - Energy management Introduction (Classroom)	1 day	Per Person Per day			

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5.2.1	ISO 50001:2018 - Energy management Introduction (Virtual)	1 day	Per Person Per day			
5.3	ISO 50001:2018 - Energy management implementation (Classroom)	2-3 days	Per Person Per day			
5.3.1	ISO 50001:2018 - Energy management implementation (Virtual)	2-3 days	Per Person Per day			
5.4	ISO 50001:2018 - Energy management Internal Auditors (Classroom)	3 days	Per Person Per day			
5.4.1	ISO 50001:2018 - Energy management Internal Auditors (Virtual)	3 days	Per Person Per day			
5.5	ISO 50001:2018 - Energy management Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Classroom)	5 days	Per Person Per day			
5.5.1	ISO 50001:2018 - Energy management Lead Auditors Recognised Accreditation e.g. SAATCA / IRCA or equivalent (Virtual)	5 days	Per Person Per day			
5.6	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
5.6.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
5.7	Develop, Implement and maintain ISO 50001:2018	Per hour			
5.8	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
5.9	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
5.10	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
5.11	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

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ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
5.12	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
5.13	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
5.14	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
5.15	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 6: ISO 55001:2014

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 55001:2014 ASSET MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
6.1	ISO 55001:2014 - Asset management for Awareness (Classroom)	Course dependant	Per Hour			
6.1.1	ISO 55001:2014 - Asset management for Awareness (Virtual)	Course dependant	Per Hour			
6.2	ISO 55001:2014-Asset management introduction (Classroom)	1 day	Per Person Per day			
6.2.1	ISO 55001:2014-Asset management introduction (Virtual)	1 day	Per Person Per day			
6.3	ISO 55001:2014 - Asset management implementation (Classroom)	2-3 days	Per Person Per day			
6.3.1	ISO 55001:2014 - Asset management implementation (Virtual)	2-3 days	Per Person Per day			

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6.4	ISO 55001:2014- Asset management Internal auditors (Classroom)	3 days	Per Person Per day			
6.4.1	ISO 55001:2014- Asset management Internal auditors (Virtual)	3 days	Per Person Per day			
6.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
6.5.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
6.6	Develop, Implement and maintain ISO 55001:2014	Per hour			
6.7	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
6.8	Review and Update “As is” procedure and other IMS documents for systems implementation	Per hour			
6.9	Develop “To Be” procedure and other IMS documents for systems compliance	Per hour			
6.10	Facilitate workshop for “As Is” and “To Be” IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
6.11	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
6.12	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
6.13	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
6.14	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 7: ISO 41001:2018

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 41000 FACILITY MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
7.1	ISO 41000:2018 - Facility management for Awareness (Classroom)	Course dependant	Per Hour			
7.1.1	ISO 41000:2018 - Facility management for Awareness (Virtual)	Course dependant	Per Hour			
7.2	ISO 41000:2018- Facility management Introduction (Classroom)	1 day	Per Person Per day			
7.2.1	ISO 41000:2018- Facility management Introduction (Virtual)	1 day	Per Person Per day			
7.3	ISO 41000:2018 - Facility management Implementation (Classroom)	2-3 days	Per Person Per day			
7.3.1	ISO 41000:2018 - Facility management Implementation (Virtual)	2-3 days	Per Person Per day			
7.4	ISO 41000:2018 - Facility management Internal auditors (Classroom)	3 days	Per Person Per day			
7.4.1	ISO 41000:2018 - Facility management Internal auditors (Virtual)	3 days	Per Person Per day			
7.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
7.5.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
7.6	Develop, Implement and maintain ISO 41000:2018	Per hour			

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7.7	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
7.8	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
7.9	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
7.10	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
7.11	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
7.12	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
7.13	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
7.14	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

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ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %) To check with Bilqees on % Mark up if we can prescribe a cap on the Mark –up	% Markup	_____ %	_____ %	_____ %
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	% Markup	_____ %	_____ %	_____ %

CATEGORY C: ISO 223001/ Lean Six Sigma /ISO 27001:2022/ISO 31000:2018

Item 8: ISO 22301:2019 and other Business Improvement training interventions

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	BUSINESS IMPROVEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
8.1	ISO 22301:2019 - Awareness (Classroom)	Course dependant	Per Hour			
8.1.1	ISO 22301:2019 - Awareness (Virtual)	Course dependant	Per Hour			
8.2	ISO 22301:2019 Introduction (Classroom)	1 day	Per Person Per day			
8.2.1	ISO 22301:2019 Introduction (Virtual)	1 day	Per Person Per day			
8.3	ISO 22301:2019 Implementation (Classroom)	3 days	Per Person Per day			
8.3.1	ISO 22301:2019 Implementation (Virtual)	3 days	Per Person Per day			
8.4	ISO 22301:2019 Internal auditor (Classroom)	3 days	Per Person Per day			
8.4.1	ISO 22301:2019 Internal auditor (Virtual)	3 days	Per Person Per day			
8.5	Facilitation/Facilitators Training [Train the Trainer] (Classroom)	2 days	Per Person Per day			

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8.5.1	Facilitation/Facilitators Training [Train the Trainer] (Virtual)	2 days	Per Person Per day			
8.6	Process Improvement training (Classroom)	1 day	Per Person Per day			
8.6.1	Process Improvement training (Virtual)	1 day	Per Person Per day			
8.7	Innovation Management Training/Design LED Thinking (Classroom)	1 day	Per Person Per day			
8.7.1	Innovation Management Training/Design LED Thinking (Virtual)	1 day	Per Person Per day			
8.8	Business Improvement Training (PDCA&Quality Circles) (Classroom)	2 days	Per Person Per day			
8.8.1	Business Improvement Training (PDCA&Quality Circles) (Virtual)	2 days	Per Person Per day			
8.9	Basic Work Study training (Classroom)	Course dependant	Per Person Per day			
8.9.1	Basic Work Study training (Virtual)	Course dependant	Per Person Per day			
8.10	Intermediate/Advance Work study training (Classroom)	Course dependant	Per Person Per day			
8.10.1	Intermediate/Advance Work study training (Virtual)	Course dependant	Per Person Per day			
8.11	Incident Command Training (Classroom)	3 days	Per Person Per day			
8. 11.1	Incident Command Training (Virtual)	3 days	Per Person Per day			

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8.12	Ms Visio & Business Process mapping (Classroom)	1 day	Per Person Per day			
8.12.1	Ms Visio & Business Process mapping (Virtual)	1 day	Per Person Per day			
8.13	Character First training (Classroom)	2 days	Per Person Per day			
8.13.1	Character First training (Virtual)	2 days	Per Person Per day			
8.14	Process Mapping (Classroom)	2 days	Per Person Per day			
8.14.1	Process Mapping (Virtual)	2 days	Per Person Per day			
8.15	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
8.15.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
8.16	Develop, Implement and maintain ISO 22301:2019	Per hour			
8.17	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
8.18	Review and Update “As is” procedure and other IMS documents for systems implementation	Per hour			
8.19	Develop “To Be” procedure and other IMS documents for systems compliance	Per hour			
8.20	Facilitate workshop for “As Is” and “To Be” IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
8.21	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
8.22	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
8.23	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
8.24	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 9: Lean Six Sigma

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	LEAN SIX SIGMA / BUSINESS IMPROVEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
9.1	Lean Six Sigma White Belt: Introduction to Lean Six Sigma (Classroom)	1 day	Per Person Per day			
9.1.1	Lean Six Sigma White Belt: Introduction to Lean Six Sigma (Virtual)	1 day	Per Person Per day			
9.2	Yellow belt Six Sigma Problem Solving (Classroom)	2 days	Per Person Per day			
9.2.1	Yellow belt Six Sigma Problem Solving (Virtual)	2 days	Per Person Per day			
9.3	Yellow belt Six Sigma for key staff (Certified Yellow Belt) (Classroom)	5 days	Per Person Per day			
9.3.1	Yellow belt Six Sigma for key staff (Certified Yellow Belt) (Virtual)	5 days	Per Person Per day			
9.4	Greenbelt Six Sigma for key staff (Certified Green Belt) (Classroom)	10 days	Per Person Per day			
9.4.1	Greenbelt Six Sigma for key staff (Certified Green Belt) (Virtual)	10 days	Per Person Per day			
9.5	Blackbelt Six Sigma for key staff (Certified Blackbelt) (Classroom)	10-15 days	Per Person Per day			

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9.5.1	Blackbelt Six Sigma for key staff (Certified Blackbelt) (Virtual)	10-15 days	Per Person Per day			
9.6	Root Cause Analyses (Classroom)	1 day	Per Person Per day			
9.6.1	Root Cause Analyses (Virtual)	1 day	Per Person Per day			
9.7	Statistical Process Control (Classroom)	1-2 days	Per Person Per day			
9.7.1	Statistical Process Control (Virtual)	1-2 days	Per Person Per day			
9.8	Failure Mode and Effects Analysis (FMEA) (Classroom)	1-2 days	Per Person Per day			
9.8.1	Failure Mode and Effects Analysis (FMEA) (Virtual)	1-2 days	Per Person Per day			
9.9	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
9.9.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
9.10	Develop, Implement and maintain Lean Six Sigma	Per hour			
9.11	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
9.12	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
9.13	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
9.14	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

Item 10: ISO 27001:2022

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 27001:2022 INFORMATION SECURITY MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
10.1	ISO 27001:2022- Information Security Management Awareness (Classroom)	Course dependant	Per Hour			
10.1.1	ISO 27001:2022- Information Security Management Awareness (Virtual)	Course dependant	Per Hour			
10.2	ISO 27001:2022- Information Security Management Introduction (Classroom)	1 day	Per Person Per day			
10.2.1	ISO 27001:2022- Information Security Management Introduction (Virtual)	1 day	Per Person Per day			
10.3	ISO 27001:2022- Information Security Management Implementation (Classroom)	2-3 days	Per Person Per day			
10.3.1	ISO 27001:2022- Information Security Management Implementation (Virtual)	2-3 days	Per Person Per day			
10.4	ISO 27001:2022- Information Security Management Internal auditors (Classroom)	3 days	Per Person Per day			
10.4.1	ISO 27001:2022- Information Security Management Internal auditors (Virtual)	3 days	Per Person Per day			
10.5	Cyber Security Training (Classroom)	Course dependant	Per Person Per day			
10.5.1	Cyber Security Training (Virtual)	Course dependant	Per Person Per day			
10.6	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
10.6.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

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ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
10.7	Develop, Implement and maintain ISO 27001:2022	Per hour			
10.8	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
10.9	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
10.10	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
10.11	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
10.12	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
10.13	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
10.14	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
10.15	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 11: ISO 31001

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 31000:2018 RISK MANAGEMENT TRAINING classroom/virtual (online) DESCRIPTION	EstimATED Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
11.1	ISO 31000:2018- Risk management Awareness (Classroom)	Course dependant	Per Hour			

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11.1.1	ISO 31000:2018- Risk management Awareness (Virtual)	Course dependant	Per Hour			
11.2	ISO 31000:2018- Risk management Introduction (Classroom)	1 day	Per Person Per day			
11.2.1	ISO 31000:2018- Risk management Introduction (Virtual)	1 day	Per Person Per day			
11.3	ISO 31000:2018- Risk management Implementation (Classroom)	2-3 days	Per Person Per day			
11.3.1	ISO 31000:2018- Risk management Implementation (Virtual)	2-3 days	Per Person Per day			
11.4	ISO 31000:2018- Risk management Internal auditors (Classroom)	3 days	Per Person Per day			
11.4.1	ISO 31000:2018- Risk management Internal auditors (Virtual)	3 days	Per Person Per day			
11.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
11.5.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
11.6	Develop, Implement and maintain ISO 31000:2018	Per hour			
11.7	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
11.8	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
11.9	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
11.10	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

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ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
11.11	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
11.12	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
11.13	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
11.14	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 18 (Adhoc requirements)

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %)	% Markup	_____ %	_____ %	_____ %
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	% Markup	_____ %	_____ %	_____ %

CATEGORY D: WSP/W2RAP/ ISO 22000:2018

Item 12: ISO Water Safety Plans (WSP)

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	WATER SAFETY TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
12.1	Water Safety Planning Awareness (Classroom)	Per hour	Per Hour			
12.1.1	Water Safety Planning Awareness (Virtual)	Per hour	Per Hour			
12.2	Water Safety Plan and/or Blue Drop (Classroom)	2 days	Per Person Per day			
12.2.1	Water Safety Plan and/or Blue Drop (Virtual)	2 days	Per Person Per day			
12.3	ISO 24510 and/or 24511 and/or 24512 training (Classroom)	3 days	Per Person Per day			
12.3.1	ISO 24510 and/or 24511 and/or 24512 training (Virtual)	3 days	Per Person Per day			
12.4	Water Quality Management – SANS 241 (Part 1 and 2) (Classroom)	Course dependant	Per Person Per day			
12.4.1	Water Quality Management – SANS 241 (Part 1 and 2) (Virtual)	Course dependant	Per Person Per day			
12.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
12.5.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

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ITEM	WATER SAFETY CONSULTATION SERVICES DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
12.6	Develop, Implement and maintain (Blue and/or Green Drop and/or No Drop)	Per hour			
12.7	Develop, implement, maintain Water Safety Plans	Per hour			
12.8	Review and Update "As is" WSP procedure and other IMS documents for systems implementation	Per hour			
12.9	Develop "To Be" WSP procedure and other IMS documents for systems compliance	Per hour			
12.10	Facilitate workshop for "As Is" and "To Be" WSP	Per hour			
12.11	Develop, Implement and maintain ISO 24510 and/or 24511 and/or 24512	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
12.12	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
12.13	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
12.14	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
12.15	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			
12.16	Water Treatment Plant Process Audits in compliance to the Blue Drop requirements , Reports and Feedback Presentation	Per hour			
12.17	Reticulation system Process audits in compliance to the Blue Drop requirements, Reports and Feedback Presentation	Per hour			

Item 13: Waste Water Risk Abatement

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	WASTE WATER RISK ABATEMENT classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
13.1	Waste water Risk Abatement Awareness (Classroom)	Per hour	Per Hour			
13.1.1	Waste water Risk Abatement Awareness (Virtual)	Per hour	Per Hour			
13.2	W2Wrap and/or and/or Green Drop (Classroom)	2 days	Per Person Per day			
13.2.1	W2Wrap and/or and/or Green Drop (Virtual)	2 days	Per Person Per day			
13.3	No Drop (Classroom)	1 days	Per Person Per day			
13.3.1	No Drop (Virtual)	1 days	Per Person Per day			
13.4	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
13.4.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

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ITEM	WASTEWATER RISK ABATEMENT CONSULTATION SERVICES DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
13.5	Develop, Implement and maintain (Blue and/or Green Drop and/or No Drop)	Per hour			
13.6	Develop, implement and maintain the Wastewater risk abatement plan: W2RAP	Per hour			
13.7	Review and Update "As is" W2RAP procedure and other IMS documents for systems implementation	Per hour			
13.8	Develop "To Be" W2RAP procedure and other IMS documents for systems compliance	Per hour			
13.9	Facilitate workshop for "As Is" and "To Be" W2RAP	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
13.10	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
13.11	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
13.12	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
13.13	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			
13.14	Wastewater process plant audits in compliance to Green Drop requirements, Reports and Feedback Presentation	Per hour			

Item 14: ISO 22000:2018

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	FOOD SAFETY MANAGEMENT TRAINING: ISO 22000:2018 classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
14.1	ISO 22000:2018 Awareness training (Classroom)	Course dependant	Per hour			
14.1.1	ISO 22000:2018 Awareness training (Virtual)	Course dependant	Per hour			
14.2	ISO 22000:2018 Introduction training (Classroom)	1 day	Per Person Per day			
14.2.1	ISO 22000:2018 Introduction training (Virtual)	1 day	Per Person Per day			
14.3	ISO 22000:2018 Implementation training (Classroom)	3 days	Per Person Per day			
14.3.1	ISO 22000:2018 Implementation training (Virtual)	3 days	Per Person Per day			
14.4	ISO 22000:2018 Internal Auditors training (Classroom)	5 days	Per Person Per day			
14.4.1	ISO 22000:2018 Internal Auditors training (Virtual)	5 days	Per Person Per day			
14.5	Apply Good manufacturing Practice (GMP) / Prerequisite Programs Practices (PRP) as part of a food/Water Safety System – GMP 10049 – Awareness (Classroom)	Per hour	Per Person Per day			
14.5.1	Apply Good manufacturing Practice (GMP) / Prerequisite Programs Practices (PRP) as part of a food/Water Safety System – GMP 10049 – Awareness (Virtual)	Per hour	Per Person Per day			
14.6	CCP training (Classroom)	1 day	Per Person			

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			Per day			
14.6.1	CCP training (Virtual)	1 day	Per Person Per day			
14.7	Traceability (Classroom)	1 day	Per Person Per day			
14.7.1	Traceability (Virtual)	1 day	Per Person Per day			
14.8	Hazard Analysis Critical Control Point (HACCP) study in a water handling environment (Classroom)	2 days	Per Person Per day			
14.8.1	Hazard Analysis Critical Control Point (HACCP) study in a water handling environment (Virtual)	2 days	Per Person Per day			
14.9	Bioterrorism, Chemterrorism and sobatage in water supply systems (TACCP) (Classroom)	1 day	Per Person Per day			
14.9.1	Bioterrorism, Chemterrorism and sobatage in water supply systems (TACCP) (Virtual)	1 day	Per Person Per day			
14.10	Vulnerability assessment critical control point (VACCP) (Classroom)	1 day	Per Person Per day			
14.10.1	Vulnerability assessment critical control point (VACCP) (Virtual)	1 day	Per Person Per day			
14.11	Supplier Quality Assurance Training (Classroom)	2 days	Per Person Per day			
14.11.1	Supplier Quality Assurance Training (Virtual)	2 days	Per Person Per day			
14.12	Incident Management & Protocol training (Classroom)	1 day	Per Person Per day			
14.12.1	Incident Management & Protocol training (Virtual)	1 day	Per Person			

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			Per day			
14.13	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Classroom)	Course dependant	Per Person			
14.13.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable (Virtual)	Course dependant	Per Person			

ITEM	MANAGEMENT SYSTEM CONSULTATION SERVICES IMPLEMENTATION DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
14.14	Develop, Implement and maintain ISO 31000:2018	Per hour			
14.15	Develop, Implement and maintain any other SANS / ISO standard and/or Business Improvement	Per hour			
14.16	Review and Update "As is" procedure and other IMS documents for systems implementation	Per hour			
14.17	Develop "To Be" procedure and other IMS documents for systems compliance	Per hour			
14.18	Facilitate workshop for "As Is" and "To Be" IMS	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
14.19	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
14.20	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
14.21	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
14.22	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 18 (Adhoc requirements)

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %) To check with Bilqees on % Mark up if we can prescribe a cap on the Mark –up	% Markup	_____ %	_____ %	_____ %
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	% Markup	_____ %	_____ %	_____ %

CATEGORY E: ISO 17020:2012 / OCCUPATIONAL HYGIENE SURVEY/MHI**Item 15: Occupational Hygiene Survey**

ITEM	OCCUPATIONAL HYGIENE SURVEYS INTEGRATED SERVICES DESCRIPTION	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
15.1	Asbestos Training	Per Person Per day			
15.2	Occupational Hygiene Survey (OHS / OHSE) – Noise, Ergonomics, Illumination, Ventilation and Air Contaminants; Asbestos Assessments and other applicable Occupational Hygiene Surveys; Reports and feedback presentation *Allow for all cost and expenses in connection with the following: AD-Hoc services of Occupational Hygiene Surveys with Reports and presentations. (mark-up %)	%	_____ %	_____ %	_____ %
15.3	Asbestos Survey and Assessment; Reports and feedback presentation *Allow for all cost and expenses in connection with the following: AD-Hoc services of	%	_____ %	_____ %	_____ %

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	Asbestos Surveys with Reports and presentations. (mark-up %)				
15.4	Sample Testing (Asbestos, Micro, Chemical, Legionella etc) *Allow for all cost and expenses in connection with the following: AD-Hoc services of sampling e.g. at Occupational Hygiene Surveys; Asbestos surveys which could include but not limited to Microbiological, chemical testing. (mark-up %)	%	_____ %	_____ %	_____ %
15.5	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
15.6	Monitor and ensure compliance to the OHS Act 85 of 1993 requirements; Reports and feedback presentation – to move to OHS section	Per hour			

Item 16: Major Hazardous Risk Assessment - MHI

ITEM	MAJOR HAZARDOUS RISK ASSESMENT (MHI) INTEGRATED SERVICES DESCRIPTION	UNIT	Year 1	Year 2	Year 3
16.1	MHI Training	Course Dependant Per hour			
16.2	Major Hazardous Risk Assessment Installation; Reports and feedback presentation *Allow for all cost and expenses in connection with the following: AD-Hoc services of MHI RA with Reports and presentations (mark-up %)	%	_____ %	_____ %	_____ %

Item 17: ISO 17020:2012

			All training interventions rate per day per Person including certificates. Awareness training rates per hour			
ITEM	ISO 17020:2012 REQUIREMENTS FOR COMPETENCIES FOR BODIES PERFORMING INSPECTIONS TRAINING classroom/virtual (online) DESCRIPTION	Estimted Course Duration	UNIT	Year 1 (Rates excluding VAT)	Year 2 (Rates excluding VAT)	Year 3 (Rates excluding VAT)
17.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Management Workshop (Classroom)	Course dependant	Per Hour			
17.1.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Management Workshop (Virtual)	Course dependant	Per Hour			
17.2	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Introduction (Classroom)	1 day	Per Person Per day			
17.2.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Introduction (Virtual)	1 day	Per Person Per day			
17.3	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Implementation (Classroom)	3 days	Per Person Per day			
17.3.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Implementation (Virtual)	3 days	Per Person Per day			
17.4	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Internal audit training (Classroom)	>2 days	Per Person Per day			
17.4.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Internal audit training (Virtual)	>2 days	Per Person Per day			
17.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable. (Classroom)	Course dependant	Per Person			
17.5.1	Should an delegate fail test, a full test must be re-written with refresher training if applicable. (Virtual)	Course dependant	Per Person			

ITEM	SANS 17020:2012 CONSULTATION SERVICES DESCRIPTION	UNIT	Year 1	Year 2	Year 3
17.6	Develop, Implement and maintain IMS (ISO 17020:2012)	Per hour			

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17.7	Develop, Implement and maintain Individual, ISO 17020:2012	Per hour			
17.8	Provide consultation sessions to review and assist the inspection body with the compilation of a management system in compliance with SANS 17020:2012 and any other additional accreditation requirement. In addition, also evaluate and review technical support documents where available.	Per hour			
17.9	Provide a feedback monitoring report after each consultation session detailing progress made by the facility in addressing the identified gaps and identifying outstanding matters.	Per hour			
17.10	Assist and guide in the completion of all documents necessary for submission of application for accreditation to SANAS	Per hour			
17.11	Present an overview of the SANAS QM system and accreditation process (in terms of SANS 17020:2012) to management (power point presentation).	Per hour			
17.12	Supply of quality manual to comply to ISO/IEC 17020:2012 (to include both quality manual in addition to all the required procedures and all other required documentation excluding OH sampling and survey methods.	Per hour			

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1	Year 2	Year 3
17.13	First party assessment, Reports and feedback presentation (internal assessment, gap assessment & readiness assessments)	Per hour			
17.14	Second Party assessment, Reports and Feedback presentation (supplier)	Per hour			
17.15	Risk Assessments; Implementation and Maintenance; Reports and feedback presentation	Per hour			
17.16	Consignment Inspection on batches, products or material supplied to department, Reports and Feedback Presentation	Per hour			

Item 18 (Adhoc requirements)

ITEM	INTEGRATED ASSESSMENT DESCRIPTION	UNIT	Year 1	Year 2	Year 3
18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %)	% Markup	_____ %	_____ %	_____ %
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	% Markup	_____ %	_____ %	_____ %

Pricing Instructions:

- 5.1 State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- 5.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 5.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 5.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 5.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the Employer may also perform a risk analysis with regard to the reasonableness of such rates.**
- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.

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5.8 The tender will be awarded per category, therefore the tenderer must provide pricing for all items within a category:

Category A: ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and Legal Audits & Legal Registers

Category B: ISO 50001: 2018; ISO 55001: 2014; ISO 41001:2018

Category C: ISO 22301:2019; Lean Six Sigma; ISO 27001:2022; ISO 31000:2018

Category D: Water Safety Planning (WSP); Wastewater Risk Abatement Planning (W2RAP), ISO 22000:2018

Category E: Occupational Hygiene Surveys; Major Hazardous Installations Risk Assessments (MHI's), ISO 17020:12

INITIALS OF CCT OFFICIALS		
1	2	3

C.5 SPECIFICATION(S)

Abbreviations used in this document are as follows:

1. ISO	International Organisations for Standardisation
2. OHSAS	Occupational Health and Safety Management Systems
3. OHS	Occupational Health and Safety
4. OHSE	Occupational Health, Safety and Environmental
5. IMS	Integrated Management Systems
6. SANS	South African National Standards
7. COCT	City of Cape Town
8. SANAS	South African National Accreditation System
9. SLA	Service Level Agreement
10. OHS ACT	Occupational Health and Safety Act
11. SOP	Standard Operating Procedure
12. W&S	Water and Sanitation Directorate
13. WSP	Water Safety Plans
14. EMS	Environmental Management System
15. BCMS	Business Continuity Management System
16. SAATCA	Southern African Auditor Training and Certification Authority
17. IRCA	International Register of Certified Auditors
18. CQI	Chartered Quality Institute
19. IOSH	Institute of Occupational Safety and Health
20. SAIOSH	South African Institute of Occupational Safety and Health
21. MHI	Major Hazard Installation Risk Assessment
22. W₂RAP	Waste Water Risk Abatement Planning
23. ISO 9001	Quality Management System (QMS)
24. ISO 14001	Environmental Management System (EMS)
25. ISO 45001	Occupational Health and Safety Management System (OHS)
26. ISO 22000	Food Safety Management System (FSMS)
27. ISO 22301	Business Continuity Management System (BCM)
28. ISO 31000	Risk Management System (RMS)
29. ISO 50001	Energy Management System (EnMS)
30. ISO 55001	Asset Management System (ASM)
31. ISO 41001	Facility Management System (FSM)
32. ISO 27001	Information Security Management System (ISMS)

1. INTRODUCTION

The City of Cape Town's Directorates seeks to enhance and improve customer satisfaction and product quality, ensure the health and safety of its employees, contractors and visitors and as well as the surrounding communities and protecting and preserving the natural environment by meeting all the applicable legal and other statutory requirements. It further seeks to and ensures consistency of Quality, Health and Safety, Environmental, and effective Risk management throughout our value chain.

The Service provider / tenderer will ensure that all departments within the City of Cape Town take time to understand their business or service processes and that all these processes must be followed, documented and maintained by everyone throughout the department to demonstrate compliance.

To achieve the above goals, the COCT wishes to procure the services of a Service Providers that have experience with IMS through the principles of ISO/IEC 19011 auditing, ISO Management systems/ and applicable standards, SANS standards (technical specification guidelines) , Legal and other statutory Requirements.

2. SCOPE

The scope of the appointment shall cover all aspects of the COCT Conformity Assessment that includes IMS training, assessments, implementation, consignment inspections, testing, surveys and consultations for all Directorates and Departments within the City of Cape Town as and when required.

The duration of the appointment for the framework tender/contract shall be for 36 months from date of commencement of contract.

The tender will be awarded per category, according to the below 5 Categories:

Category A: ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and Legal Audits & Legal Registers

Category B: ISO 50001: 2018; ISO 55001: 2014; ISO 41001:2018

Category C: ISO 22301:2019; Lean Six Sigma; ISO 27001:2022; ISO 31000:2018

Category D: Water Safety Planning (WSP); Wastewater Risk Abatement Planning (W2RAP), ISO 22000:2018

Category E: Occupational Hygiene Surveys; Major Hazardous Installations Risk Assessments (MHI's), ISO 17020:12

Note:

✚ All ISO / SANS standards for training interventions, implementation, consultation and assessments must be the latest applicable version.

Service Provider to supply the following of Company and Key Personnel information:

- **Organogram:** Detailed breakdown of Job profiles (responsibilities). A proposed structure and composition of the proposed team that will include the proposed technical staff, support staff, their roles and responsibilities and the value add they will be bringing to the projects.
- **Curriculum vitae:** The curriculum vitae of all key personnel detailing Work Experience and Qualifications (including consultants and sub-contractors), along with the signed undertakings where relevant, must be submitted with the tender submission and appended to Schedule F13.
- **Qualifications:** All copies of qualifications must be certified

TRAINING

Training Requirements

- Training will take place on weekdays from Monday to Friday.
- Daily Course/training are to be held:
 - Full day from 8h30 until 16h00.
 - Half day from 8h30 until 12h30
 - Management Training / Workshops will be per hour
- It is anticipated that there will be a minimum of 15 delegates per course from different departments/sections.
 - Awareness Training minimum 15 delegates and maximum 30 delegates.
 - All other Training interventions minimum 15 delegates and maximum 25 delegates.
- The target group will come from various categories within the City of Cape Town namely, administrative, technical, professional, managerial, operational staff.
- The samples of the same readable and legible manuals and other training material must be submitted prior to the contract being awarded for reference purposes. Training must be outcomes based as described in the Specification: Training table.
- Courses that does not require an exam/test, delegates will be issued with a certificate of attendance.
- Courses to be presented in English, but courses in Xhosa and Afrikaans may be requested from the project manager.
- The successful Service Provider is required to obtain written approval from the City of Cape Town in the event that a Trainer/Facilitator, Moderator and Assessor needs to be replaced.

Training Venue:

It is the responsibility of the Service Provider to ensure that a Training Venue is organised for all Training. The first training venue option for training will be the COCT premises, but if the COCT cannot accommodate a training venue it is the responsibility of the Service Provider to arrange for a Training Venue.

Where it is not possible to arrange classroom/face to face facilitation, training must be delivered virtually/online.

The following Training options is applicable, however, the 1st option would be In-house training.

- **Online training,** will be the same high-quality classroom course with the same expert tutor, simply delivered in a virtual environment, regardless of where you're located.
- **Classroom training** Attendees are away from office distractions and benefit from interacting and networking with people from other organizations.

- **In-house training** An in-house training course is held at COCT premises and is open only to the COCT employees. Training in-house eliminates travel expenses and additional time away from the office. It also keeps your content and discussions confidential.

Training Competency Assessment, Moderation and Certification Criteria:

It shall be the duty of the Trainer to assess the competency of delegates on a continuous basis by using a range of assessment tools and methods.

A well-structured written and or practical assessment, is required where applicable at the end of each training session, to determine the competency of delegates.

- Competency tests and the moderation thereof – examination/assessment
- Re-examination/assessment of person who are not yet competent.
- Certification of competency to be issued upon completion of the training.

Not yet competent delegates shall have the right to do a rewrite/re-assessment

Only competent delegates may and must be certified to the training received.

Certificates to be emailed within **10 working days** and originals to be delivered within **15 working days from the date of the training**.

Assessments	Assessment Criteria	Certificate
Awareness and Introduction sessions	No assessment is required for awareness / introduction workshop / training session.	Certificate of Attendance
3-15 Days (include implementation, auditing and short courses)	There will be an assessment at the end of the course; dependent of course as assessment can also be in the form of an assignment. • Delegates have to complete the assessment with a pass rate to receive a certificate of competence. • Delegates will receive an attendance certificate regardless of a pass or fail.	Certificate of competence
Lead auditor training (IRCA/ SAATCA or equivalent)	There will be an assessment at the end of the course. • Delegates have to complete the assessment with the minimum score criteria as per requirement to receive a certificate of competence. • Delegates who fail will get a second attempt at the assessment. • Delegates who score lower than the required failure mark or fail the second attempt, will need to do a refresher and rewrite the test. • Delegates will receive an attendance certificate regardless of a pass or fail	Certificate of competence

Training Material

- The initial training material pack must be aligned to the training requirements contained in the specification and the disclosed information on some applicable COCT System Procedures.
- The successful Service Provider is required to provide all training equipment for the facilitation of these interventions e.g own overhead projector, laptop, flipcharts, flipchart stand, flipchart pens, and all other training aids.
- The successful Service provider must provide all training manuals for facilitation, assessments and all learner guides for each training course for the duration of the contract.
- The initial training material pack must consist of the following:
 - a Training Manual covering the full spectrum of the course (book hard copy and soft copy)

- the Power Point Training Presentation presented (printed hard copy and soft copy)
 - data projectors, flip charts, stationery as may be necessary
 - sample practical exercise/s during training (hard and soft copy)
 - sample written and practical examination/assessment to determine competency (hard and soft copy)
 - Soft copies must be submitted on a USB memory stick.
-
- The Training guides and manuals are to include explicit examples that learners can use as reference guides in their workplace.
 - The successful Service Provider is required to provide all photocopy material for learners as no photocopying facility will be made available to the successful service provider and learners at the training venue.
 - After award the INITIAL Training Material must within 60 days of award be finalised by the successful tenderer with the relevant COCT project manager/s, with the understanding that the agreed training material shall be the intellectual property of the COCT.
 - It shall be a standard requirement for the successful tenderer to update training material in terms of any COCT Procedure changes, as and when necessary. No expenses shall be claimed by the training company in this regard.
 - All issued Certificates of Training and Competency must be delivered to the WDM,R&P Branch in Hard Copy (printed) and electronic PDF Soft Copy
 - Attendance Registers must be signed and completed by all attendees on a daily basis and submitted to the WDM,R&P BII Section on the last day of each Training session for record keeping purposes.

Training and Capacity Building: Develop and deliver customized training programs, workshops, and knowledge transfer sessions to build clients' internal capacity in management best practices and ISO compliance.

Training and Awareness: Tenderers to provide training and awareness programs to ensure that employees understand the importance of the requirement and their roles in maintaining it. This includes training on relevant requirements outlined in the required standard

Training Plan: The tenderer to provide a detailed training plan (schedules, outcomes, practical/system demonstrations).

Training Refreshments

The service provider to provide Training refreshments for all training interventions (include: tea, coffee, sugar, milk and biscuits)

CONSULTATION – IMPLEMENTATION PROJECTS

Duties and Responsibilities:

As an Service Provider / Consultant specializing in implementation, you will play a pivotal role in guiding directorates through the process of developing and implementing effective management systems compliant with standards. Your expertise will be instrumental in helping clients optimize their management practices, enhance operational efficiency, and maximize the value of their physical assets.

Consultation Services:

Consultancy services provide expert guidance on understanding the requirements of the required standard. Consultants to help directorates to interpret the standard in the context of their specific operations and guide them on how to comply with its requirements.

Consultants to assist organizations in implementing the necessary processes and procedures to establish an effective management system. This includes conducting gap analyses, developing documentation, defining roles and responsibilities, and establishing control measures.

ISO Implementation: Lead and oversee the development, implementation, and optimization of ISO compliant asset management systems for clients across various industries.

Regulatory Compliance: Consultants assist in staying up-to-date with regulations and requirements relevant to their industry and geographical location. They help to understand how certification can support compliance efforts and mitigate legal risks.

Risk Management: consultancy services help to identify, assess, and manage risks throughout the supply chain. Consultants assist organizations in developing risk management strategies to prevent incidents and respond effectively to emergencies.

Strategic Planning: Collaborate with client stakeholders to develop strategic asset management plans aligned with organizational objectives, regulatory requirements, and ISO principles.

Policy and Procedure Development: Assist in drafting, reviewing, and refining management policies, procedures, and guidelines to ensure alignment with ISO standards and best practices.

Performance Measurement and Optimization: Define key performance indicators (KPIs) and performance targets to measure the effectiveness of management practices, and develop strategies to optimize performance and reliability.

Change Management and Stakeholder Engagement: Provide guidance and support to teams throughout the ISO implementation process, facilitating change management initiatives and engaging stakeholders at all levels to ensure buy-in and alignment.

Documentation and Reporting: Ensure accurate and comprehensive documentation of all management processes, procedures, and records, and prepare regular progress reports and status updates for clients and project stakeholders.

Communication and Reporting: Ensure the consultant maintains clear communication channels and reporting mechanisms throughout the engagement. Regular updates and progress reports are essential for monitoring project status.

Independence and Impartiality: Consultants to be independent and impartial. They should provide unbiased guidance and recommendations that prioritize your organization's health and safety objectives.

ASSESSMENTS (Internal Auditing (First party and second party audits))

Assessment Services:

Internal Audits and Reviews: consultancy services conduct internal audits and reviews to assess the effectiveness of the management system. Consultants help to identify areas for improvement and implement corrective actions to address any non-conformities

Second Party Assessments:

Aimed at systematically evaluating an organization's information, processes, and activities to ensure compliance with specific requirements and standards. A second-party assessment is conducted by CCT on its suppliers and/or business partners. Second-party assessments help ensure that businesses' suppliers are meeting quality, environmental, and safety requirements set by their customers. This helps manage risk for the business. These audits makes sure that suppliers meet contractual obligations, and helps make decisions about contracts.

Key Responsibilities:

Management Systems Assessment: Conduct comprehensive assessments of existing practices, processes, and systems to identify areas for improvement and opportunities for ISO compliance.

GENERAL STANDARDS and REQUIREMENTS

Consultation / Assessments / Surveys requirements

- All assessments/consultation and surveys will be conducted within the agreed required time between CCT and Service Provider.
- The successful Service Provider is required to provide full typed reports / documentation (audits, inspections, test, laboratories and other reports) within 15 working days emailed and 20 days hand delivered (hand delivered reports is dependent on the type of report submitted – where applicable).
- Formal feedback, which include feedback on findings, interpretation of data and recommendation to be done within 20 days of assessment / consultation completed.

- The successful Service Provider is required to provide full typed Survey reports (which include assessment report inclusive of sampling and formal feedback on findings, interpretation of data and recommendation) within 60 working days emailed.
- The successful Service Provider will need to cover a distance within a 300 km radius in the Cape Metropole the furthest point will be Voelvlei, Wemmershoek, Steenbras, Atlantis to Simonstown and the bigger metropole areas.
- The successful Service Provider must provide skills and knowledge transfer to all staff through mentorship and coaching programmes.
- The successful Service Provider must provide statistical analysis on data and information in easy readable programmes.
- The successful Service Provider must alert the City of Cape Town department of any risk to staff and to the business that comes from the interaction with the department/branches.
- The successful Service Provider must maintain confidentiality at all times and can only release information when applied and approved by the City of Cape Town Project manager.
- The successful Service Provider to provide operating manuals in hard copies and soft copies within 15 working days where applicable.
- The successful Service Provider must have technological capabilities with a stable network, where they can access various online platforms.
- All Assessments conducted must include full report, with feedback and presentation (Presentation is where applicable)

Occupational Hygiene Surveys

- The Occupational Hygiene (OH) Approved Inspection Authority (AIA) must be accredited by SANAS according to SANS 17020:2012, for providing inspections within the scope of SANS 17020:2012 and approved by the DoEL.
- For work outside the scope of SANAS, the AIA must be an approved inspection authority with the Department of Employment and Labour as approved by the Chief Inspector

The Occupational Hygienist/s shall have the overall control of, and is responsible for, all the regulated aspects of the Approved Inspection Authority. A Registered Occupational Hygienist with a professional occupational hygiene organisation recognised by the Chief Inspector of the DoEL. He or she must hold a valid legal knowledge certificate accepted by the DoEL.

- All personnel involved in the regulated services of the AIA must hold a valid registration with a Professional occupational hygiene organisation recognised by the Chief Inspector and be registered as either an occupational hygiene technologist or occupational hygiene assistant. All persons involved in the regulated services of the AIA must hold a valid legal knowledge certificate accepted by the DoEL.
- The letter issued by the DoEL on 28 June 2019 with regard to the supervision of registered Occupational Hygiene Assistants such apply at all times.
- Scope of accreditation in terms of SANAS 17020 shall apply to the relevant Asbestos Regulations, Noise-Induced hearing Loss Regulations, Lead Regulations, Regulations for Hazardous Chemical Agents and the examinations and tests of engineering control measures.
- All other monitoring of occupational hygiene stressors inclusive of Risk assessments - Training - Consulting - Auditing - Asbestos inventories - Asbestos management plans, fall outside the scope of SANAS 17020

Deliverables

Some of the following general deliverables is needed:

- Relevant IMS Training for the departments
- Training Certificates of completion, attendance and attendance registers
- Full Audit Reports with pictures for all non-compliances and compliances
- Approved Test Reports by Authority bodies
- Training Manuals (hard copy and/or soft copy)
- As is procedures developed and workshop with staff
- Procedures to be developed and implemented
- Risk Assessments, that includes Water Safety plan/s to be develop maintain and integrated

Lead Time

Work may only commence upon receipt of a valid CCT works Purchase Order (PO)

Work must be carried out expeditiously in compliance/adherence to prescribed and required time frames and/or urgency of the task.

- unless specifically otherwise agreed in writing by the authorised CCT Representative, due to special circumstances

Pre- Meeting

BEFORE ANY WORK IS CONDUCTED, the facilitator/consultant will be required to brief and agree the material contents and expected performance standards with the relevant Project Manager.

Work, Documentation & Records

After completion of every training/workshop/project/ system implementation, the Service Provider must WITHIN 15 WORKING DAYS of completion submits a comprehensive report inclusive of Copies of all documents and records that include but is not limited to processes, procedures, presentation material, training certificates, attendance registers, evaluation forms; all Invoices and necessary/ outstanding documents to the City of Cape Town. Formal feedback, which include feedback on findings, interpretation of data and recommendation to be done within 20 days of consultation services completed.

All issued work, documentation and records to be delivered to the COCT representative in Hard Copy (printed) and electronic PDF Soft Copy

Attendance Registers must be signed and completed by all attendees on a daily basis and submitted to the WDM,R&P Section on the last day of each session for record keeping purposes.

Travelling to depots / sites for training: The successful Service Provider will need to cover a distance within a 300 km radius in the Cape Metropole the furthest point will be Voelvlei, Wemmershoek, Steenbras, Atlantis to Simonstown and the bigger metropole areas.

During the course of this contract, should it become necessary to replace any of the key personnel listed at the time of tender, they shall only be replaced by individuals with similar or better qualifications and experience as stipulated, who satisfy the minimum requirements and then only with the written approval of the Employer. Key personnel members may not be replaced between the time of tender submission and the award of the tender.

CATEGORY A : ISO 9001:2015/ISO 14001:2015/ISO 45001:2018/Legal Audits and Legal Register

Item 1: ISO 9001:2015

QUALITY MANAGEMENT TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
1.1	ISO 9001:2015 Quality Management Systems – Awareness	This workshop provides organisations' top management and decision makers with an understanding of commitments and obligations required to implement and maintain a successful management system that fulfils the compliance requirements of the standard. On completion of the workshop, Management should: - Understand the role and impact of the ISO 9001:2015 standard - Identify and relate the requirements of ISO 9001:2015 to the business processes - Review the requirements of ISO 9001:2015 and develop action plans for the implementation of Leadership activities - Identify the requirements of ISO 9001:2015 with regards to risk identification and management The Workshop Outline <u>includes</u>: - Introduction to the standard - Benefits of implementation - Structural Changes on ISO 9001:2015 PDCA cycle - Process based thinking - Risk based thinking	Top Management and Leaders, - Members of a Senior Management Team who operate an ISO 9001:2015 management system - Those wishing to improve their business through the application of the Leadership activities - Those who want to improve strategic decision making around certification	Applicable to Management
1.2	SANS/ISO 9001:2015 Quality Management Systems – Introduction (1 day course)	This course is aimed at all staff and allows delegates to understand the fundamental principles of ISO 9001:2015 and what a Quality Management System entails. All delegates will have an in-depth knowledge of the requirements of ISO 9001:2015. This course has been designed to provide an overview of the Quality Management Systems concepts.	Staff with some exposure to QMS Senior and executive managers involved in strategy implementation	Applicable to All staff working in processing or quality environment

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		•The training meets the ISO 9001:2015 awareness requirement for creating, maintaining, and improving a company's Quality Management System. • The fundamentals or Risk, Governance, Changes from ISO 9001:2015 to ISO 9001:2015, Definitions, Principals and Process Approach (Plan Do Check Act) are a few topics discussed. SECTION 1: Scope SECTION 2: Normative references SECTION 3: Terms and definitions SECTION 4: Context of the organization SECTION 5: Leadership SECTION 6: Planning SECTION 7: Support SECTION 8: Operation SECTION 9: Performance evaluation SECTION 10: Improvement	▪ Management Representatives, Executives, Managers/Officers, Internal Quality Auditors, Quality Management/QMS Certification Team, Document Controllers, team leaders/functional leaders or in charge, key personnel Also for staff that require refresher training	
1.3	SANS/ISO 9001:2015 Quality Management Systems – Implementation (+/- 3 day course)	This is an implementers course on the ISO 9001:2015 standard for Implementation team members and custodians from key functional areas. The fundamental objective of the course is to gain the required skills to conduct a baseline review of your organisation's current position and implement the key principles of ISO 9001:2015. • Using a step-by-step approach, the trainee will learn how to develop an implementation plan, create necessary documentation, monitor your QMS and achieve continual quality improvement. • In-depth understanding on how to implement a 9001:2015 Quality Management System. Learn about the documentation requirements and receive a set of required documents that can be used in your implementation. • Be fully prepared to implement the QMS, The PDCA cycle and use of the documented information. Techniques to get the most from your QMS • How to develop a robust plan to implement ISO 9001:2015	All staff involved with maintenance and daily use of the QMS Staff completed Introduction For those who already have an understanding of ISO 9001:2015 and want to apply this when implementing the standard	Completed Introduction Training

		Key areas of learning <u>include</u>: Quality principles as key areas of learning as per standard: • customer focus; • leadership; • engagement of people; • process approach; • improvement; • evidence-based decision making; • relationship management Understanding the Process approach; Incorporating a Risk Based culture to business & developing an in-depth knowledge of all clauses and requirements of the standard. There will be an assessment at the end of the course. Certificate of competence		
1.4	ISO 9001:2015 Quality Management Systems – Internal Auditors (3 day course)	The aim of this course is to provide delegates with the knowledge and skills required to perform an internal assessment as part of a quality management system based on ISO 9001:2015 (or equivalent), and report on the effective implementation and maintenance of the management system in accordance with ISO 19011. The Internal Quality Auditing Course allows delegates to conduct First Party (Internal) and Second Party (Supplier) Audits.	Those with an in-depth knowledge of ISO 9001:2015 • You may have experience of managing and implementing the standard • If you need to carry out an internal audit. This course is intended for delegates from organisations that are required to conduct Internal Audits and use the practical Principles of auditing.	Completed Implementation training

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1.5	SANS/ISO 9001:2015 Quality Management Systems – Lead Auditors (+/- 5 day course) SAATCA /IRCA or equivalent	QMS lead auditor course is designed for a thorough understanding and application of the quality management systems, its strategies and techniques. The aim of this course is to provide delegates with the knowledge and skills required to perform first, second and third-party ISO audit of quality management systems against ISO 9001:2015, in accordance with ISO 19011 and ISO/IEC 17021, as applicable to the principles of auditing. On completion successful delegates will have the knowledge and skills to: • Explain the purpose of a quality management system, of quality management systems standards, of management system audit, of third-party certification and the business benefits of improved performance of the quality management system. • Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up a quality management system audit in accordance with ISO 19011, and ISO/IEC 17021, as applicable. • Plan, conduct, report and follow-up an audit of a quality management system to establish conformity (or otherwise) with ISO 9001:2015 and in accordance with ISO 19011, and ISO/IEC 17021, as applicable. Key learning areas <u>include</u>: • Develop internal and external audit programmes & schedules • Assess the scope and objectives of a quality internal audit • Prepare and manage an internal audit plan • Identify, gather, analyse and evaluate information • Compile results and report findings – including writing up non conformities • Identify the resources required to conduct a QMS audit • Identify and prepare checklists and audit related documentation • Conduct opening & closing meetings • Manage the follow-up process with auditees (closing out of non-conformities) Monitor and review audit systems and activities	Staff interested in becoming QMS third party or lead auditors	Completed Internal Auditor training and working in the quality environment
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1.6	SANS/ISO 19011 Auditing principles	Key Learning areas <u>include</u>: - Managing the integrated audit programme by coordinating auditing activities. - Selecting an audit team - Preparing work documents to conduct audits Execution of the audit, audit reporting, audit follow-up and Audit close-out	Staff involved in performing Internal Audits of SHEQ Integrated Management systems	Experience in IMS auditing (ISO 9001:2015/14001:2015 and 45001:2018)
1.7	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff not yet deemed competent	When applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
1.8	Develop, Implement and maintain IMS SANS/ISO 9001:2015	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation.	All Departments within COCT	

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		Keep and send minutes of meetings, including actions required of the relevant Team Members.	
1.9	Develop, Implement and maintain IMS SANS/ISO 9001:2015 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
1.10	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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1.11	Develop "To Be" procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
1.12	Facilitate workshop for "As Is" and "To Be" IMS process and procedures	Workshops on "As Is" and "To Be" Processes / Procedures developed and implemented. Analyzing the "As Is" and "To Be" Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT			
ITEM	DESCRIPTION	OUTCOMES	
1.13	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management.	All Departments within COCT

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		Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	
1.14.	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
1.15	Risk Assessments, Implementation and Maintenance, Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above.	All Departments within COCT

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		The Risk Assessment must include the following key aspects: - Identifying potential hazards - Identifying who might be harmed by those hazards - Evaluating risk (severity and likelihood) and establishing suitable precautions - Implementing controls and recording your findings - Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	
1.16	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers and other applicable inspections with CCT

Item 2: ISO 14001:2015

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
2.1	ISO14001:2015 Environmental Management Systems – Awareness (1 per hour session)	This workshop provides organisations' top management and decision makers with an understanding of commitments and obligations required to implement and maintain a successful Environmental management system that fulfils the compliance requirements of the standard. This course has been designed to provide an overview of the Environmental Management Systems concepts: Fundamentals or Risk, Governance, Changes from ISO 14001:2015:2004 to ISO 14001:2015, Definitions and Clause overview in relation to the Plan Do Check Act Model (PDCA Model). Adopt a risk-based approach to the EMS and	Top Management and Leaders, Members of a Senior Management Team who operate an ISO 9001:2015 management system	Applicable to Management

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		Continually improve on the EMS within the organisation.	- Those wishing to improve their business through the application of the Leadership activities - Those who want to improve strategic decision making around certification	
2.2	SANS/ISO14001:2015 Environmental Management Systems – Introduction (+/- 1 day course)	Understanding the basics of EMS in accordance to SANS/ISO 14001:2015 Understanding EMS Concepts and Issues Understanding the requirements of ISO 14001:2015 attendance required Obtain a detailed understanding of the key terms, definitions and requirements of ISO 14001:2015 Environmental Management System (EMS) and how the standard can help your organization to better meet its environmental obligations and commitments.	All staff with no to little exposure to the system	Applicable to All staff working in processing or quality environment
2.3	SANS/ISO14001:2015 Environmental Management Systems – Implementation (+/- 3 day course)	This is a implementation course on the ISO 14001:2015 standard for all learners. Implementation team members and custodians from key functional areas of the organization will gain sound knowledge and skills to effectively implement maintain and improve the organizations' Environmental Management System. Key areas of learning <u>include</u>: Understanding the Process approach; Incorporating a Risk Based culture to business & developing an in-depth knowledge of all clauses and requirements of the standard Understanding the concepts of ISO 14001:2015. Understanding of environmental risks or opportunities Understanding the requirements, interpretation and intent of the standard Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 14001:2015. Using a step-by-step approach, will learn how to develop an implementation plan, create necessary documentation, monitor your EMS and achieve continual environmental improvement.	All staff that must implemented and maintain the system	Completed Introduction training

2.4.	ISO 14001:2015 Environmental Management Systems – Internal Auditors(3 day course)	The aim of this course is to provide delegates with the knowledge and skills required to perform an internal audit, part of an EMS based on ISO 14001:2015 (or equivalent), and report on the effective implementation and maintenance of the management system in accordance with ISO 19011. • The Internal Auditing Course allows delegates to conduct First Party (Internal) and Second Party (Supplier) Audits. • Be able to write factual audit reports and suggest corrective actions • Understand the guidelines of management system auditing according to ISO 19011 • Prepare, conduct and follow-up on ISO 14001:2015 audit activities • Identify and apply the benefits and requirements of an ISO 14001:2015 audit • Gain the skills to assess an organisation's capability to manage its EMS • Write factual audit reports and suggest corrective actions. • Gain the confidence to prepare, conduct and follow-up on ISO 14001:2015 audit activities • Be able to write factual audit reports and suggest corrective actions • Understand the guidelines of management system auditing according to ISO 19011	Managers / Supervisors	Completed Implementation training
2.5	SANS/ISO 14001:2015 Environmental Management Systems – Lead Auditors (+/-5day course) SAATCA/IRCA	This course develops knowledge, skills and expertise on first, second and third party auditing in accordance with ISO 19011 & Conformity Assessment Auditing Requirements related to ISO 17021. This includes the ISO 19011 and the outcomes are as follows: • Auditing skills in relation to Environmental Management Systems • Aligning deviations to relevant clauses • Raising and Classifying of Non-conformities to add value to the business • Case studies; Role play and Effective Audit Team Management while leading the team • Effective audit reporting On completion successful delegates will have the knowledge and skills to: • Explain the purpose of a environmental management system, of management systems standards, of management system audit, of third-party certification and the business benefits of improved performance of the environmental management system.	• Auditors seeking to perform and lead Environmental Management System (EMS) certification audits • Managers to master an Environmental Management System audit process • Individuals responsible for	Completed Internal Auditor training and experience in ISO 14001:2015 requirements / environment

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		• Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up a quality management system audit in accordance with ISO 19011, and ISO/IEC 17021, as applicable. • Plan, conduct, report and follow-up an audit of a quality management system to establish conformity (or otherwise) with ISO 9001:2015 and in accordance with ISO 19011, and ISO/IEC 17021, as applicable. Key learning areas <u>include</u>: • Prepare, conduct and follow-up on ISO 14001:2015 Lead audit activities • Identify and apply the benefits and requirements of an ISO 14001:2015 Lead audit • Gain the skills to assess an organisation's capability to manage its EMS • Write factual audit reports and suggest corrective actions.	maintaining conformance with EMS requirements • Technical experts seeking to prepare for an Environmental Management System audit	
2.6.	SANS/ISO 14001:2015 Environmental Management Systems – Legal Liability & Legal for Top Management (+/-2 day course)	The course shall provide learners an understanding of the concept of legal liability and how legislation regulates and enforces it. Key learning areas: • Covers principles in liability, including legal terminology and the different types of liability. There are a variety of case studies included to provide learners with a better understanding of these concepts. • Covers the OHS Act and legislative criminal liability. This section includes the duties of employers and employees, while providing additional case studies for further understanding. • Provides an overview, as well as commentary, of the OHS Act Regulations, and extracts from key Regulations. • Introduces environmental law, including an overview of emission standards, offences and penalties (in terms of water management strategies, the Waste Act, etc.). • Focuses on corporate governance and the application of King IV. • Provides insight into legal compliance strategy.	All senior, line, functional and operational managers and supervisors	Completed ISO 14001:2015 Introduction
2.7	Environmental Legislation Training (1 day course)	This course is designed to equip delegates with a knowledge and understanding of the environmental legislative structure, current environmental legislation and how it is enforced. It aims to address the need for businesses to gain an appreciation of applicable environmental legislation and the actions they should typically take to ensure they are legally compliant.	All senior, line, functional and operational managers and supervisors	Completed ISO 14001:2015 Introduction

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		The course provides an essential understanding of the full range of obligations that any organisation setting up a certified environmental management system must fulfil.		
2.8	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	

MANAGEMENT SYSTEM CONSULTATION SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
2.9	Develop, Implement and maintain IMS SANS/ISO 14001:2015	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT	
2.10	Develop, Implement and maintain IMS SANS/ISO 14001:2015 and any additional ISO Standards) and Business Improvement	(includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT	

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2.11	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the As-Is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
2.12	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process	All Departments within COCT

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		All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
2.13	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
2.14	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If it is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite.	All Departments within COCT

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		Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	
2.15	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Directorate Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
2.16	Risk Assessments, Implementation and Maintenance, Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
2.17	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

Item 3: ISO 45001:2018

HEALTH AND SAFETY MANAGEMENT (H&S) TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
3.1	ISO 45001:2018 Occupational Health & Safety Management Systems –Awareness (per hour session)	An introduction to ISO 45001:2018 and the reasons for its developments/benefits, with the identification and discussion of ISO 45001:2018 prescribed Top Management leadership and commitment requirements, specifically for senior (top) managers. Key Learning areas include: • Recognizing the major requirements of ISO 45001:2018 • Recognizing the role of leadership in connection to your OH&S management system - Maximize the value of your management systems - Develop a Safety Culture and exhibit Management Commitment	Leaders / Management / Suerpvisors	Applicable to Management
3.2	SANS/ISO 45001:2018 Occupational Health & Safety Management Systems – Introduction (+/- 1 day course)	Understand the basic concepts of an Occupational Health & Safety Management System, and ISO45001:2018 By the end of the course, the learner will be able to: - Understand the terms, concepts and structure of a OHSAS - Relate the Leadership requirements within the standard to Strategy and Business Sustainability - Apply the Risk Based Approach to business vs the previous approach of reactive “Preventative responses” - Emphase management responsibility, support and involvement in the implementation and the maintenance of the system	All staff with no or little knowledge Quality/H&S/R&S Staff that must implement and maintain the system. Delegates who aspire to acquire knowledge in general Health & Safety, Supervisors, Business owners, Managers and Engineers	Applicable to All staff working in processing or quality environment

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3.3	ISO 45001:2018 Occupational Health & Safety Management Systems – Implementation (3 day course)	This is a implementation course on the ISO 45001:2018 standard for all learners. Implementation team members and custodians from key functional areas of the orgaization will understand the elements and operations of an Occupational Health & Safety Management System, acknowledge the correlation between ISO 45001:2018 and other standards and regulatory frameworks and understand the approaches, methods and techniques used for the implementation of an OH&SMS. <u>Outline:</u> • Introduction • History of ISO 45001:2018 • Purpose and benefits of an Occupational H&S MS • Compatibility with other management system standards • the OSH Act and regulations • Principles of Occupational Health and Safety • Application of PDCA cycle • Risk based thinking and HIRA	Quality/H&S/R&S Staff that must implement and maintain the system. Anyone involved in the planning, implementing, maintaining, supervising, or auditing of an ISO 45001:2018 Management System	Completed Introduction training
3.4	Introduction to OHS and Incident Management (1 day course)	This one-day course will enable Learners to: • Differentiate between an incident and an accident • Explain why accidents happen and take proactivesteps to identify and eliminate workplace hazards • Identify accident causal factors • Conduct incident investigation or root cause analysis • Prevent occurrence or reoccurrence of incidents • Develop a Job Safety Analysis • Conduct workplace inspection and risk assessment • Perform risk management	Safety professionals, managers, supervisors and anyone responsible for the safety of employees within an organization.	Completed Introduction training
3.5	ISO 45001:2018 Occupational Health & Safety Management Systems – Internal Auditing (3 day course)	This Internal Auditor's course provides delegates the principles and guidelines of management system auditing according to ISO 19011 The course will be an in-depth view of the clauses of the standard and an audit tool kit to assist in auditing organisations in accordance to ISO 45001:2018:2018. The delegates will be able to perform First Party Internal Audits and Second Party Supplier Audits. Key Learning areas <u>include:</u>	Anyone involved in auditing, maintaining, or supervising of an ISO 45001:2018 management system	Completed Implementation

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		• Understanding the Requirements of ISO 45001:2018 • Be able to plan an internal audit • Develop a checklist • Conduct an Audit objectively • Be able to present findings • Compile reports and conduct follow-up audits • Implementation of the complete Health & Safety management system <u>Outline:</u> - Introduction to ISO 19011 and 17021 - Terms & definitions, Audit Criteria, Audit Planning, Selection of the Audit Team, Independance and Competence of Auditors - Sampling, interviewing, collecting evidence - Interpretation of ISO 45001:2018:2018 clauses - Checking effectiveness of management systems and controls, and communication with management - Audit Findings, non-conformities and reporting , post Audit follow up activities and certification		
3.6	SANS/ISO 45001:2018 Occupational Health & Safety Management Systems – Lead Auditing (+/- 5 day course) - SAATCA/IRCA or equivalent	Delegates will learn the following skills throughout this Lead Auditor training. • Prepare and manage an audit plan • Compile information and report conclusions, including nonconformities. • Determine the resources needed to do an OHSAS audit. • Conduct an opening and closing meeting to help team members improve their performance. Delegates who pass both the examination and continuous assessment will be issued “Certificate of Achievement” that satisfies the formal training for an individual seeking certification as a SAATCA auditor / lead auditor.	Staff interested in becoming OHS third party or lead auditors Anyone with the need to audit an organization's OH&S management system	Complete Internal Auditing and Implementation and experience in H&S environment
3.7	ISO 45001:2018 Occupational Health & Safety Management Systems – Legal Requirements(1day course)	Delegates will learn to develop a legal register and to train staff on all applicable legal legislations.	All senior, line, functional and operational managers and supervisors	Completed Introduction

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3.8	Health and Safety Legislative training (2 day course)	This course is designed to equip delegates with a knowledge and understanding of the H&S legislative structure, current H&S legislation and how it is enforced. It aims to address the need for businesses to obtain a better understanding of applicable OHS legislation as well as the steps they should take to ensure that they are legally compliant. OHS Act: This course provides the learner with a basic knowledge of the responsibilities pertaining to the Occupational Health and Safety Act (OHS Act). By the end of the course, the learner will be able to demonstrate knowledge of: • the legal liabilities of employers and contractors • the difference between common law and legislation • the attributes that need to be addressed • how to: ○ use and read the OHS Act (including the intention and meaning of the sections) ○ do citation of legal requirements • who can assist in making the OHS Act work • the responsibilities and rights of various role players in terms of the OHS Act • when a health and safety policy is effective • the basic understanding of how to manage health and safety.	All senior, line, functional and operational managers and supervisors	All Departments within COCT
3.9	SAMTRAC or equivalent, Introduction (5 day course)	Learners will be able to apply hazard identification and risk assessment methodologies, as well as comprehend basic HSE management-system requirements and procedures. Key Learning areas <u>include</u>: • Fundamentals of HSE-related legislation and legal compliance • Management system theory and practice. • What occupational health, safety, and environment (HSE) is • Some key health, safety and environment related definitions and issues <u>Outline:</u>	Health and Safety representatives, Functional and Operational staff/management, Supervisors	Completed HIRA and ISO 45001:2018 Implementation

		• the OHS Act • NEMA • Important definitions in environmental management • The role of management within HSE • The benefit of a management system • The important role of controls in risk management • The function of the hierarchy of controls.		
3.10	SAMTRAC or equivalent, General (10 day course)	Learners will have the ability to apply the techniques for hazard identification and risk assessment as well as understand SHE management-system requirements and procedures. The purpose of this course is to equip the learner with the ability to plan, implement and maintain a SHE management system. <u>Outline:</u> Describe risk management as a process and discuss different risk-control measures Evaluate different incident-prevention theories Motivate the use of SHE management systems Advise on different legislative requirements Evaluate the management of different technical aspects as part of the SHE management system Assist management with the implementation and maintenance of effective occupational health, safety and environmental programmes Identify relevant acts, regulations and guidelines Describe the environmental impact of industrial operations Write risk-based standards for SHE management systems Advise on implementation and measurement of standards Advise on co-ordinating the SHE management system to achieve constant improvement	Health and Safety representatives, Functional and Operational staff/management, Supervisors Management,	Completed 5 day SAMTRAC training intervention

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		Describe how the effectiveness of the system can be evaluated		
3.11	SAMTRAC refresher training, 1 day	Recap on modules covered in SAMTRAC Introduction and SAMTRAC 10 day course	Staff that is not yet competent	Where applicable
3.12	SAMTRAC exam rewrite (5 day and 10 day)	Refresher training to take place before rewrite can take place	Staff that is not yet competent	Where applicable
3.13	NEBOSH General (>10 day course)	The NEBOSH certificate course aids in development of understanding of general workplace issues and how they can be applied in different sectors. • Delegates will learn the following: • To justify the need for improvements in health and safety. • Provide guidance on responsibilities under the major components of health and safety legislation. • Assist the organization in managing contractors. • Work under the supervision of a health and safety management system. • Influence the culture and behavior of health and safety in a positive way • Conduct a general risk assessment of your workplace (using a 5-step technique). • Recognize workplace changes and their consequences, and know how to mitigate them. • Develop basic safe work systems, including emergency plans, and understand when to employ a permit-to-work system. • Participate in the investigation of incidents • Assist in monitoring, evaluating, and reviewing the effectiveness of their health and safety management system. <u>Outline:</u> Element 1: Why we should manage workplace health and safety	Health and Safety representatives, Functional and Operational staff/management, Supervisors, Management,	Completed SAMTRAC 10 day and HIRA

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		Element 2: How health and safety management systems work and what they look like Element 3: Managing risk – understanding people and processes Element 4: Health and safety monitoring and measuring Element 5: Physical and psychological health Element 6: Musculoskeletal health Element 7: Chemical and biological agents Element 8: General workplace issues Element 9: Work equipment Element 10: Fire Element 11: Electricity		
3.14	NEBOSH Construction (>15 day course)	The NEBOSH International Construction Certificate (ICC) is based on international standards and best practice. It consists of three units which must be successfully completed to achieve the NEBOSH International Construction Certificate qualification: • Management of International Health and Safety • Foundations in Health and Safety • Health and Safety Management Systems – Plan • Health and Safety Management Systems – Do • Health and Safety Management Systems – Check • Health and Safety Management Systems – Act. • Managing and Controlling Hazards in International Construction Activities • Construction Management • Construction Site – Hazards and Risk Control • Vehicle and Plant Movement – Hazards and Risk Control • Musculoskeletal Hazards and Control • Work Equipment – Hazards and Risk Control • Electrical Safety • Fire Safety • Chemical and Biological Health – Hazards and Risk Control • Physical and Psychological Health – Hazards and Risk Control • Working at Height – Hazards and Risk Control	Health and Safety representatives, Functional and Operational staff/management, Supervisors, Management,	Completed SAMTRAC 10 day and HIRA

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		- Excavation Work and Confined Spaces – Hazards and Risk Control. - Construction Health and Safety Practical Application - Assessment: is assessed by a scenario-based assessment.		
3.15	NEBOSH Environmental Management (> 5 day course)	The NEBOSH Certificate in Environmental Management (EC) is a recognised environmental qualification worldwide, which focuses on environmental management systems (ISO 14001:2015), impact assessments, energy efficiency, pollution and environmental emergencies. The syllabus includes UK, EU and international references. <u>Outline:</u> The EC consists of two components: Management and control of environmental hazards - Element 1: Foundations in environmental management - Element 2: Environmental management systems - Element 3: Environmental impact assessments - Element 4: Control emissions to air - Element 5: Control of contamination of water sources - Element 6: Control of waste and land use - Element 7: Sources and use of energy and energy efficiency - Element 8: Control of environmental noise - Element 9: Planning for and dealing with environmental emergencies Environmental practical application.	Health and Safety representatives, Functional and Operational staff/management, Supervisors	Completed SAMTRAC 10 day and HIRA
3.16	NEBOSH Appeals	An application form must be completed for all appeals. When a training candidate fails and does not agree with the exam findings, an appeal is filed. Appeal must be done within a set time frame of receiving the results. Appeal cost is per unit / subject as well as any appeal fees. Money will be reimbursed if the appeal is successful. There will be no additional consultation if the appeal is unsuccessful.	The appeals is intended for people who have completed the NEBOSH training intervention and did not meet the criteria.	Where applicable
3.17	NEBOSH Exam Rewrites	For all exam rewrites an application form must be completed.	The course is intended for people who have completed the NEBOSH training intervention and did not meet the criteria.	Where applicable

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3.18	NEBOSH Refresher training, 2 days	The 2-day NEBOSH refresher session is a forum for delegates to indicate where they may need additional coaching and clarity on topics they are struggling with; that is based on the specific Syllabus	The course is intended for people who have completed the NEBOSH training intervention and did not meet the criteria.	Where applicable
3.19	Handling Chemical spills training	Delegates will be trained on handling of hazardous chemical spills, inclusive of emergency action plans and hazardous materials business plans – which consist of questions for discussion and a sign-off form. Key Learning areas <u>include</u> : Chemical Storage and Handling Toxic Chemicals Spill response awareness Chemicals and Health Globally Harmonized System	Staff that is exposed to Chemicals and work with chemicals. Health and Safety representatives, Functional and Operational staff, Supervisors	Where applicable
3.20	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
3.21	Develop, Implement and maintain IMS SANS/ISO 45001:2018	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program	All Departments within COCT

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		- Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	
3.22	Develop, Implement and maintain IMS SANS/ISO 45001:2018 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
3.23	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing eFiciency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

3.24	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
3.25	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
3.26	Monitor and ensure compliance to the OHS Act of 1993 requirements, Reports and feedback presentation	To ensure that all legal and best practice safety, health and environmental requirements for a particular workplace are in place and remain in place. In order to monitor occupational Health and Safety matters correctly to be in compliance with the OHS Act of 1993 , to assist the organisation with the following requirements: • Knowledge of the laws of the country in order to understand exactly what is required, of an employer, by these laws. • That all employees know and understand that they also have responsibilities in terms of the law. • An organisational workplace Health and Safety Policy • An organisational workplace safety, health and environmental management system which caters for the identification, informing, corrective action and continual improvement of occupational health, safety and environmental matters. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
3.27	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: • Audit Plan • To Conduct an opening and closing meeting • To do site visits • Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. • Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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3.28	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
3.29	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
3.30	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers
3.31	Vendor surveillance and /or compliance assessments (desktop or physical inspections)	The Tenderer will be require to conduct vendor assessments in contract on any number of vendors utilised by the City of Cape Town and submit a vendor report outlaying developmental aspects for conformance to various legislated standards and industry related requirements such as but not limited to SANS	All Departments within COCT

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		requirements of Treatment chemicals, ISO 14001:2015, OHAS and ISO 9001:2015 and applicable other requirements. Assessments would be conducted in but not limited to the mechanical workshop environment for servicing and repairing the City of Cape Town's Fleet assets (Trucks, Vehicles and Yellow Plant etc.), Auto-electrical vendors, Staff Transport vendors and any other contract in which conformance or compliance is to be monitored and/ or verified.	
3.32	Implementation of Conditional Assessments to Buildings and Infrastructure (To include: inspections of buildings, civil, electrical, electronic and mechanical infrastructure, providing an report, with recommendations, provision of an asset life cycle report but also recommended maintenance plans and schedules)	Assess the facility's and equipment's condition to ensure that assets are working in accordance with specified operational and safety criteria. Items that are not up to par are to be recorded and recommendations on corrective actions to be provided.	All Department s within COCT

Item 4: Legal Audits, Legal Registers and Other Compliance

LEGAL REQUIREMENT TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
4.1	Legislative and Legal Requirements Training	Aims to provide learners with in-depth knowledge and understanding of industry specific legislation and regulations as it pertains to health & safety specifically	All Departments within COCT	All Departments within COCT
4.2	Legal Liability	Legal liability training: To ensure that both the employer and the employee is aware of what is required of them by the Occupational Health and Safety Act, what to do in the event of a party failing to comply, as well as what the repercussions are should you fail to comply with the health and safety act.	All Departments within COCT	All Departments within COCT

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		To ensure everyone understand and is compliant with the Act to prevent injuries and accident, fines, imprisonment or both!		
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INTEGRATED SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
4.3	Legal Registers	The legal register is to be aligned with an Integrated Management System. Determine the legislation applicable to the activities carried out by the branch/department. The legal requirements applicable to the City must be determined by: - the location of the operation in question - the size and type of activities carried out at the operation - The location of the operation determines the legal jurisdiction or jurisdictions (National Legislation, Provincial Legislation and Local Bylaws)	All Departments within COCT	
4.4	Legal Audits OHS; reports and feedback presentation	Legal audits or assessments must provide advice on all legal requirements governing particular activities carried out within the various branches/departments. This includes but not limited to the relevant legislation, industry specific non-legal requirements such as internal guidelines, policies and standards. The audit must include the review of all relevant documentation within the Integrated Management System and must provide recommendations. The assessor must assess the extent of the branches compliance with applicable legislation as determined by the audit scope in terms of Occupational Health and Safety. The assessor must evaluate the effectiveness of the implemented management systems to ensure legal compliance within the branch. The assessor must present a report to the Management Team on the current status of compliance and must provide recommendations to address the deviations. The assessor must advise on support products, services and tools that may assist the branch in improving Occupational Health and Safety Management.	All Departments within COCT	
4.5	Legal Audits OHSE; Reports and feedback presentation	Legal audits or assessments must provide advice on all legal requirements governing particular activities carried out within the various branches/departments. This includes but not	All Departments within COCT	

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		limited to the relevant legislation, industry specific non-legal requirements such as internal guidelines, policies and standards. The audit must include the review of all relevant documentation within the Integrated Management System and must provide recommendations. The assessor must assess the extent of the branches compliance with applicable legislation as determined by the audit scope in terms of Occupational Health, Safety and Environmental Management. The assessor must evaluate the effectiveness of the implemented management systems to ensure legal compliance within the branch. The assessor must present a report to the Management Team on the current status of compliance and must provide recommendations to address the deviations. The assessor must advise on support products, services and tools that may assist the branch in improving Occupational Health, Safety and Environmental Management.	
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CATEGORY B: ISO 50001:2018/ISO 55001:2014/ISO 41001:2018**Item 5: ISO 50001:2018**

ISO 50001:2018 ENERGY MANAGEMENT				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
5.1	ISO 50001:2018 - Energy management Awareness	Provide guidance on more difficult Energy Management Systems technical issues, known Energy Management Systems implementation and performance problems, and continuous improvement activities. Explain the various approaches to energy measurement and data analysis. Identify, quantify, and prioritize opportunities to improve energy performance. To build an organization's context, use analysis. Develop energy baselines and performance metrics by analyzing energy data.	This course will be useful for anyone from a top to lower management level, including those with maintenance, environmental, technical, engineering, procurement and purchasing background who	Where applicable

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		Maintain and improve an ISO 50001:2018 management system and associated energy performance, whether new or old. To increase energy performance and Energy Management Systems, use best practice energy management practices referred to in the ISO 50001:2018 series of standards. Conduct energy audits to discover areas where energy efficiency might be improved. Develop data-driven objectives and energy targets.	require an understanding of energy usage in their organisation.	
5.2	ISO 50001:2018 - Energy management Introduction(1day course)	This course is intended for individuals who are required to understand the fundamentals and requirements of ISO 50001:2018 and how to improve on energy management within their organisation. Energy efficiency is a proven strategy to lower emissions and reduce energy use and costs. Energy efficient technologies, know-how-to and processes available today provide a significant opportunity to: • Reduce costs • Improve operating performance • Extend the lifespan of the building and its equipment • Increase occupant comfort while contributing to a cleaner environment By the end of the course, the learner will be able to: • understand the background and history of ISO • understand the key terms used in the ISO 50001:2018 Energy Management Systems Standard • understand energy, its forms and benefits of reducing energy consumption, • review energy usage for your organisation. • generate energy-saving ideas and energy management plans, • know how to improve energy efficiency and maintain it, • understand how to improve your environmental performance with your energy usage	This course will be useful for anyone from a top to lower management level, including those with maintenance, environmental, technical, engineering, procurement and purchasing background who require an understanding of energy usage in their organisation.	Where applicable
5.3	ISO 50001:2018 - Energy management implementation(2-3 day course)	Introduction to ISO 50001:2018 concepts • An overview of energy objectives; targets and management action plans • Relations between ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 • Procurement of energy services; products; equipment and energy checking	The training is applicable to all employees requiring an understanding of energy management Systems or those involved with the	Completed Intro

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		• Introduction to evaluation of compliance with legal and other requirements • Requirements, interpretation and intent of the standard • Formulating the basis for the implementation and improvement of ISO 50001:2018 Understanding EnMS Concepts, the purpose and rationale for a EnMS • A general understanding of relations between ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 • Interpretation and application of Energy Management Principles and Requirements • Understanding of compliance and to legal requirements	establishment, implementation, maintenance, continual improvement, management and evaluation of an ISO 50001:2018 (EnMS)	
5.4	ISO 50001:2018 - Energy management Internal Auditors(3 day course)	By the end of the course, the learner will be able to: • Consider why an effective Energy Management System is important • Understand the background to ISO 50001:2018 • Do thorough examination of the requirements of ISO 50001:2018 • Explore how to conduct an audit against an EnMS to meet the requirements of ISO 50001:2018 • Gain knowledge on how to improve energy efficiency and performance. • Gain knowledge on how to reduce greenhouse gas (GHG) emissions and other related environmental impacts. • Improved confidence on how to build a system that meets legal requirements and achieves energy performance targets. • Improve efficiency and gain industry and customer recognition	Staff interested in improving energy performance and energy efficiency • Staff who want to implement an ISO 50001:2018 EnMS. • Staff responsible for energy management. • Energy managers (management representatives, plant managers, facility managers) • Energy coordinators (process owners, engineers) Individuals interested in monitoring the effectiveness of their organisation's EnMS implementation and those who want to be ISO 50001:2018 internal auditors.	Completed Implementation

5.5	ISO 50001:2018 - Energy management Lead Auditors (5 day course)	ISO 50001:2018 Lead Auditor training enables you to develop the necessary expertise to perform an Energy Management System (EnMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process. Learning Outcome: • Understand the operations of an Energy Management System based on ISO 50001:2018 • Acknowledge the correlation between ISO 50001:2018 and other standards and regulatory frameworks • Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011 • Learn how to lead an audit and audit team • Learn how to interpret the requirements of ISO 50001:2018 in the context of an EnMS audit • Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011	• Auditors seeking to perform and lead Energy Management System (EnMS) certification audits • Managers seeking to master an EnMS audit process • Individuals responsible for maintaining conformance with Energy Management System requirements • Technical experts seeking to prepare for an Energy Management System audit • Expert advisors in Energy Management	Completed Implementation and Internal Auditing
5.6	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES

ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
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5.7.	Develop, Implement and maintain IMS SANS/ISO 50001:2018	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementation Team and Project Implementation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementation Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
5.8	Develop, Implement and maintain IMS SANS/ISO 50001:2018 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation Development, Implementation and Maintenance of Systems / Procedures and processes	All Departments within COCT
5.9	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements	All Departments within COCT

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		All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
5.10	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
5.11	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT			
ITEM	DESCRIPTION	OUTCOMES	

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5.12	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and oFicial audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
5.13	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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5.14	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
5.15	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

Item 6: ISO 55001:2014

ISO 55001:2014 ASSET MANAGEMENT				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite

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6.1.	ISO 55001:2014 - Asset management Awareness	- Managers will learn how to assist an organization in planning, implementing, managing, monitoring, and maintaining an AMS. - Recognize the relationship between ISO 55001:2014 and other regulatory frameworks and standards. - Learn how to apply the ISO 55001:2014 regulations to a company's specific situation. - Master the concepts, methodologies, standards, procedures, and strategies needed to develop and maintain an AMS effectively. Acquire the knowledge and experience necessary to assist a company in implementing Asset Management System best practices.	All staff with an interest or responsibility for physical or other assets, decision making, planning, risk management, resourcing, operations, technical services, information support, budgeting, quality management or organizational development..	Where applicable
6.2.	ISO 55001:2014 -Asset management introduction (1 day course)	Delegates will be able to: - Recognize and be able to apply asset management terminology, definitions and principles - Identify and manage the expectations of stakeholders with respect to asset management - Become familiar with internationally recognized asset management methodologies and good practices - Appreciation of the structured approaches available for the improvement of value realization from assets <u>Outcomes:</u> A clear understanding of asset management terminology and its correct usage. Appreciation of asset management practices, activities and methodologies. Recognition of the value obtainable from the integrated approach to the life cycle and risk-based management of assets.	All staff with an interest or responsibility for physical or other assets, decision making, planning, risk management, resourcing, operations, technical services, information support, budgeting, quality management or organizational development.	Where applicable
6.3.	ISO 55001:2014 - Asset management implementation (2-3 day course)	- Delegates will learn how to support an organization to effectively plan, implement, manage, monitor and maintain an AMS - Acknowledge the correlation between ISO 55001:2014 and other standards and regulatory frameworks - Learn how to interpret the ISO 55001:2014 requirements in the specific context of an organization	Managers responsible for Asset Management Expert advisors seeking to master the implementation of an Asset Management System	Completed Introduction

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		Master the concepts, approaches, standards, methods and techniques for the implementation and effective management of an AMS Acquire the expertise to advise an organization in implementing Asset Management System best practices	Individuals responsible for maintaining conformance with AMS requirements AMS team members	
6.4.	ISO 55001:2014 - Asset management Internal auditors (3 day course)	Delegates will be able to: - Explain the principles of auditing to ISO 55001:2014 - Introduce and apply a four theme approach to assessing the elements of ISO 55001:2014 and their integration - Prepare and conduct asset management audits - Recognize the role of maturity models for continual improvement in asset management - Understand the operation of an Asset Management System based on ISO 55001:2014 & its principal processes - Understand the goal, content and correlation between ISO 55001:2014, ISO 55002 and other standards & regulatory framework - Understand an auditor's role in planning, leading & following-up on a management system audit in accordance with ISO 19011 - Interpret the requirements of ISO 55001:2014 in the context of an AMS audit - Acquire the competencies to plan an audit, lead an audit, draft reports, and follow up on an audit in compliance with ISO 19011 Strengthen personal skills necessary for an auditor to act with due professional care during an audit	All personnel who are/will be coordinating internal audit activities within your organization Persons who have been given the responsibility to lead management system audits against the requirements of ISO 55001:2014 Existing asset management auditors who wish to refresh their skills	Completed Implementation
6.5.	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES

ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
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6.6	Develop, Implement and maintain IMS SANS/ISO 55001:2014	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
6.7	Develop, Implement and maintain IMS SANS/ISO 55001:2014 and any additional ISO Standards) and Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
6.8	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing eFiciency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements	All Departments within COCT

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		All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
6.9	Develop "To Be" procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
6.10	Facilitate workshop for "As Is" and "To Be" IMS	Workshops on "As Is" and "To Be" Processes / Procedures developed and implemented. Analyzing the "As Is" and "To Be" Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT			
ITEM	DESCRIPTION	OUTCOMES	

TENDER NO:36C/2024/25

6.11.	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and oFicial audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
6.12	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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6.13	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
6.14	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

Item 7: ISO 41001:2018

ISO 41001:2018 FACILITY MANAGEMENT				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite

TENDER NO:36C/2024/25

7.1	ISO 41000:2018- Facility management Awareness	Facility Management and its strategic role in business operation ; Overview of ISO 41001 series standards and ISO 41001: 2018 requirements ; Integration with relevant ISO Management System standards ; Benefits of implementing ISO 41001: 2018	Head and Senior staff of Property Management and Facility Management, FM Managers and relevant staff involved in FM activities	
7.2.	ISO 41001:2018- Facility management Introduction (1 day course)	Understanding the terms and definitions of SANS/ISO 41000 Identify the key concepts and structure of ISO 41001:2018 Understanding the main requirements of ISO 41001:2018	All staff involved in management systems and effective continual improvement	Where applicable
7.3.	ISO 41001:2018- Facility management Implementation (2-3 day course)	Identify the benefits specific to an organization in relation to implementing an effective FMS Recognize a typical framework for implementing ISO 41001:2018 following the PDCA cycle Interpret key concepts and requirements of ISO 41001:2018 from an implementation perspective	All staff involved in management systems and effective continual improvement	Completed Introduciton
7.4.	ISO 41001:2018- Facility management Internal auditors (3 day course)	- Delegates will be able to describe ISO 19011 guidelines and application for management system auditing. - Will have the skills to: - Initiate the audit - Prepare audit activities - Conduct audit activities - Prepare and distribute the audit report - Complete the audit - Audit follow up	All staff involved in management systems and effective continual improvement	Completed Implemented
7.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
7.6	Develop, Implement and maintain IMS SANS/ISO 41001:2018	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
7.7	Develop, Implement and maintain IMS SANS/ISO 41001:2018 and any additional ISO Standards) and Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
7.8	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training	All Departments within COCT

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		purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
7.9	Develop "To Be" procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
7.10	Facilitate workshop for "As Is" and "To Be" IMS	Workshops on "As Is" and "To Be" Processes / Procedures developed and implemented. Analyzing the "As Is" and "To Be" Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
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7.11	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
7.12	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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7.13	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
7.14	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

CATEGORY C: ISO 22301:2019/ Lean Six Sigma/ ISO 27001:2022/ ISO 31000:2018**Item 8: ISO 22301:2019 and Other Business Improvement training interventions**

ISO 22301:2019 - BUSINESS IMPROVEMENT TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
8.1	ISO 22301:2019 Awareness	Introduction and background to Business Continuity Management	Managers, Advanced IT &	Applicable to all that works with

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		The fundamentals of Security and Resilience – Business Continuity Management System, and overview of the ISO 22301:2019 requirements The ISO 22301 BCM Framework Scope of Business Continuity Management Systems (BCMS) Leadership, Planning, and Support Operation – BIA & RA Operation – BC Strategies & Solutions Operation – BC Plans and Procedures Operation – Exercise Programme Performance Evaluation & Improvement	Quality Professionals, Management Representatives	Business Continuity
8.2	ISO 22301:2019 Introduction (1 day course)	An ISO 22301:2019 framework consist of: • The main requirements and benefits of ISO 22301:2019 • An understanding of an effective Business Continuity management system (BCMS) Delegates will be able to: • Communicate the benefits and importance of an BCMS Apply the requirements of ISO 22301:2019 to the business	Staff new to ISO 22301:2019 • If knowledge needs a refresher	Applicable to Risk Coordinators
8.3	ISO22301:2019 Implementation (3 day course)	An ISO 22301:2019 implementation framework will <u>include</u>: • The organization's current position with ISO 22301:2019 • How to implement an effective BCMS Delegates will be able to: • Confidently implement and maintain an BCMS • Understand what resources are required to implement ISO 22301:2019 Use a gap analysis to review the current system	Staff with a thorough understanding of ISO 22301:2019 • If need to implement or manage a new ISO 22301:2019 management system	Completed Introduction
8.4	ISO 22301:2019 Internal auditor (3 day course)	This training course will determine the tools and techniques to undertake internal audits based on the principles of an ISO 22301:2019 audit. Key Learning areas <u>include</u>: • How to write up audit reports • How to suggest corrective actions and follow them up to continually improve	Staff with a thorough knowledge of ISO 22301:2019 • If need to carry out ISO 22301:2019 internal audits	Completed Implementation

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		• To confidently carry out an ISO 22301:2019 internal audit • Add value to BCMS and be best-placed for an ISO 22301:2019 third party assessment • Be recognized as an ISO 22301:2019 expert	• If an existing auditor who needs a refresher	
8.5	Facilitation/Facilitators Training (2 day course) [Train the Trainer]	The purpose of the course, is to provide delegates with the required knowledge and skills to facilitate learning. Train-the-Trainer is a comprehensive SAQA unit standard-based course intended for all persons who need to facilitate learning using a variety of given methodologies. <u>Outcomes:</u> Preparation for facilitation by planning ahead of time. Examine the learners and their learning requirements. Plan to cater for the needs of stakeholders and learners Arrange resources, locations and personnel Prepare the instructional materials and decide on a facilitation strategy. Prepare for the facilitation process. Facilitate learning by arranging material in a logical order. Ascertain that the learning environment and facilitation strategy encourage interaction. Facilitation strategy and facilitated activities Ascertain that facilitating enhances the learning experience and results. Organize groups according to facilitation concepts. Make use of questioning methods. Keep track of your delegates' progress. Examine the process of learning and facilitation. Seek feedback from learners and stakeholders on guided learning. Determine the learning intervention's strengths and limitations. Determine the most useful recommendations for future interventions.	Facilitators Management Supervisors Staff that facilitate training	None
8.6	Process Improvement Introduction training (2 day course)	This course will help delegates gain confidence in applying more advanced process improvement and change management tools, approaches and techniques. Develop the skills necessary to manage the 'leadership' of a process improvement activity within an organization. Although the case study adopts a quality perspective, it can be understood from all disciplines and therefore the tools and techniques covered during the course are applicable to any process.	Operational staff, Supervisors and Managers	Completed ISO 9001:2015 Introduction

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		<u>Requirements:</u> Process Improvement Practitioner course (or equivalent)		
8.7	Innovation Management Training/Design led thinking training	• Learn to achieve operational excellence, instill and inspire innovation, and foster collaboration across your organization. • Develop strategic thinking and frameworks to achieve operational excellence. • Learn design thinking methodology and mindsets to lead operational innovation. • Explore how to integrate effective new operational routines into your organization's culture. • Enhance communication and leadership skills to get buy-in at the C-suite level and across the organization. Network with peers from diverse industries and functional areas to gain new insights that can be applied to your organization	Emerging and experienced Supervisors and Managers who are motivated to lead and ignite change in their organizations	Where applicable
8.8	Business Improvement Training (PDCA&Quality Circles) (2 day course)	A practical Workshop which aims to provide delegates with the BI tools and techniques necessary to Improve business processes, Maximise resources and Reduce waste. <u>Key Learning areas include:</u> • Improve Business Processes – the workshop will teach delegates how to understand and map the processes within the business, presenting a structured method to improving performance • Maximise Resources – delegates will develop an understanding of how they can get the most out of existing resources through problem solving within a proven framework • Cut Waste – delegates will look at areas within processes where they can eliminate or reduce waste such as work in process (WIP) costs, inventory and other value and non value adding activities.	Managers at all levels of an organisation who require basic knowledge of the principles and how it can be applied within the industry, in order to improve the performance of processes and the business.	Completed ISO 9001:2015 Introduction
8.9	Basic Work study training	Participants will be able to: - Understand the principles and concepts of work study. - Apply time and motion study techniques to analyse work processes. - Perform accurate work measurement. - Identify and eliminate bottlenecks and inefficiencies in work processes. - Improve productivity and optimise resource utilisation.	Staff that want to be introduced to the fundamental principles of work study, focusing on methods such as time and motion	Where applicable

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		- Implement basic ergonomic principles for improved workplace design. - Interpret and present work study data effectively.	study, work measurement, and process analysis.	
8.10	Intermediate/Advance Work study training	Delegates will have a more complex understanding on work-study principles and techniques and will enable the delegate to apply work-study techniques in the work place.	Staff that want an understanding of more complex work-study principles.	Where applicable
8.11	Incident Command Training (3 days)	The Incident Command System (ICS) is a common hierarchical management system that allows numerous agencies' responders to work together effectively. The Incident Command System (ICS) is a standardized, international best-practice method to incident command, control, and coordination. This course covers the skills needed to work as a supervisor in an incident command system. It gives delegates a comprehension of the relevant roles and responsibilities, as well as key competency abilities and incident nomenclature. Key Learning areas <u>include</u>: • Defining the positions and the functions of role players in the Incident Command System matrix • Demonstrating knowledge of the positions and terms associated with the ICS system. • Describing the control functions or responsibilities and application to the ICS. <u>Outline</u>: • ICS I-100 addresses the background and history of ICS, as well as why a standardized management system has been adopted worldwide and why it is so helpful, particularly in the context of Southern Africa. It also addresses ICS's characteristics, concepts, and organizational hierarchy. ICS I-200 will assist you in growing and understanding ICS in order to perform effectively inside the Incident Command System during an incident or event, particularly for people who are likely to acquire a supervisory role.	Management, Supervisors and key personnel identified to attend by Manager	Where applicable
8.12	Ms Visio & Business Process mapping (1 day course)	Microsoft Visio Beginners course teaches the basic functions and features of Visio Professional, creating flow diagrams, basic organisation charts and network diagrams.	This course is for delegates who have little or no Visio experience.	Where applicable

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		Delegates will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, delegates will create network and brainstorming diagrams and set shape properties.		
8.13	Character First training(2 day course)	The Character First leadership development program will train managers and staff on how to build a culture of integrity, how to resolve conflict, how to encourage employee morale, and how to integrate character-based standards into job descriptions, reward structures, and management practices.	Managers and all staff	All staff
8.14	Process Mapping (2 days)	Delegates will learn the purpose of process mapping, the various approaches for daily operation and process improvement, and how to apply process mapping effectively in your organization. For any successful organization to sustain their business results in an ever-changing, customer focused and quality driven business environment, process mapping is a prerequisite for day-to-day operations and overall business improvement.	Managers, Supervisors and all staff	Where applicable
8.15	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
8.16	Develop, Implement and maintain IMS SANS/ISO 22301:2019	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation	All Departments within COCT	

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		- Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	
8.17	Develop, Implement and maintain IMS SANS/ISO 22301:2019 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
8.18	Review and Update "As is" procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

8.19	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
8.20	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
8.21	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT controls	All Departments within COCT

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		Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	
8.22	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
8.23	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary	All Departments within COCT

		The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	
8.24	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

Item 9: Lean Six Sigma

LEAN SIX SIGMA TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
9.1	Lean Six Sigma White Belt: Introduction to Lean Six Sigma (1 day)	Lean Six Sigma White Belt: Introduction to Lean Six Sigma This workshop will discuss the history of Lean Six Sigma, as well as how the ideas, methods, tools, programme structures and roles can help organizations to meet their objectives. Following this course delegates will have a good basic knowledge of Lean Six Sigma and will have taken a first step towards becoming a practitioner or sponsor of organizational change.	Staff that is involved with the implementation of the project. Operational staff, Supervisors and Managers	All processing staff and management where applicable
9.2	Yellow belt Six Sigma (2 day course) Problem Solving	Lean Six Sigma Yellow Belt: Structured Problem Solving The '8 step approach' combined with the '7 basic tools' provides an efficient, simple to use, and effective approach to organizational problem solving. This course will provide first-hand experience of the approach and tools of problem solving, root cause analysis, and implementing corrective actions (a requirement of standards such as ISO 9001:2015).	Staff that is involved with the implementation of the project. Operational staff, Supervisors and Managers	All processing staff and management where applicable

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9.3	Yellow belt Six Sigma for key staff – Certified Yellow Belt (5 day course)	Key Learning areas include: • Explain the Lean Six Sigma and the DMAIC methodology • Discuss the concept of variation • Develop a Customer Journey Map • Translate the Voice of the Customer (VOC) to Critical to Quality (CTQ) criteria • Identify role in a successful Lean Six Sigma project • Participate in Lean Six Sigma projects • Define problem statements • Design and develop process maps • Prepare graphical analysis of data (Limited) • Apply problem solving methods learned in the DMAIC process to business issues • Evaluate risk of solutions and develop control plans to sustain improvements	Staff that is involved with the implementation of the project. Operational staff, Supervisors and Managers	All processing staff and management where applicable
9.4	Greenbelt Six Sigma for key staff – Certified Green Belt (10 day course)	Delegates will learn how to apply skills in project management, process management, Lean, change management and statistical analysis. • Select, scope, define and lead Lean Six Sigma projects • Translate the VOC to Critical To Quality measures (CTQ) • Identify and apply skills in project management, process management, lean, change management, and statistical analysis • Recognise your role in a successful Lean Six Sigma deployment • Transition projects from phase to phase • Evaluate and Close out projects upon completion • Propose projects to peers, managers and senior leadership • Apply methods learned in the DMAIC process to business issues • Use controls to sustain gains • Navigate statistical analysis software (SigmaXL or Minitab)	Staff that is involved with the implementation of the project. Operational staff, Supervisors and Managers	Project Managers
9.5	Blackbelt Six Sigma for key staff (Certified Black Belt) (10-15 day course)	• Determine the Voice of the Customer (VOC) • Translate the VOC to Critical To Quality measures (CTQ) • Define and work on Lean Six Sigma projects • Apply statistical analysis to determine the relationship between key inputs and process outputs • Identify and apply skills in project management, process management, lean, change management, and statistical analysis • Recognise your role in a successful Lean Six Sigma deployment • Transition projects from phase to phase	Team members who are expected to be a support member of business improvement programme and is delivered as classroom training with eLearning	Project Managers and completed Green belt

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		• Evaluate and Close out projects upon completion • Propose projects to peers, managers and senior leadership • Apply methods learned in the DMAIC process to business issues • Use controls to sustain gains • Manage team dynamics • Navigate statistical analysis software (SigmaXL or Minitab) <u>Requirements:</u> Essential to have a project identified and examined. Access to a laptop computer with Minitab v14, Microsoft Excel and Microsoft PowerPoint installed.	access to the course. This training is suitable for staff looking to lead complex improvement projects where there is a need for detailed statistical analysis and a requirement for dynamic leadership skills.	
9.6	Root Cause Analyses (1 day course)	Key Learning areas <u>include</u>: • Problem solving: - Problem identification and definition - Analytical and creative root cause analysis tools • Decision making: - Decision making styles - Decision making tools and techniques • Risk Analysis: - Risk analysis and mitigation tools Barriers to successful implementation	IQMS staff, Operational staff, Supervisors and Managers	Completed ISO 9001:2015 Introduction
9.7	Statistical Process Control (1-2 days)	SPC has an important role within continual process improvement, providing sound information upon which to make decisions, because the best decisions are made by collecting and interpreting facts and data. This course allows process performance tracking on a real-time basis, allowing for corrective actions to be taken before failure occurs.	Managers, Supervisors and all staff	Where applicable
9.8	Failure Mode and Effects Analysis (FMEA) (1-2 days)	This course is a systematic method of identifying and investigating potential design or process weaknesses. This course introduces FMEA, understanding it's purpose, background and benefits. Delegates will be guided through how to implement FMEA.	IQMS staff, Managers, Supervisors	Completed ISO 55001:2014 Introduction

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9.9	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable
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MANAGEMENT SYSTEM CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
9.10.	Develop, Implement and maintain IMS SANS/ISO Lean Six Sigma	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
9.11	Develop, Implement and maintain IMS SANS/ISO Lean Six Sigma and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	Where applicable
9.12	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing eEfficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management.	All Departments within COCT

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		To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
9.13	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
9.14	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

Item 10: ISO 27001:2022

ISO 27001:2022 INFORMATION SECURITY MANAGEMENT				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
10.1	ISO 27001:2022- Information Security Management Awareness	• Information Security Management Systems introduction • Key changes in ISO 27001:2013 vs ISO 27001:2022 • Objectives and benefits of an ISMS • Key Principles and Concepts of the ISMS • Code of practice ISO/IEC 27001:2022 • Certification specification ISO/IEC 27001:2022 • Certification to ISO/IEC 27001:2022 • The ISO 27000 series of standards • ISO/IEC 27001:2022 requirements	All staff involved in management systems and effective continual improvement	Where applicable
10.2	ISO 27001:2022- Information Security Management Introduction (1 day course)	Explain the history and development of ISO/IEC 27001:2022 Describe what an Information Security Management System (ISMS) is Identify the benefits of an ISMS Recognize the terms and definitions used Identify key concepts, principles and structure Identify the main requirements of ISO/IEC 27001:2022	All staff involved in management systems and effective continual improvement	Where applicable
10.3	ISO 27001:2022- Information Security Management Implementation (2-3 day course)	Explain key elements of a management system implementation process Identify a typical framework for implementing ISO/IEC 27001:2022 following the PDCA cycle Conduct a base line review of the organizations current position with regard to ISO/IEC 27001:2022 Interpret the requirements of ISO/IEC 27001:2022 from an implementation perspective in the context of their organization Implement key elements of ISO/IEC 27001:2022	All staff involved in management systems and effective continual improvement	Completed Introduciton
10.4	ISO 27001:2022- Information Security Management Internal auditors (3 day course)	• The principles of auditing to ISO/IEC 27001:2022:2022 • Audit activities	All staff involved in management systems	Completed Implemented

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		- The role of an auditor to plan, conduct, report and follow up an ISMS audit in accordance with ISO 19011 - You will have the skills to: - Initiate the audit - Prepare the audit activities - Conduct audit activities - Prepare and distribute the audit report - Complete the audit - Audit follow-up	and effective continual improvement	
10.5	Cyber Security training	- Gain insight into major strategic shifts in the cybersecurity ecosystem for decision-makers. - Identify the gap between your cybersecurity strategy and your business strategy. - Address your cybersecurity pain points and enhance your cyber posture. - Develop a risk mitigation strategy and learn how to leverage quick wins. - Foster stakeholder engagement to build cyber resilience and a cybersecurity culture. - Assess Cyber Maturity and implement an Information Security Management Framework.	Personnel working within the spheres of information and computer security	Where applicable
10.6	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
10.7	Develop, Implement and maintain IMS SANS/ISO 27001:2022	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program	All Departments within COCT	

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		- Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	
10.8	Develop, Implement and maintain IMS SANS/ISO 27001:2022 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
10.9	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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10.10	Develop "To Be" procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
10.11	Facilitate workshop for "As Is" and "To Be" IMS	Workshops on "As Is" and "To Be" Processes / Procedures developed and implemented. Analyzing the "As Is" and "To Be" Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
10.12.	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management.	All Departments within COCT

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		Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	
10.13.	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
10.14	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards	All Departments within COCT

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		Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	
10.15	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

Item 11: ISO 31001

ISO 31000:2018 RISK MANAGEMENT				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
11.1	ISO 31000:2018- Risk management Awareness	The publication of the new ISO 31000:2018 standard The specific differences between old and new editions Revision specifics of the new standard The Standard's compatibility with any organization Important Terms of Risk Management in Standard Risk Management Principles	All staff involved in management systems and effective continual improvement	Where applicable

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11.2.	ISO 31000:2018- Risk management Introduction (1 day course)	Understanding the terms and definitions of SANS/ISO 31000:2018 & 31010 Understanding the concept and principles of Risk Assessment Applying the Framework of Risk Assessment Understand the diFerences between the diFerent techniques: - RCA / FMEA / HACCP / CAE / CPM / CBA	All staff involved in management systems and effective continual improvement	Where applicable
11.3.	ISO 31000:2018- Risk management Implementation (2-3 day course)	Demonstrate knowledge of the risk management principles outlined in ISO 31000:2018. In compliance with ISO 31000:2018 criteria, create, maintain, and develop a risk management framework. Using ISO 31000:2018 guidelines, implement the risk management process. Describe the ISO 31000:2018 ideas, approaches, methods, and strategies that enable for effective risk management. Investigate the link between risk management and adherence to the expectations of various stakeholders in a company. Learn how to implement, operate, and manage a continuous risk management program in accordance with ISO 31000:2018. Acquire the skills necessary to effectively advise firms on risk management best practices.	All staff involved in management systems and effective continual improvement	Completed Introducition
11.4.	ISO 31000:2018- Risk management Internal auditors (3 day course)	Delegates will be able to describe ISO 19011 guidelines for management system auditing. When auditing ISO/IEC 31000:2018, follow the 19011 guidelines. Risk management audits should be integrated with audits of other management systems. In the context of an audit, apply the standards of ISO/IEC 31000:2018: Initiate an audit. Plan auditing operations. Execute auditing tasks Recognize audit findings Prepare and distribute a report on the audit.	All staff involved in management systems and effective continual improvement	Completed Implemented
11.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
11.6	Develop, Implement and maintain IMS SANS/ISO 31001	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
11.7	Develop, Implement and maintain IMS SANS/ISO 31001 and any additional ISO Standards) and/or Business Improvement	Includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	All Departments within COCT
11.8	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping:	All Departments within COCT

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		Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
11.9	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
11.10	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
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11.11.	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
11.12.	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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11.13	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
11.14	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

CATEGORY D: WSP/W2RAP/ISO 22000:2018**Item 12: ISO Water Safety Plans (WSP)**

WATER SAFETY TRAINING TRAINING				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite

TENDER NO: 36C/2024/25

12.1	Water Safety Planning Awareness (+/- 2day course)	Understanding Water Safety Planning Principles Understand their roles and responsibilities regarding the implementation of the WSP.	Management and heads of operational plants	Knowledge and background of WTP
12.2	Water Safety Plan and/or Blue Drop (>2- 3 day course)	An overview of the Blue Drop and WHO guidelines and standards This course will enable delegates to: - Develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Water Safety Plan and Risk Abatement plans based on risk management principles from other approaches, including HACCP (hazard analysis and critical control points) and the multi-barrier approach to ensure public's health can be protected by knowing the supply system thoroughly, understanding staff roles, being aware of what problems may occur and taking action to control those problems to result in more consistent supplies of safe water. - Recognize the components and functions of a water safety plan. - Assess the risks by identifying dangers and hazardous occurrences. - Determine and validate control methods, as well as reevaluate and prioritize risks. - Create, carry out, and maintain an improvement/upgrade strategy. Define control measure monitoring, evaluate the effectiveness of the WSP Plan, conduct periodic WSP reviews, and amend the WSP after an occurrence.	Staff involved in the implementation and maintaining of all the systems.	Knowledge and background of WTP
12.3	ISO 24510 and/or 24511 and/or 24512 training (3 day course)	The objective of Integrated Training on ISO 24510/24511 and 24512 Standards course, is to provide delegates with the comprehensive understanding on how to implement the Guidelines for the management of wastewater utilities and for the assessment of wastewater services, based on BS ISO 24511/24510/24512 to ensure that the system within the organization is structured rather than following individual practices. The course provides you the knowledge to: - Explain how ISO 24510/24511/24512 came to be. - Describe the guidelines' principles and fundamentals. - Identify the advantages of Standards to an organization. - Demonstrate understanding of the Standards' essential concepts, structure, and principles.	Utilities managers. Environmental managers. Those looking to understand the benefits of the guidelines for the management of wastewater utilities and the assessment of wastewater services	Wastewater Background and Treated Water background

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		ISO 24510 specifies the elements of drinking water and wastewater services of relevance and interest to users. It also provides guidance on how to identify users' needs and expectations and how to assess whether they are being met. ISO 24511 provides guidelines for the management of wastewater utilities and for the assessment of wastewater services ISO 24512 provides guidelines for the management of drinking water utilities and e assessment of drinking water services.		
12.4	Water Quality Management- SANS 241 (Part 1 and 2)	The goal of the course is to give a high-level overview of risk-based water safety and operational operations within a defined water services scheme, as well as to coordinate and execute them. This course intends to enable tutors and trainers, as well as engineers and officials from the three tiers of government to select, review or develop a water safety plan for a defined water services works. Key Learning areas <u>include</u>: • Develop, draw up and evaluate Water Safety Plan • Identify the scope and requirements of a water quality safety plan. • Interpret and communicate the results of water quality analyses and programs on various levels of the water supply organization • Understand the different sampling techniques, and the developments in on-line water quality assessment (real-time water quality monitoring) • Manage water quality in drinking water supply systems. • Set-up, service and monitor a technical project team implementing an integrated water quality management plan starting in the catchment progressing through the purification and distribution system ending at the point of delivery. • Understand and apply in practice the important physical, chemical and microbiological water quality issues, with specific attention on regulatory and compliance requirements. • Critically analyze how impurities enter the Water Cycle, know who are the main users of water, and interpret the most important impurities and classes of impurities that are found in the water sources used for drinking water supply. • Evaluate and apply understanding of the physical, chemical and microbiological requirements are of the new SANS 241 of 2015. Identify, interpret, and apply the health and aesthetical effect of these impurities on humans. Critically evaluate the main steps are in performing a water quality assessment, and why are these steps important.	All process plant staff , Operational and Functional staff and management, Staff involved in the implementation of the system	Completed WSP t training

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12.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable
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WATER SAFETY CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
12.6.	Develop, implement and maintain (Blue drop)	Development, Implementation and maintenance of Blue Drop requirements, will be done as per the standard requirements and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Develop a Water Safety Plan as per WHO guideline and Blue Drop requirements that will meet the DWS and COCT requirements. Do presentation Hand out notes Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
12.7	Develop, implement, integrate and maintain the Water Safety Plan/s	Development, Implementation and maintenance of Water Safety Plans, will be done as per the standard requirements and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Develop a Water Safety Plan that will meet the DWS and COCT requirements.	All Departments within COCT

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		Do presentation Hand out notes Keep and send minutes of meetings, including actions required of the relevant Team Members.	
12.8	Review and Update “As is” WSP procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
12.9	Develop “To Be” WSP procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus	All Departments within COCT

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		on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
12.10	Facilitate workshop for “As Is” and “To Be” WSP	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
12.11	Develop, Implement and maintain ISO 24510 and/or 24511 and/or 24512	Development, Implementation and maintenance of ISO 24510 and/or 24511 and/or 24512 to improve the quality of water services and efficiency of water utilities by an effective dialogue with stakeholder, will be done as per the standard requirements and standards and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementation Team and Project Implementation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementation Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. . Do presentation Hand out notes Keep and send minutes of meetings, including actions required of the relevant Team Members.	

INTEGRATED ASSESSMENT

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ITEM	DESCRIPTION	OUTCOMES	
12.12	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT general controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: - Audit Plan - To Conduct an opening and closing meeting - To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
12.13	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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12.14	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
12.15	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers
12.16	Water Treatment Plant Process Audits in compliance to the Blue Drop requirements, Reports and Feedback Presentation	Auditing the Water Treatment Plant against the standard requirements and SANS standards. Competent auditors with Reliable audit reports and results	All Departments within COCT
12.17	Reticulation system process audits in compliance to the Blue Drop requirements, Reports and Feedback Presentation	Auditing the Reticulation system process against the standard requirements and SANS standards. Competent auditors with Reliable audit reports and results	All Departments within COCT

Item 13: Waste water Risk Abatement (W2RAP)

WASTE WATER RISK ABATEMENT TRAINING

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ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
13.1	Waste water Risk Abatement Awareness	Understand the steps required when conducting a Wastewater Risk Abatement Planning process. Have the ability to evaluate a Wastewater Risk Abatement Plan Have the tools to conduct a Wastewater Risk Abatement Planning process.	Management and heads of operational plants	Knowledge and background of WWTW
13.2	W2Wrap and/or Green drop) (>2- 3 day course)	An overview of the Green drop guidelines and standards This course will enable delegates to: - Develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Risk Abatement plans based on risk management principles from other approaches, including multi-barrier approach to ensure public's health can be protected by knowing the supply system thoroughly, understanding staff roles, being aware of what problems may occur and taking action to control those problems to result in more consistent supplies of safe water. - Recognize the components and functions of a W2Wrap. - Assess the risks by identifying dangers and hazardous occurrences. - Determine and validate control methods, as well as reevaluate and prioritize risks. - Create, carry out, and maintain an improvement/upgrade strategy. Define control measure monitoring, evaluate the effectiveness of the W2Wrap Plan, conduct periodic W2Wrap reviews, and amend the W2Wrap after an occurrence.	Staff involved in the implementation of all the systems.	Knowledge and background of WWTW
13.3	No Drop	Understand the steps required when conducting a No Drop Programme Have the ability to evaluate a No Drop Programme Have the tools to conduct a No Drop Assessment An overview of the No Drop guidelines and standards This course will enable delegates to: Develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a No Drop Programme To encourage and acknowledge continuous improvement and performance excellence in water use efficiency, water loss and NRW	Utilities managers. Environmental managers. Those looking to understand the benefits of the guidelines for the management of wastewater utilities and the assessment of wastewater services	Wastewater Background and Treated Water background

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		management in South Africa through the use of incentive- risk-based regulation and benchmarking. To provide the South African public with credible and transparent results on the status of water use efficiency and the management thereof, in their cities and towns		
13.4	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

WASTE WATER RISK ABATEMENT CONSULTATION SERVICES				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	
13.5.	Develop, implement, integrate and maintain (Green Drop and/or No Drop)	Development, Implementation, Integration and maintenance of Green drop and/or No Drop will be done as per the standard requirements and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Develop a W2RAP that will meet the DWS and COCT requirements. Develop & implement the W2 RAP Risk abatement plan. Do presentation Hand out notes Keep and send minutes of meetings, including actions required of the relevant Team Members	Wastwater Background and Treated Water background	

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13.6	Develop, implement, integrate and maintain the Waste water Risk Abatement plan, W2RAP	Development, Implementation, Integration and maintenance of W2Wrap will be done as per the standard requirements and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Develop a W2RAP that will meet the DWS and COCT requirements. Develop & implement the W2 RAP Risk abatement plan. Do presentation Hand out notes Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Branches within Water and Sanitation
13.7	Review and Update “As is” W2RAP procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	

13.8	Develop "To Be" W2RAP procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
13.9	Facilitate workshop for "As Is" and "To Be" W2RAP	Workshops on "As Is" and "To Be" Processes / Procedures developed and implemented. Analyzing the "As Is" and "To Be" Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	

INTEGRATED ASSESSMENT

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ITEM	DESCRIPTION	OUTCOMES	
13.10	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT gernal controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
13.11	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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13.12	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
13.13	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers
13.14	Wastewater process plant audits in compliance to Green Drop requirements, Reports and Feedback Presentation	Auditing the Wastewater process plant against the standard requirements and SANS standards. Competent auditors with Reliable audit reports and results	All Departments within COCT

Item 14: ISO 22000:2018

ISO 22000:2018 FOOD SAFETY MANAGEMENT TRAINING				
DESCRIPTION		OUTCOMES	TARGET AUDIENCE	Prerequisite
14.1	ISO 22000:2018 Awareness training	ISO 22000:2018 training course enables Management to comprehend the basic concepts of a Food Safety Management System (FSMS). Understand the concepts, approaches, methods, and techniques used to implement a Food Safety Management System	Management, Supervisors	Applicable to all staff working in processing / and operations

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		Understand the basic elements of a Food Safety Management System (FSMS)		
14.2	ISO 22000:2018 Introduction training(1day course)	This course enables delegates to learn the basic elements to implement and manage a Food Safety Management System (FSMS) as specified in ISO 22000:2018. • Understand the different modules of a Food Safety Management System, including FSMS policy, procedures, performance measurements, management commitment, internal audit, management review and continual improvement. • Understand the elements and operations of a Food Safety Management System and its principal processes • Acknowledge the correlation between ISO 22000:2018 and other standards and regulatory frameworks Understand the approaches, methods and techniques used for the implementation and management of a FSMS.	All process plant staff , Operational and Functional staff and management, Staff involved in the implementation of the system	Applicable to All staff working in processing
14.3	ISO 22000:2018 Implementation training(3 day course)	Delegates will be able to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Food Safety Management System (FSMS) based on ISO 22000:2018. • Obtain a comprehensive understanding of the best practices of Food Safety Management Systems and be able to apply them in an organization's supply chain in order to effectively control food safety hazards and ensure quality and safety. • Learn how to support an organization to effectively plan, implement, manage, monitor and maintain a FSMS • Learn how to interpret the ISO 22000:2018 requirements in the specific context of an organization • Master the concepts, approaches, standards, methods and techniques for the implementation and effective management of a FSMS Acquire the expertise to advise an organization in implementing Food Safety Management System best practices	Staff involved in Implementation and maintenance of ISO 22000:2018	Completed ISO 22000:2018 Introduction

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14.4	ISO 22000:2018 Internal Auditors training(5 day course)	This training course will determine the tools and techniques to undertake internal audits to ISO 22000:2018. Key Learning areas <u>include</u>: • Introduction to auditing Auditing Principles - ISO 19011 • Auditor Requirements • The Audit Program • The Audit Process The Certification Process	Staff involved in Implementation of ISO 22000:2018	Completed ISO 22000:2018 Implementation
14.5	Apply Good manufacturing practices (GMP's) / Pre-requisite programs (PRP's) as part of a food/Water Safety System-GMP 10049 Awareness (1 day)	Key Learning areas <u>include</u>: • Introduction to Good Manufacturing Practises (GMP) • Pre-requisite programs Maintaining the system	All process plant staff , Operational and Functional staff and management, Staff involved in the implementation of the system	All Staff working in processing / operations
14.6	CCP training (1day course)	Delegates will: • Understand the diFerent key criteria for CCP Control in order ro control product safety . Including understanding the onsequences of CCP failure and it's relation to Non conformance and Incident Management system. • Demonstrate a practical understanding of Hazard Analysis Critical Control Points (HACCP) • Classify the control measures associated with food • Importance of Hazard Control Plan Monitoring • Understanding Consequences of CCP failure and it's relation to Non conformance and Incident Management system. <u>Outline:</u> • Overview of HACCP, Food Safety and Critical Control Point • Control Measures • Hazard Analysis Methodology • Critical Control Points • Monitoring • Verification • Documentation and Records Non conformance/Incident Management	Staff involved with operating/managing CCP's	Applicable to All staff working in processing and working with CCP's

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14.7	Traceability	To understand the term Traceability To be able to do a Traceability exercise, specific to the area of work, which will include: ▪ Mock Traceability / Recall on a product/raw material(Both Forward and Backward Traceability) ▪ The traceability exercise will end at the dispatch step but if you are distributing your own products, you will have to demonstrate traceability to the last point of delivery. You must be able to demonstrate that your raw material inputs balance with the quantities of final products produced. To understand the terminology and methodology on Traceability test and Mock Recall Traceability Test is to assess your ability to trace raw materials, intermediate products, final products, primary packaging, and rework used in the production process. Mock recall is aimed at testing your ability to communicate effectively throughout the supply chain and account for all lots/batches of final products and the quantities dispatched. Bearing in mind that an actual recall could be of a serious nature, the effectiveness of a recall will rely on your ability to communicate effectively throughout your supply chain and your understanding of your logistics processes. To be able to communicate the key steps in Developing a Food / Water Traceability system: Key Steps in Developing a Food Traceability System 1. Identify key stakeholders 2. Determine the scope of traceability system 3. Establish tracking method 4. Record Keeping 5. Traceability Test The traceability system shall be able to uniquely identify incoming material from the suppliers and the first stage of the distribution route of the end product. When establishing and implementing the traceability system, the following shall be considered as a minimum: 1. relation of lots of received materials, ingredients and intermediate products to the end products; 2. reworking of materials/ products; 3. distribution of the end product.	Staff involved in Implementation of ISO 22000:2018	Applicable to CCT departments and directorates
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		To ensure that applicable statutory, regulatory and customer requirements are identified. Documented information as evidence of the traceability system shall be retained for a defined period to include, as a minimum, the shelf life of the product. To verify and test the effectiveness of the traceability system.		
14.8	Hazard Analysis Critical Control Point (HACCP) study in a water handling environment (+/-2-3 days)	The course would be an Introduction to Hazard Analysis Critical Control Points (HACCP). Key Learning areas <u>include</u>: • Food Safety Hazards • SANS 10330 Requirements • The HACCP study (principles & stages) Maintaining the system	All process plant staff , Operational and Functional staff and management, Staff involved in the implementation of the system	Applicable to all processing staff
14.9	Bioterrorism, Chemterrorism and sabotage in water supply systems (TACCP) (1day course)	This training enables delegates to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining by understanding the context of Bioterrorism, Chemical terrorism and Sabotage in water supply systems. Demonstrate a practical understanding of Bioterrorism, Emergency Reponse and Incident Management in the Food Safety Management Context.	Senior Superintendents. Principal process controllers. Quality management Representatives	Applicable to All staff operational process staff and have completed ISO 22000 implementation training
14.10	Vulnerability assessment critical control point (VACCP)	This training enables delegates to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining by understanding the context of vulnerabilities and fraud of supplied products. Demonstrate a practical understanding of vulnerabilities, risk assessments and controls	Senior Superintendents. Principal process controllers. Quality management Representatives	Applicable to All staff operational process staff and have completed ISO 22000 implementation training
14.11	Supplier Quality Assurance Training (2 Days course)	Enables delegates to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining Food Safety Management system by developing the skills and implement a supply management program, including supplier preventive control and assurance of raw materials. • Understand the relationship between food safety and SQA • Develop and implement a documented SQA system by selecting the most effective mechanisms • Be able to conduct supplier audits resulting in:	All employees involved in the Supplier Management System (including technical/quality, support and production, engineering,	Completed ISO 22000 introduction and / or implementation training Internal Auditing training can be done in conjunction with the Supplier Quality assurance training

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		• More eFicient food plant operation with a decrease in waste • An improved ability to meet legal requirements • An enhanced ability to control potential food hazards <u>Outline:</u> • Introduction to SQA • Definitions • Food Fraud and Food Defence • Principles of audits and inspections • Audit Standards • Audit methodology • Supplier Quality Assurance Techniques	procurement and logistics staff.	
14.12	Incident Management & Protocol training(1day course)	The course enables response teams to understand and implement processes that will help manage these product safety events in the most transparent and effective ways possible by facilitating an understanding of types of emergencies and appropriate responses. Key Learning areas <u>include:</u> • Demonstrate a practical understanding of Incident Management in the Food Safety Management Context. • Introduction to Emergency Preparedness • Principles for Emergency Preparedness (WHO) • Elements of Emergency Preparedness (WHO) • Operationalizing emergency preparedness - Coordination - Assessing risk - Planning - Implementing - Evaluating and Corrective Action - Exercises (Alert Testing) • Different Types of Emergencies - Emergencies due to natural hazards - Biological hazards - Outbreaks due to pathogens with pandemic potential - Pandemics - Emergencies due to hydrometeorological and geophysical hazards - Emergencies due to human-induced hazards - Emergencies due to societal hazards • Management of incidents and emergencies	Senior Superintendants. Principal process controllers, Management and all depot staff	Applicable to All staff working in processing and Management

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		• Examples of situations requiring an emergency response • Incident and emergency response plans and remediations • Communication required for management of the incident Communication to ensure that consumers have confidence in the management of the response		
14.13	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable

MANAGEMENT SYSTEM CONSULTATION SERVICES

ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
14.14	Develop, Implement and maintain IMS SANS/ISO 22000:2018	Development, Implementation and maintenance of IMS system will be done as per the standard requirement and Business Improvement module and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation - Report and present outcomes of implementation with necessary output documentation. Keep and send minutes of meetings, including actions required of the relevant Team Members.	All Departments within COCT
14.15	Develop, Implement and maintain SANS/ISO 22000:2018 and any additional ISO Standards and/or Business Improvement	(includes all Consultation (Development, Implementation and Maintenance of Systems / Procedures and processes)	

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14.16	Review and Update “As is” procedure and other IMS documents for systems implementation	An As-Is business process/procedure is a detailed overview of the current state of a company's process, culture, and capabilities. To outline how work is currently performed and how information flows through the organization. The purpose of an As-Is business process is to provide a baseline for identifying areas for improvement, optimizing the use of resources, and ultimately increasing efficiency and productivity. By understanding how work is currently being performed, organizations can develop strategies to eliminate bottlenecks, reduce waste, and enhance overall business processes. Weak areas or areas that can be improved are tasks that are in the right place but need improvement or modifications. Once you have that mapped out, you can enter the to-be phase of process management. To simplify, eliminate, and improve the To-Be processes. AS IS Mapping: Helps investigate what can be improved, document processes for compliance and training purposes, and understand requirements for process improvement. Used as a management tool for the description and improvement of internal processes. The as-is phase outlines the current state of your processes and any gaps or issues with your current mode of operation. Use the as-is document to work with stakeholders to develop improvements All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
14.17	Develop “To Be” procedure and other IMS documents for systems compliance	Identification of weak areas, gaps, and bottlenecks forms the basis for the to-be analysis or to-be mapping. Once you identify where the existing process is lacking or deviating or can be improved, the planning for the to-be states begins A To-Be business process outlines how a company's process, culture, and capabilities will appear in the future. It serves as a roadmap for change, identifying where the organization needs to be in order to achieve its goals. The purpose of a To-Be business process is to provide a clear picture of what the future state of the organization will look like, and what steps need to be taken to achieve it. By creating a To-Be business process, organizations can prioritize and focus on the most critical changes necessary to achieve their goals and close the gaps between the current and desired states. TO BE Mapping: to-be analysis maps where you want them to be. The to-be process mapping documents how you want your processes to be. The to-be analysis is used as a guide for implementing changes in the process	All Departments within COCT

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		All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	
14.18	Facilitate workshop for “As Is” and “To Be” IMS	Workshops on “As Is” and “To Be” Processes / Procedures developed and implemented. Analyzing the “As Is” and “To Be” Processes / Procedures developed and implemented based on its current state to provide answers to several questions about the business. All Consultation services conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

INTEGRATED ASSESSMENT			
ITEM	DESCRIPTION	OUTCOMES	
14.19	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits	All Departments within COCT

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		Audits can be done electronically or at the workplace. If is is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	
14.20	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
14.21	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
14.22	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

CATEGORY E:

OCCUPATIONAL HYGIENE SURVEY/MHI/ ISO 17020:2012

Item 15: Occupational Hygiene Survey

OCCUPATIONAL HYGIENE SURVEYS			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
15.1	Asbestos training	Management and Control of Asbestos in Buildings The Asbestos training course will cover the following aspects: • the OEL and its meaning; • the importance of good housekeeping at the workplace, fall protection, the correct use of personal protective equipment and personal hygiene; • the contents of plans of work regarding the handling, removal and temporary storage of any asbestos-containing material; • the correct use of control measures to limit the spread of asbestos dust outside the regulated asbestos area; • the control measures to limit the exposure of employees inside the regulated asbestos area; • procedures to be followed in the event of accidental spillage, disturbance or any other similar emergency situation likely to result in the release of asbestos dust; • procedures for reporting and correcting failures of control measures likely to result in the release of asbestos dust; and • the safe disposal of asbestos waste.	Applicable to CCT staff working or handling Asbestos Management Supervisor All departments within CCT that works with or handle Asbestos material
15.2	Occupational Hygiene Survey (OHS/OHSE) – Noise, Ergonomics, Illumination, Ventilation, Hazardous Chemical Agents, Asbestos Air Monitoring, Vibration, and any other applicable Occupational Hygiene Surveys justified by the outcome of a risk assessment; Reports and feedback presentation on survey results and findings	Noise Risk Assessments and Monitoring The Noise-induced Hearing Loss Regulations (2003) forms part of the Occupational Health and Safety Act (No. 85 of 1993). All noise monitoring are performed according to SANS 10083 – The measurement and assessment of occupational noise for hearing conservation purposes in addition to the Noise Induced Hearing Loss Regulations (Reg.7) Ergonomics	All Departments within COCT

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Baseline ergonomic risk assessments are performed according to widely researched methods and in accordance with the Ergonomics Regulations, 2019.(Reg. 6).

Ventilation Survey

SANS 10400-O: The application of the National Building Regulations (Part O: Lighting and Ventilation) in addition to the Environmental Regulations for Workplaces (Reg. 5) and other acceptable guidelines and best practice

Indoor Air Quality Monitoring

International ANSI/ASHRAE Standard 62.1 (Ventilation for Acceptable Indoor Air Quality) and ANSI/ASHRAE Standard 55 (Thermal Environmental Conditions for Human Occupancy), or any other recognized standard/guideline are used to determine conformance levels of:

- Carbon Dioxide (CO₂);
- Carbon Monoxide (CO);
- Relative Humidity; and
- Temperatures.
- Air velocity

Monitoring may also include testing for the presence of microbial activity inclusive of legionella And other hazardous biological agents.

Additional monitoring of volatile organic compounds and airborne particulates may also be included as part of an indoor air quality monitoring.

Thermal Stress Monitoring

Thermal stress measurements are performed to assess heat or cold stress present in the workplace as per Regulation 2 of the Environmental Regulations for Workplaces that forms part of the Occupational Health and Safety Act (No. 85 of 1993).and other accepted guidelines and codes of practice

Identification of asbestos in place, asbestos in place inventories, risk assessment and developing of asbestos management plans specific to each workplace.

The Asbestos Abatement Regulations forms part of the Occupational Health and Safety Act (No. 85 of 1993).

Risk Assessments, Air Monitoring and generation of an inspection report/certificate

The Lead Regulations forms part of the Occupational Health and Safety Act (No. 85 of 1993).

Lighting Surveys (Day/Night)

Regulation 3 of the Environmental Regulations for Workplaces (1987) forms part of the Occupational Health and Safety Act (No. 85 of 1993).

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		Regulations for Hazardous Chemical Agents (HCA) The Regulations for Hazardous Chemical Agents, 2021 forms part of the Occupational Health and Safety Act (No. 85 of 1993). Air monitoring, as per Reg. 6 is applicable in addition to all validated air monitoring methods. And any other applicable hygiene survey identified by CCT	
15.3	Asbestos Survey and Assessment Reports and feedback presentation	Asbestos Surveys The Asbestos Abatement Regulations forms part of the Occupational Health and Safety Act (No. 85 of 1993). Identify the presence of asbestos in place and provide scientific report, where deemed necessary, on the type of asbestos (bulk sampling), with associated risks. Assist with ensuring compliance to legislation. A report and recommendations to be provided. The identification of Asbestos in place, the establishing of an inventory for Asbestos in place asbestos Risk Assessment and site specific asbestos management plan specific to each workplace.	All Departments within COCT
15.4	Sample testing	Collection of asbestos bulk sample, scientific analysis through an accredited laboratory and provision of report confirming nature of the material. Collection of any other sample, for scientific analysis through an accredited laboratory and provision of report confirming nature of the material.	All Departments within COCT
15.5	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT

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		Tis can include any type of Risk Assessemnt requirement	
15.6	Monitor and ensure compliance to the OHS Act 85 of 1993 requirements; Reports and feedback presentation	In accordance with the Occupational Health and Safety Act, monitor and assure compliance (85 of 1993). To monitor and ensure compliance with the Occupational Health and Safety Act, which provides for the health and safety of persons at work, as well as the health and safety of persons in connection with the use of plant and machinery, as well as the protection of persons other than those at work from health and safety hazards arising from or in connection with the activities of those at work. Monitoring and compliance will aid in the safeguarding and protection of employees in the workplace from any potential hazards, risks, events, or fatalities. It also demonstrates how to avoid injury by correctly operating machines and equipment. The advantages of ensuring OHS compliance in the workplace, which include but are not limited to: - Improved health and safety performance. - Costs related with accidents and incidents are reduced. - Staff morale and relations have improved. - Improved public image and PR, as well as increased corporate efficiency. - Insurance rates are lower, and finance is easier to come by. - Regulatory compliance has improved, as has confidence. - A significant increase to both business and social responsibility.	All Departments within COCT

Item 16: Major Hazardous Risk Assessent- MHI

MAJOR HAZARDOUS RISK ASSESSMENT - MHI			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
16.1	MHI Training	The course provides delegates with an introduction to Major Hazard Installation (MHI) Risk Assessments, setting a regulatory context, when these Assessments are required, who can complete an MHI Assessment and how to tell if what you've been given is the real thing. The course also provides some insight into the calculations that go into MHI Assessments, what results are useful from those and how Risk Managers can use these Assessments to successfully manage Risk.	All CCT staff working with
16.2	Major Hazardous Risk Installation Reports and feedback presentation	Major Hazard Installations (MHI) AIA are approved for frequency/probability analysis, consequence modelling, hazard identification and analysis and emergency planning reviews within the inspection field of explosive chemicals, gases, flammable liquids, flammable solids, oxidizing substances and organic peroxides and toxic liquids and solids.	All Departments within COCT

		Identify hazards in the organisation's operations that could result in catastrophic events in their operations. This in turn helps companies with hazardous installations to reduce risk and protect employees, the public and the environment. Registered by the Department of Labour as an Approved Inspection Authority for conducting Major Hazard Installation (MHI) Risk Assessments. To do a Major Hazard Installation Risk Assessments (Quantitative Risk Assessment) for all workplaces which have: • Flammable liquids, gas and solids • Toxic liquids, gas and solids • Oxidizing materials QRA / MHI Risk Assessment Quantitative Risk Assessment or Analysis (QRA) is a formal and systematic risk approach to quantifying the risks associated with the operation of an engineering process. An essential tool to support the understanding of exposure of risk to employees, the environment, assets and its reputation, QRA also helps to make cost effective decisions and manages the risks for the entire asset lifecycle. Consequence or Release Modelling includes emission & dispersion analysis to determine the extent and scale of toxic, thermal and pressure effects. The methodology includes the following topics: • Emission Analysis • Two-Phase Flow • Device Control Phenomena • Dispersion Analysis • Parameters Affecting Dispersion • Dispersion Models • Flammability • Combustion Elements • Flammability Parameters • Toxicity • Health Hazards • Environmental Hazards • Dose and Response Models MHI Risk Assessments are required to be repeated under the following circumstances: • Frequency is as per latest guideline • If a major incident occurs onsite involving hazardous materials and which requires activation of the Emergency Response Plan (ERP); or	
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- A change has occurred to the processes onsite such that the risk profile of the site changes (i.e. risk on the surroundings may have increased).

Item 17: ISO 17020:2012**ISO 17020:2012 REQUIREMENTS FOR COMPETENCIES FOR BODIES PERFORMING INSPECTIONS**

ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite
17.1	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Management Workshop (per hour)	This course allows delegates, an understanding of the ISO/IEC 17020:2012 requirements, - Their application in inspection bodies, and - Some guidance on the implementation of these requirements	This course is designed for Inspection Body Managers, Quality Managers and Inspection Body personnel who are responsible for implementing and operating the quality system to ISO/IEC 17020:2012	Background in ISO 17020:2012 requirements for competencies for bodies performing inspections
17.2	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Introduction (1 day)	This course allows delegates, an understanding of the ISO/IEC 17020:2012 requirements, - Their application in inspection bodies, and - Some guidance on the implementation of these requirements	This course is designed for Inspection Body Managers, Quality Managers and Inspection Body personnel who are responsible for implementing and operating the quality system to ISO/IEC 17020:2012	Completed Workshop

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17.3	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Implementation (3 day)	An understanding of the ISO/IEC 17020:2012 requirements, - Their application in inspection bodies, and - Some guidance on the implementation of these requirements Learn about the international inspection body competence standard from an APLAC Lead Evaluator. Learn the requirements imposed upon an accredited inspection body by the international community.	For all inspection body, accreditation body, and specifier staff who: • Manage the operations of the organisation • Participate in the operation of the inspection body quality system • Conduct inspections • Train inspectors and inspection body staff • Assess against the requirements of ISO/IEC 17020:2012	Completed Introducion
17.4	ISO 17020:2012 Requirements for the competencies of bodies performing inspections, Internal audit training (>2 day)	Understand the internal auditing concepts outlined in ISO 19011. • Creation of an internal audit program • Preparation and execution of internal audits in accordance with ISO/IEC 17020:2012 criteria and extra accreditation requirements • Identifying non-conformances, writing them down, and rating them • Appropriateness of corrective and preventive action is assessed.	For all inspection body, accreditation body, and specifier staff who: • Manage the operations of the organisation • Participate in the operation of the inspection body quality system • Conduct inspections • Train inspectors and inspection body staff • Assess against the requirements of ISO/IEC 17020:2012	Completed Implementation

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17.5	Should an delegate fail test, a full test must be re-written with refresher training if applicable.	To be scheduled within one month of results	Staff that is not yet competent	Where applicable
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MANAGEMENT SYSTEM CONSULTATION SERVICES			
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE
17.6	Develop, Implement and maintain IMS (ISO/SANS 17020:2012)	Development, Implementation and the maintenance of an ISO 17020 system will be done as per the standard requirement and the following will be discussed and evaluated: - Top Management Commitment - Establish Implementaion Team and Project Implemenation Plan will be workshop with implementation team - To start with an awareness program - Provide Training - Conduct initial status survey - Create a Documented Implementaion Plan - Develop System Documentation Review and Update “As is” procedure and other ISO 17020 documents for systems implementation Develop “To Be” procedure and other IMS documents for systems compliance Facilitate workshop for “As Is” and “To Be” IMS procedures	All Departments within COCT
17.7	Develop, Implement and maintain individual (ISO/SANS 17020:2012)	The development and implementation of a management system in support of the requirements for the competence of inspection bodies in terms of ISO/SANS 17020: 2012, with achievement of the following outcomes: - Selection, definition and maintenance of an appropriate management system which address the aspects of competence, impartiality and consistent operation of the inspection body.	Corporate OHS: Occupational Hygiene Services
17.8	Provide consultation sessions to review and assist the inspection body with the compilation of a management system in compliance with SANS 17020:2012 and any other additional accreditation requirement. In addition, also	Provide guidance and assistance to the inspection body seeking accreditation in the development and implementation of a management system in support of the requirements for the competence of inspection bodies in terms of ISO/SANS 17020: 2012, with achievement of the following outcomes: - Consultation sessions, to review, guide and assist the inspection body in its efforts to fulfil the requirements of the ISO/SANS 17020:2012 standard	Corporate OHS: Occupational Hygiene Services

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	evaluate and review technical support documents where available.		
17.9	Provide a feedback monitoring report after each consultation session detailing progress made by the facility in addressing the identified gaps and identifying outstanding matters.	Provide guidance and assistance to the inspection body seeking accreditation in the development and implementation of a management system in support of the requirements for the competence of inspection bodies in terms of ISO/SANS 17020: 2012, with achievement of the following outcomes: - Feedback report detailing progress in fulfilling the requirements of the ISO/SANS 17020:2012 standard	Corporate OHS: Occupational Hygiene Services
17.10	Assist and guide in the completion of all documents necessary for submission of application for accreditation to SANAS	Provide guidance and assistance to the inspection body seeking accreditation in the development and implementation of a management system in support of the requirements for the competence of inspection bodies in terms of ISO/SANS 17020: 2012, with achievement of the following outcomes: - Assist and guide the inspection body seeking accreditation with the application process to SANAS via its electronic system, completing all sections of the relevant application form available at the time	Corporate OHS: Occupational Hygiene Services
17.11	Present an overview of the SANAS QM system and accreditation process (in terms of SANS 17020:2012) to management (power point presentation).	Secure commitment of management in support of the inspection body seeking accreditation to ISO/SANS 17020:2012, through: Presentation providing an understanding of the requirements of ISO/SANS 17020 and how it applies to the patent organisation	Corporate OHS: Occupational Hygiene Services
17.12	Supply of quality manual to comply to ISO/IEC 17020:2012 (to include both quality manual in addition to all the required procedures and all other required documentation excluding OH sampling and survey methods.	Documented management system (quality) manual capable of achieving the fulfilment of the requirements of ISO/SANS 17020:2012, by addressing, as a minimum, the following: - General requirements - Structural requirements - Resource requirements - Process requirements - Management requirements	Corporate OHS: Occupational Hygiene Services

INTEGRATED ASSESSMENT

ITEM	DESCRIPTION	OUTCOMES	
17.13	First party assessment, Reports and Feedback Presentations (gap assessment & readiness assessments)	Internal Auditor role is to provide management and governing bodies an objective source of information regarding the organisations risks, control environment, operational effectiveness, and compliance with applicable laws and regulations. Internal Auditors to gather an understanding of the current internal control process, conduct field work testing, follow up with department staff about identified issues, prepare and official audit report, review the audit report with management, and follow up with the management. Internal auditor to assess the organisations performance or the execution of a process against a number of standards, policies, metrics or regulations. Audits will include examining a business internal controls around corporate governance, accounting, financial reporting and IT general controls Internal Auditor to evaluate the effectiveness of critical business operations such as supply chain management. Auditor to ensure the following are completed: Audit Plan To Conduct an opening and closing meeting To do site visits Audits can be done electronically or at the workplace. If it is applicable to documentation only than audits is allowed to be done remotely. Process audits, which include observations and interviews must be in person/onsite. Attendance register to be completed for each audit Internal Assessments will be done by competent auditors All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT
17.14	Second Party assessment, Reports and Feedback Presentation (supplier and contractors)	Auditing the Civil Contractors against tender requirements Auditing the Chemical suppliers against tender requirements and SANS standards. Auditing the Department Water Sanitation dams according to the blue drop and agreements Auditing the plumbing material and suppliers to the SANS standards. Auditing all suppliers to agreed tender requirements. All Assessments conducted must include full report, with feedback and presentation (presentation is where applicable)	All Departments within COCT

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17.15	Risk Assessments Implementation and Maintenance; Reports and feedback presentation	Risk assessment is a primary management tool in ensuring the health and safety of workers. The main purpose of risk assessments are: To identify health and safety hazards and evaluate the risks presented within the workplace To evaluate the effectiveness and suitability of existing control measures To ensure additional controls (including procedural) are implemented wherever the remaining risk is considered to be anything other than low. To prioritise further resources if needed to ensure the above. The Risk Assessment must include the following key aspects: Identifying potential hazards Identifying who might be harmed by those hazards Evaluating risk (severity and likelihood) and establishing suitable precautions Implementing controls and recording your findings Reviewing the assessment and re-assessing if necessary The Risk Assessment must comply to the requirements with OHSA, act 85 of 1993	All Departments within COCT
17.16	Consignment Inspection on batches, products or material supplied to department. Reports and feedback presentation	Inspections on consignments or batches. Inspections on goods procure through our SCM process Inspections testing of products Inspections reports	SCM Stores W&S Stores Suppliers

ITEM 18: (ADHOC REQUIREMENTS)

INTERGRATED ASSESSMENT DESCRIPTION				
ITEM	DESCRIPTION	OUTCOMES	TARGET AUDIENCE	Prerequisite

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18.1	Supply of SANS / ISO standards and Legislative documents: Allow for all cost and expenses in connection with the following: AD-Hoc supply of SANS/ISO and Legislative documents (mark-up %)	Supply SANS Standards in hardcopy or soft copy not part of the City of Cape Town SANS library. Supply ISO standards in hardcopy or soft copy as required. Supply international and national legislative documents not part of the City of Cape Town Document library	All CCT staff	Where applicable
18.2	SANS Training: Allow for all cost and expenses in connection with the following: AD-Hoc supply and facilitate of SANS training / workshops (not listed in the pricing schedule items 1 to 17 above) (mark-up %)	Conduct in house or virtual training on SANS standards as required. Conduct Technical Committee training and awareness on new standards. Provide certificates of competency where required and attendance where required.	All CCT staff	Where applicable

City of Cape Town Structure

City Structure

Main switchboard:

021 400 1111

Call centre:

0860 103 089

Postal address:

Private Bag X9181, Cape Town, 8000

Directorates**OHS RISK**

The following is potential risk that must be managed by the Tenderer OHS programmes:

	HAZARD	RISK
1	Chemicals (lime dust, Chlorine gas)	Chemical spillage
2	Snakes, spiders & Bees	bites
3	Confine spaces	Gas
4	Water Accidents (floods, spills)	drowning
5	Machinery	Injury
6	Ladders	Injury
7	Pressure vessels	Explode

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8	Fire/s	Injury
9	Stairs, work platform, steps	Slippery, injury
10	Strikes	Injury
11	Psychosocial	Workplace stress
12	Biological	Bacteria ,Viruses, vermin's & mould
13	Physical	Heat & cold, vibrations, noise

3 TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.

4 EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

5 FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **[R]** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

1. Definitions

Insert new clause 1.1A with the following:

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

Delete Clause 1.15 and substitute with the following

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser's SAP System.

Delete Clause 1.21 and substitute with the following:

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

Add the following after Clause 1.25:

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “contractor” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of South Africa).

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.
- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges

required by such authorities.

- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
 - 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
 - a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
 - c) Initial delivery programme, and
 - d) Other requirements as detailed in the Contract.
 - 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
 - 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
 - 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
 - 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
 - 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
 - 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
 - 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
 - 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
 - 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
 - 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
 - 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
 - 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
 - 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.
 - 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
 - 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.

- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 Publicity and publication
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 Confidentiality
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 Intellectual Property
 - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
 - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
 - 5.8.3 The Supplier shall, and warrants that it shall:
 - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
 - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;
 - 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchaser;
 - 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form

and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;

- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clause 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

Add the following after clause 5.8:

5.9 Protection of Personal Information Act of 2013

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 PERFORMANCE MONITORING

- 5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the

Supplier agrees to provide the CCT with its full cooperation in this regard.

7. Performance Security

Not Applicable. Tenderers must disregard the **Pro Forma Performance Security/ Guarantee** and are not required to furnish same.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

- 8.2 If it is a bid condition that Goods and/or Services to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

- 10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.
- 10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

11. Insurance

Add the following after clause 11.1:

- 11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:
- 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
- 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).
- 11.2.4 Professional indemnity insurance providing cover in an amount of not less than **[R5 million]** in respect of each and every claim during the contract period
- 11.2.5 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.

- 11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

- 15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

- 16.1 Payment of invoices will be made:

- 16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

- 16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

Delete Clause 16.2 in its entirety and replace with the following:

- 16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

- 16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

- 16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser's Treasury Department.

- 16.6.1 The Advance Payment Schedule applicable to this Contract is set out below. The items of plant and materials which have been identified by the Purchaser as being suitable for advance payment in terms of this Contract are listed in the table below, and for which the Purchaser is prepared to make advance payment to the Supplier, subject to the conditions below. Should an item or items be added to the list at tender stage by a tenderer, no obligation to advance payment shall be incurred by the Purchaser, for such items added by the tenderer except as provided for herein.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:
N/A	N/A

- 16.6.2 The Supplier can only rely on advance payment being permitted by the Purchaser in respect of the plant and materials listed in the table above. The Purchaser may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the Supplier.

- 16.6.3 Advance payment for the purposes of deposits will only be provided up to a limit of [0%]of the value of any one item being claimed.
- 16.6.4 The Supplier shall provide the Purchaser with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.
- 16.6.5 The Supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the Supplier. The Supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the Purchaser upon request, for the whole value of the item.

17. Prices

Add the following after clause 17.1

- 17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.
- 17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.
- 17.4 Prices are firm and not subject to adjustment

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

20. Subcontracts

Add the following after clause 20.1:

- 20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relive the Supplier from any liability or obligation under the Contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

- 21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its

subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

- 21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

- 22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be **10% of the Purchase Order value [per PO for non compliance work]**.

Training

- Certificates not issued within 10 working days and original certificates not delivered within 15 working days from date of training.
- Cancellation of training not communicated on the day of the training
- Training Material: Not aligned with the training topic

Assessments

- Assessment Reports not submitted and delivered within the specified time of 15 working days.
- Formal Feedback on reports, inclusive of findings and recommendations not done within the specified time of 20 working days of assessments conducted
- Reports does not cover all the required deliverables as per the scope of the assessment

Consultation Services / Project Implementation

- Documentation not submitted and delivered within the specified time of 15 working days
- Formal Feedback, interpretation of data and recommendations on documentation to the employer / stakeholders not done within the 20 working of assessments/consultation completed.

Hygiene Surveys and other applicable surveys

- Reports not submitted and delivered within 60 days which include Assessment report inclusive of sampling and formal feedback on findings, interpretation of data and recommendation.

The penalty for this contract shall be: The City will not render payment for services or functions not performed.

- 22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

If the Supplier fails to remedy the breach in terms of such notice.

Add the following after clause 23.7:

23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

23.8.2 If the Parties, by mutual agreement, terminate the Contract.

23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed OF invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

27. Settlement of Disputes

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the Contract price,

provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

- 28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:
- a) personal injury or loss of life to any individual;
 - b) loss of or damage to property;
- arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.
- 28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.
- 28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.
- 28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

- 31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:
- a) hand delivered – on the day delivery of delivery or the next Working Day,
 - b) sent by registered mail – five (5) Working Days after mailing,
 - c) sent by email or telefax – one (1) Working Day after transmission.

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

Add the following after clause 32.3:

- 32.4 The VAT registration number of the CCT is 45001:201893497.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

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1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.

1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.

1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.

- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 'GCC' means the General Conditions of Contract.
- 1.15 'Goods' means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 'Imported content' means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.
- 1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.
- 1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 'Project site', where applicable, means the place indicated in bidding documents.
- 1.21 'Purchaser' means the organisation purchasing the goods.
- 1.22 'Republic' means the Republic of South Africa.
- 1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.

5.3 Any document, other than the contract itself, mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 1.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - b) A cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional

requirements, if any, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.

10.2 Documents to be submitted by the supplier are specified in the SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured, in a freely convertible currency, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the Parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other Parties by the supplier for similar services.

14. Spare parts

14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 (twelve) months after the goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or

for 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the Parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the Parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

- 21.4 The right is reserved to procure, outside of the contract, small quantities of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and, without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction;
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him or her.

25. Force majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the Parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to

Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the Parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail, and any other notice to him shall be posted by ordinary mail, to the address furnished in his bid or to the address notified later by him in writing; and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between Parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.

- 34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

C.8 ANNEXURES

Not Applicable

Annexure A – Pro Forma Insurance Broker's WarrantyA rectangular box containing the text "Broker Logo" in a large, italicized, sans-serif font.*Letterhead of supplier's Insurance Broker*

Date _____

CCT
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: 2023/24**TENDER DESCRIPTION:**

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier's Insurance Broker)

Annexure B – Monthly Project Labour Report – N/A

ANNEX 1

CITY OF CAPE TOWN
MONTHLY PROJECT LABOUR REPORT



Instructions for completing and submitting forms

General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case
characters; alternatively, should a computer not be available, handwritten in black ink.
2 Incomplete / incorrect / illegible forms will not be accepted.
3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted
out services or works) shall apply to the completion and submission of these forms.
4 This document is available in Microsoft Excel format upon request from the City's EPWP
office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted.
The Project Number can be obtained from the Coordinator or Project Manager or from the
e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to
reflect the actual end date.

Beneficiary Details and Work Information

- 8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the
current month. A certified ID copy must accompany this labour report on submission.
- 10 Was the beneficiary sourced from the City's job seeker database?
- 11 The contract end date as stated in the beneficiary's employment contract.
- 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be
reflected on this form at all for the month in question.
- 13 Training will be recorded separately from normal working days and together shall not
exceed the maximum of 23 days per month
- 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits)
shall not be reflected on this form at all.

Submission of Forms

- 15 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
- 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

[illegible][illegible]

TENDER NO:36C/2024/25

ANNEX 1 (continued)

MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CONTRACT OR WORKS PROJECT NUMBER:				Year		Month		Sheet			
								1 of			

	(8)	(8)	(8)	(9)		(10)		(11)	(12)	(13)	(14)	
No.	First name	Surname	ID number	New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	Job seeker database (Y/N)	Contract start date (DDMMYY)	Contract end date (DDMMYY)	No. days worked this month (excl. training)	Training days	Rate of pay per day (R – c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
										0	0 R	-

Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			

Annexure C - Pro Forma Performance Security/ Guarantee

Not Applicable

GUARANTEE PERFORMANCE SECURITY

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

Physical address of Guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R.....

Amount in words:

"Guaranteed Sum" means: The maximum amount of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no ...and such amendments or additions to the contract as may be agreed in writing between the Parties.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 Its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
 - 5.1 The Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and

- 5.3 *The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.*
6. *It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.*
7. *Where the Guarantor has made payment in terms of 5, the CCT shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of the CCT's bank compounded monthly and calculated from the date payment was made by the Guarantor to the CCT until the date of refund.*
8. *Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.*
9. *The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.*
10. *The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.*
11. *This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.*
12. *This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.*
13. *Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.*

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

Annexure D - Pro Forma Advance Payment Guarantee

Not Applicable

ADVANCE PAYMENT GUARANTEE

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

Physical address of guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT) of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the Parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the CCT has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R

Amount in words:

- 1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
- 2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
- 3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 Its obligation under this Advance Payment Guarantee is restricted to the payment of money.
- 4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum advanced by the CCT has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
- 5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this

Advance Payment Guarantee, such demand stating that:

- 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and
 - 5.3 The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
 7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
 9. The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
 10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
 11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
 12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
 13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

Approved Financial Institution as at 28 February 2023:

1.1 National Banks

ABSA Bank Limited
Firststrand Bank Limited
Investec Bank Limited
Nedbank Limited
Standard Bank of South Africa Limited

1.2 International Banks (with branches in South Africa)

Barclays Bank PLC
Citibank NA
Credit Agricole Corporate and Investment Bank
HSBC Bank PLC
JPMorgan Chase Bank
Societe Generale
Standard Chartered Bank

1.3 Insurance Companies

American International Group Inc (AIG)
Bryte Insurance Company Limited
Coface SA
Compass Insurance Company Limited
Credit Guarantee Insurance Corporation of Africa Limited
Guardrisk Insurance Company Limited
Hollard Insurance Company Limited
Infiniti Insurance Limited
Lombard Insurance Company Limited
Mutual and Federal Risk Financing Limited
New National Assurance Company Limited
PSG Konsult Ltd (previously Absa Insurance)
Regent Insurance Company Limited
Renasa Insurance Company Limited
Santam Limited...]

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment
--

Not Applicable

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.

2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Tenderer Schedule*.

Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

(i) For the past three years, or

(ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.4: Preference Points Claim Form In Terms Of the 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**
[Delete whichever is not applicable for this tender]

The applicable preference point system for this tender is the 80/20 preference point system.

- 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

The following definitions shall apply to this schedule:

- (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**POINTS AWARDED FOR PRICE****THE 80/20 PREFERENCE POINT SYSTEMS**

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

80/20

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 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:

5.2 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 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 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 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 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 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	To be Completed by the Organ of State	To be Completed by the Tenderer
	Number of points Allocated (80/20 system)	Number of points claimed (80/20 system)
Gender	5	
Race	5	
Disability	3	
Promotion of Micro and Small Enterprises	7	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number:

5.5 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]

5.6 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 4.1 and 4.2, the Supplier 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 Supplier, 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.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.

**SIGNATURE OF CCT OFFICIALS AT
TENDER OPENING**

1.	2.	3.
----	----	----

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
 - 1.4 from an entity who has employed a former CCT employee who was at a level of T14 or higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
 - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
 - 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
 - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
 - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
 - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of tenderer or his or her representative:

 - 3.2 Identity Number:

 - 3.3 Position occupied in the Company (director, trustee, shareholder²):

 - 3.4 Company or Close Corporation Registration Number:

 - 3.5 Tax Reference Number:

 - 3.6 VAT Registration Number:

 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars:

 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
 - 3.9.1 If yes, furnish particulars:

 - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 - 3.10.1 If yes, furnish particulars:

- 3.11 Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
3.11.1 If yes, furnish particulars:

- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
3.12.1 If yes, furnish particulars:

- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
3.13.1 If yes, furnish particulars:

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
3.14.1 If yes, furnish particulars:

- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**
3.15.1 If yes, furnish particulars:

- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? **YES / NO**
3.16.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 (i) any municipal council;
 (ii) any provincial legislature; or
 (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
 (c) an official of any municipality or municipal entity;

- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*
- (e) an executive member of the accounting authority of any national or provincial public entity; or*
- (f) an employee of Parliament or a provincial legislature.*

² *Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

Schedule F.6: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

- 2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or
- 2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:

The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:

- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
- b) been convicted for fraud or corruption during the past five years;
- c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
2.1.1	If so, furnish particulars:		
2.2	Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
2.2.1	If so, furnish particulars:		
2.3	Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
2.3.1	If so, furnish particulars:		

Item	Question	Yes	No
2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No
2.5.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract,, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **36C/2024/25** and tender description: **PROVISION OF PROFESSIONAL SERVICES TO CONDUCT INTEGRATED MANAGEMENT SYSTEMS TRAINING, CONSULTATION AND INTEGRATED ASSESSMENTS IN CITY OF CAPE TOWN** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of tenderer)
that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 89 of 1998, and/o/r 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature

Print name:

On behalf of the tenderer (duly authorised)

Date

¹ Consortium: 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.)

Schedule F.10: Proposed Deviations And Qualifications By Tenderer

The Tenderer should record any **proposed** deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule. Any proposed deviations or qualifications contained in a covering letter which is not referenced in this schedule will not be considered.

The Tenderer's attention is drawn to clause 2.3.7.2 of the Standard Conditions of Tender referenced in the Tender Data regarding the CCT's handling of material deviations and qualifications.

If no deviations or qualifications are proposed, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSED DEVIATION OR QUALIFICATION

List relevant documentation attached in Schedule F.10 below.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.11: List of Other Documents Attached By Tenderer
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The tenderer has attached to this schedule, the following additional documentation:		
	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.13: Information to Be Provided With the Tender
--

The following information shall be provided with the Tender:

Tenderer to complete schedule F13 with the company information with accompany documented evidence:

Reference letter for all Training Interventions, Projects Implementation, Assessments and Surveys done by the company:

- **Training Plan:** The tenderer to provide a detailed list of training intervention completed applicable to Service and type of training
- **Implementation Projects:** The tenderer to provide a detailed list of implementation projects completed
- **Assessments:** The tenderer to provide a detailed list of Assessment done
- **Occupational Hygiene Surveys:** The tenderer to provide a detailed list of Occupational Hygiene Surveys done

Tenderer to complete schedule F13 for key personnel with accompany documented information:

Reference letter for all training interventions, projects implementation and assessments done by key personnel

- **Organogram:** The tenderer to provide a detailed breakdown of Job profiles (responsibilities). A proposed structure and composition of the proposed team that will include the proposed technical staff, support staff, their roles and responsibilities and the value add they will be bringing to the projects.
- **Curriculum vitae:** The curriculum vitae of all key personnel detailing Work Experience and Qualifications (including consultants and sub-contractors), along with the signed undertakings where relevant, must be submitted with the tender submission and appended to Schedule F13.
- **Qualifications:** All copies of qualifications must be certified.

SCHEDULE F13: Tenderer to complete schedule F13 and accompany evidence documents.

Note: Please attach additional page with tender submission, should more space be required.

Schedule F13: Category A

Company - Category A Item 1: ISO 9001:2015		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 5 or more Assessment within the past 5 years = 5 points ▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category A Item 1: ISO 9001:2015		Only Projects meeting the functionality criteria will be considered	
QUALIFICATIONS KEY PERSONNEL			
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) Certificate in ISO 9001:2015:2015 Implementation respectively = 5 points	CERTIFICATE: LEAD AUDITOR / INTERNAL AUDITOR (Lead Auditor Certificate recognized Accreditation e.g. SAATCA/IRCA or equivalent) Certificate in ISO 9001:2015 Lead Auditor respectively = 5 points	Total Points: (Maximum score of 10 points)	
Certificate:	Certificate:		
Date:	Date:		
TRAINING INTERVENTIONS			

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[illegible]

ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 10 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category A Item 2: ISO 14001:2015		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 5 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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Key Personnel - Category A Item 2: ISO 14001:2015	Only Projects meeting the functionality criteria will be considered
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QUALIFICATIONS KEY PERSONNEL		
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) Certificate in ISO 14001:2015 (EMS) Implementation = 5 points	CERTIFICATE: LEAD AUDITOR / INTERNAL AUDITOR (Lead Auditor Certificate recognized Accreditation e.g. SAATCA/IRCA or equivalent) Certificate in ISO 14001:2015 (EMS) Lead Auditor = 5 points	Total Points: (Maximum score of 10 points)
Certificate:	Certificate:	
Date:	Date:	

TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 5 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 10 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category A Item 3: ISO 45001:2018		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects	IMPLEMENTATION PROJECTS Duration	

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[illegible]

Key Personnel - Category A Item 3: ISO 45001:2018		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 45001:2018 (QHS) Implementation = 3 points	CERTIFICATE: LEAD AUDITOR / INTERNAL AUDITOR (Lead Auditor Certificate recognized Accreditation e.g. SAATCA/IRCA or equivalent) ▪ Certificate in ISO 45001:2018 (QHS) Lead Auditor = 5 points	CERTIFICATE: SAMTRAC/NEBOSH Or equivalent IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in SAMTRAC/NEBOSH or equivalent qualification = 2 points	Total Points: (Maximum score of 10 points)	
Certificate:	Certificate:	Certificate:		
Date:	Date:	Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 5 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 10 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points)	ASSESSMENTS Duration	

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		(List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category A		Only Projects meeting the functionality criteria will be considered		
Item 4: Legal Audits and Legal Registers				
IMPLEMENTATION PROJECTS – LEGAL AUDITS				
COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	LEGAL AUDITS 5 or more Legal Audits completed within the past 5 years = 10 points - Less than 5 Legal Audits within the past 5 years = 0 points (Maximum score of 10 points)	LEGAL AUDITS Duration	
		(List all projects)	START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
LEGAL REGISTERS				
COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References,	Legal Registers	LEGAL REGISTERS Duration	

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	including email)	- Manage 5 or more Legal Registers for different companies within the past 5 years = 10 points - Less than 5 Legal Registers within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category A Item 4: Legal Audits and Legal Registers	Only Projects meeting the functionality criteria will be considered			
QUALIFICATIONS KEY PERSONNEL				
DIPLOMA/DEGREE: (Certified copy Certificate) Diploma/Degree in Environmental Management or equivalent/Environmental Law/Occupational H&S or equivalent = 5 points	PROFESSIONAL BODY REGISTRATON (Certificate recognized Accreditation) Professional Body Registration: Legal Practitioner, LLB or BProc or equivalent = 5 points		Total Points: (Maximum score of 10 points)	
Certificate:	Certificate:			
Date:	Date:			
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References,	TRAINING INTERVENTIONS	TRAINING DURATION	

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	including email)	▪ 5 or more Legal Requirement training interventions within the past 5 years = 20 points ▪ 3-4 Legal Requirement training interventions within the past 5 years = 15 points ▪ Less than 3 Legal Requirement training interventions within the past 5 years = 0 point (Maximum score of 20 points)	START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
LEGAL AUDITS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	LEGAL AUDITS ▪ 5 or more Legal Audits completed within the past 5 years = 10 points ▪ Less than 5 Legal Audits within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	LEGAL AUDITS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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LEGAL REGISTERS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	LEGAL REGISTERS - Manage 5 or more Legal Registers for different companies within the past 5 years = 10 points - Less than 5 Legal Registers within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	LEGAL REGISTERS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category B Item 5: ISO 50001:2018		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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		within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS				

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COMPANY EXPERIENCE				
CLIENT	CLIENT	PROJECTS	ASSESSMENTS	
Name of the organization	(Contactable References, including email)	Assessments Conducted 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 5 points)	Duration	
		(List all projects)	START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category B Item 5: ISO 50001:2018		Only Projects meeting the functionality criteria will be considered	
QUALIFICATIONS KEY PERSONNEL			
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 50001:2018 (EnMS) Implementation = 5 points	CERTIFICATE: AUDITOR / INTERNAL AUDITOR (Certified copy of ISO Certificate) ▪ Certificate in ISO 50001:2018 (EnMS) Internal Auditor / Auditing = 5 points	Total Points: (Maximum score of 10 points)	
Certificate:	Certificate:		
Date:	Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE			
CLIENT	CLIENT	TRAINING INTERVENTIONS	

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Name of the organization	(Contactable References, including email)	5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 10 points	IMPLEMENTATION PROJECTS Duration	

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		▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 10 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category B Item 6: ISO 55001:2014:2015		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully	IMPLEMENTATION PROJECTS Duration	

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		completed within the past 5 years = 5 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 5 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category B Item 6: ISO 55001:2014:2015		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 55001:2014 (AMS) Implementation = 5 points	CERTIFICATE: AUDITOR / INTERNAL AUDITOR (Certified copy of ISO Certificate) ▪ Certificate in ISO 55001:2014 (AMS) Internal Auditor / Auditing = 5 points	Total Points: (Maximum score of 10 points)		
Certificate:	Certificate:			
Date:	Date:			
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation within the past past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 3 or more Assessment within the past 5 years = 10 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE	COMPLETION DATE

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			(DD/MM/YYYY)	(DD/MM/YYYY)

Company - Category B Item 7: ISO 41000:2018		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 5 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category B Item 7: ISO 41000:2018		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) Certificate in ISO 41000:2018(FMS) Implementation = 5 points	CERTIFICATE: AUDITOR / INTERNAL AUDITOR (Certified copy of ISO Certificate) Certificate in ISO 41000:2018(FMS) Internal Auditor / Auditing = 5 points	Total Points: (Maximum score of 10 points)		
Certificate:	Certificate:			
Date:	Date:			
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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		within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 10 points	ASSESSMENTS Duration	

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		▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category C Item 8: ISO 22301:2019		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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		points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points	ASSESSMENTS Duration	

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		(Maximum score of 5 points)		
		(List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category C Item 8: ISO 22301:2019		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 22301:2019 (BCM) Implementation = 5 points		CERTIFICATE: AUDITOR / INTERNAL AUDITOR (Certified copy of ISO Certificate) ▪ Certificate in ISO 22301:2019 (BCM) Internal Auditor / Auditing = 5 points		Total Points: (Maximum score of 10 points)
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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		within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				

TENDER NO: 36C/2024/25

CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 10 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category C
Item 9: Lean Six Sigma

Only Projects meeting the functionality criteria will be considered

TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS	TRAINING DURATION	
		▪ 5 or more LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 10 points ▪ 3-4 LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions)	START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		within the past 5 years = 5 points ▪ Less than 3 LSS Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 0 point (Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more LSS/Black Belt Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 LSS/Black Belt Implementation projects within the past 5 years = 0 points ▪ (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

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Key Personnel - Category C Item 9: Lean Six Sigma		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: (Certified copy of Certificate) ▪ Certificate/Diploma in Certified Black Belt or a Master Black Belt = 10 points		CERTIFICATE: (Certified copy of Certificate) ▪ Certificate/Diploma in Certified Green belt = 5 points		Total Points: (Maximum score of 10 points)
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 20 points ▪ 3-4 training LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training Interventions) within the past 5 years = 15 points ▪ Less than 3 LSS Implementation Training Interventions (must include: Yellow/Green/Black Belt Training	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		Interventions)within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more in LSS/Black Belt Implementation projects successfully completed within the past 5 years = 20 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 20 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category C Item 10: ISO 27001:2022		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects	IMPLEMENTATION PROJECTS Duration	

TENDER NO:36C/2024/25

		within the past 5 years = 0 points ▪ (Maximum score of 5 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessment within the past 5 years = 5 points ▪ Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category C Item 10: ISO 27001:2022		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 27001:2022 (ISS) Implementation = 5 points		CERTIFICATE: AUDITOR / INTERNAL AUDITOR (Certified copy of ISO Certificate) ▪ Certificate in ISO 27001:2022 (ISS) Internal Auditor / Auditing = 5 points		Total Points: (Maximum score of 10 points)
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 3 or more Assessments projects successfully completed within the past 5 years = 10 points - Less than 3 Assessments projects within the past 5 years = 0 points (Maximum score of 10 points)	ASSESSMENTS Duration	

TENDER NO: 36C/2024/25

		(List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category C Item 11: ISO 31000:2018	Only Projects meeting the functionality criteria will be considered
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TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points - Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 10 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 3 or more Assessment within the past 5 years = 5 points - Less than 3 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	ASSESSMENTS Duration	

			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category C Item 11: ISO 31000:2018		Only Projects meeting the functionality criteria will be considered			
QUALIFICATIONS KEY PERSONNEL					
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 31000:2018 (RM) Implementation = 5 points		CERTIFICATE: (Certified copy of Certificate) ▪ Certificate in ISO 31000:2018 (RM) Internal Auditor / Auditing = 5 points		Total Points: (Maximum score of 10 points)	
Certificate:		Certificate:			
Date:		Date:			
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE					
CLIENT Name of the organization		CLIENT (Contactable References, including email)		TRAINING INTERVENTIONS	
				TRAINING DURATION	
				START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 3 or more Assessments projects successfully	ASSESSMENTS Duration	

TENDER NO: 36C/2024/25

		completed within the past 5 years = 10 points ▪ Less than 3 Assessments projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category D Item 12: Water Safety Planning (WSP)		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation Training Intervention within the past 5 years = 0 point	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		(Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 3 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel – Category D Item 12: Water Safety Planning (WSP)	Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL			
CERTIFICATE:			Total Points:

▪ Certificate/Diploma/Degree in WSP/Water Safety / Water Quality / Water Resource Management/SANS 241/Health/Blue Drop requirements or related technical field equivalent Water Safety = 10 points ▪ No Certificates = 0 points (Certified copy of Certificate)			(Maximum score of 10 points)	
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 3 or more years' experience in WSP Implementation projects	IMPLEMENTATION PROJECTS Duration	

TENDER NO:36C/2024/25

		successfully completed = 20 points ▪ Less than 3 years = 0 points (Maximum score of 20 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category D Item 13: Wastewater Risk Abatement Planning (W ₂ RAP)		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO: 36C/2024/25

		within the past 5 years = 0 point (Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more Implementation projects successfully completed within the past 5 years = 10 points - Less than 3 Implementation projects within past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category D
Item 13: Wastewater Risk
Abatement Planning (W₂RAP)

Only Projects meeting the functionality criteria will be considered

QUALIFICATIONS
KEY PERSONNEL

TENDER NO:36C/2024/25

CERTIFICATE: - Certificate/Diploma/Degree in W₂WRAP /Wastewater Quality / Green Drop /Waste water Resource Management/Wastewater SANS/Health requirements or related technical field equivalent W₂RAP = 10 points - No Certificates = 0 points (Certified copy of Certificate)			Total Points: (Maximum score of 10 points)	
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation Training Intervention within the past 5 years = 20 points 3-4 Implementation Training Intervention within the past 5 years = 15 points - Less than 3 Implementation Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 3 or more years' experience in W₂RAP	IMPLEMENTATION PROJECTS Duration	

TENDER NO: 36C/2024/25

		Implementation projects successfully completed = 20 points ▪ Less than 3 years = 0 points (Maximum score of 20 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category D Item 14: ISO 22000:2018		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		within the past 5 years = 0 point (Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 5 or more Implementation projects successfully completed within the past 5 years = 5 points ▪ Less than 5 Implementation projects within past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 5 or more Assessment within the past 5 years = 5 points	ASSESSMENTS Duration	

TENDER NO: 36C/2024/25

		▪ Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category D Item 14: ISO 22000:2018		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) Certificate in ISO 22000:2018 (FSMS) Implementation = 5 points		CERTIFICATE: LEAD AUDITOR / INTERNAL AUDITOR (Lead Auditor Certificate recognized Accreditation e.g. SAATCA/IRCA or equivalent) Certificate in ISO 22000:2018 (FSMS) Lead Auditor = 5 points		Total Points: (Maximum score of 10 points)
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		▪ 3-4 training Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 5 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

ASSESSMENTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted ▪ 5 or more Assessment projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Assessment projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category E Item 15: Occupational Hygiene Surveys		Only Projects meeting the functionality criteria will be considered		
TRAINING INTERVENTIONS COMPANY EXPERIENCE				
HYGIENE SURVEYS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 10 or more Occupational Hygiene Surveys	SURVEYS Duration	

TENDER NO:36C/2024/25

		successfully completed within the past 5 years = 35 points ▪ 5 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 20 points ▪ 3-4 Occupational Hygiene Surveys successfully completed within the past 5 years = 10 points ▪ Less than 3 Occupational Hygiene Surveys successfully completed within the past 5 years = 0 point (Maximum score of 35 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category E Item 15: Occupational Hygiene Surveys		Only Projects meeting the functionality criteria will be considered		
HYGIENE SURVEYS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	▪ 10 or more Occupational Hygiene Surveys successfully completed	SURVEYS Duration	

TENDER NO: 36C/2024/25

		within the past 5 years = 35 points 5 or more Occupational Hygiene Surveys successfully completed within the past 5 years = 20 points 3-4 Occupational Hygiene Surveys successfully completed within the past 5 years = 10 points - Less than 3 Occupational Hygiene Surveys successfully completed within the past 5 years = 0 point (Maximum score of 35 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category E Item 16: Major Hazard Installation Risk Assessment (MHI) Risk		Only Projects meeting the functionality criteria will be considered		
MHI RISK ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 10 or more MHI Assessments successfully completed within the past 10 years = 35 points	MHI RA Duration	

TENDER NO:36C/2024/25

		▪ 5 or more MHI Assessments successfully completed within the past 10 years = 20 points ▪ 3-4 MHI Assessments successfully completed within the past 10 years = 10 points ▪ Less than 3 MHI Assessments successfully completed within the past 10 years = 0 point (Maximum score of 35 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category E Item 16: Major Hazard Installation Risk Assessment (MHI) Risk		Only Projects meeting the functionality criteria will be considered	
MHI RISK ASSESSMENTS KEY PERSONNEL EXPERIENCE			
CLIENT Name of the organization	CLIENT (Contactable References, including email)	▪ 10 or more MHI Assessments successfully completed within the past 10 years = 35 points ▪ 5 or more MHI Assessments successfully completed within the past 10 years = 20 points ▪ 3-4 MHI Assessments successfully completed	MHI RA Duration

TENDER NO: 36C/2024/25

		within the past 10 years = 10 points Less than 3 MHI Assessments successfully completed within the past 10 years = 0 point (Maximum score of 35 points) List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Company - Category E Item 17: ISO 17020:2012		Only Projects meeting the functionality criteria will be considered	
TRAINING INTERVENTIONS COMPANY EXPERIENCE			
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 10 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 5 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point	TRAINING DURATION
			START DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		(Maximum score of 10 points)		
IMPLEMENTATION PROJECTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects 5 or more Implementation projects successfully completed within the past 5 years = 5 points - Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS COMPANY EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 5 points	ASSESSMENTS Duration	

TENDER NO: 36C/2024/25

		Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 5 points) (List all projects)		
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Key Personnel - Category E Item 17: ISO 17020:2012		Only Projects meeting the functionality criteria will be considered		
QUALIFICATIONS KEY PERSONNEL				
CERTIFICATE: IMPLEMENTATION (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 17020:2012 Implementation = 5 points		CERTIFICATE: INTERNAL AUDITING (Certified copy of ISO Implementation Certificate) ▪ Certificate in ISO 17020:2012 Internal Auditor / Auditing = 5 points		Total Points: (Maximum score of 10 points)
Certificate:		Certificate:		
Date:		Date:		
TRAINING INTERVENTIONS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	TRAINING INTERVENTIONS ▪ 5 or more Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 20 points ▪ 3-4 Implementation and/ or Internal Auditing Training Intervention	TRAINING DURATION	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

TENDER NO:36C/2024/25

		within the past 5 years = 15 points ▪ Less than 3 Implementation and/ or Internal Auditing Training Intervention within the past 5 years = 0 point (Maximum score of 20 points)		
IMPLEMENTATION PROJECTS KEY PERSONNEL EXPERIENCE				
CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Implementation Projects ▪ 5 or more Implementation projects successfully completed within the past 5 years = 10 points ▪ Less than 5 Implementation projects within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	IMPLEMENTATION PROJECTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)
ASSESSMENTS KEY PERSONNEL EXPERIENCE				

TENDER NO: 36C/2024/25

CLIENT Name of the organization	CLIENT (Contactable References, including email)	PROJECTS Assessments Conducted 5 or more Assessment within the past 5 years = 10 points - Less than 5 Assessments within the past 5 years = 0 points (Maximum score of 10 points) (List all projects)	ASSESSMENTS Duration	
			START DATE (DD/MM/YYYY)	COMPLETION DATE (DD/MM/YYYY)

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.14: Appeal Application

annexure 'B'

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receiving machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT (CASHIERTO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

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PROFIT CENTRE:

1	3	0	5	0	0	0	1
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NAME/COMPANY NAME:

AMOUNT:

						R	3	0	0	-	0	0
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SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receiving machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT (CASHIERTO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
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PROFIT CENTRE:

1	3	0	5	0	0	0	1
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NAME/COMPANY NAME:

AMOUNT:

						R	3	0	0	-	0	0
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SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788