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RFQ NO: 05 - 2026/27 – RE-ADVERTISEMENT

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO CONDUCT OCCUPATIONAL HEALTH AND SAFETY TRAINING FOR THE ETDP SETA

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the Education Training and Development Sector.

The ETDP SETA seeks to appoint a suitably qualified and experienced service provider to conduct Occupational Health and Safety (OHS) training for the ETDP SETA.

2. PURPOSE & OBJECTIVES OF THE PROJECT

2.1. PURPOSE OF THE PROJECT

ETDP SETA seeks to appoint a suitably qualified and experienced service provider to conduct an Occupational Health and Safety training for its ***thirty-two (32)*** officials, as per SAQA unit standard ***244288*** for Occupational Health and Safety.

The provider is to further conduct training for one hundred and fifty (150) staff personnel in an online platform.

2.2. PURPOSE OF THE UNIT STANDARD

To enable learners to interpret health and safety legislation and advise management on issues which threaten the safety of people in the workplace.

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3. PROJECT SCOPE AND REQUIREMENTS

3.1 The service provider/ consultant will be required to provide the following training services under the **Occupational Health and Safety Act 85 of 1993**

3.1.1 In depth understanding of the OHS Act

3.1.2 General duties of the employer

3.1.3 General duties of employees

3.1.4 Functions and duties of OHS representatives

3.1.5 Functions and duties of the OHS Committee

3.1.6 Basic First Aid procedures, levels 1 ,2, and 3.

3.1.7 Basic Fire Fighting and emergency evacuation procedures.

3.1.8 *OHS Act*

3.1.9 Legal Liability and OHS Act Compliance

3.1.10 On-line staff OHS awareness *(150 personnel)*

4. PROFILE OF SERVICE PROVIDER

The Service Provider must have experience in Occupational Health and Safety Training as per the SAQA unit standard ***244288*** for Occupational Health and Safety and be able to cover:

- Training in the OHS Act
- Must have expertise in conducting risk assessments in a working environment as well as an
- Experience in training for basic first aid firefighting and evacuation procedures.

5. PROJECT REQUIREMENTS

5.1. The duration of this training must be for a maximum of **five (5) days**.
5.2. To provide training completion certificates for the ***thirty-two (32)*** attendees.
5.3. Service provider must provide catering for the trainees for the duration of the training, *i.e. breakfast and lunch*.
5.4. The service provider must provide venue for training.
5.5. The training venue must be in the J***ohannesburg / Pretoria*** area.
5.6. The service provider must provide evidence of a track record of a similar assignment undertaken.
5.7. The service provider must have a project plan and deliverables (showing proof and capacity to conduct the training as per the scope of work).
5.8. The service provider must provide names and contact details of referees who can provide an objective assessment of the project previously undertaken.
5.9. The service provider will be required to provide advice on health and safety issues as and when required to do so.

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5.10. Provide references of services provided in relation to training, to be submitted on a company letterhead indicating the type of project(s) and when it was carried out.

5.11. The service provider must have at least a minimum of five (5) years' experience and above in Occupational Health and Safety consulting/ training.

6. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

NUMBER OF TRAINEES: 32				
NAME OF BIDDING ORGANISATION:				
NUMBER OF TRAINING DAYS: 5 DAYS				
ITEM DESCRIPTION	**NO: OF LEARNERS**	**UNIT COST**	**AMOUNT**	**COMMENTS**
Training Costs for ***physical attendance***: - OHS Act - Basic First Aid - Basic Fire Fighting and evacuation - Legal Liability and OHS Act Compliance	32			
On-line training for staff on OHS awareness *(150 personnel)*	150			
Training Material	32			
Training Venue Hire for five (5) days	*To accommodate 32 trainees*			
Catering for five (5) days: (***Breakfast***: tea, Coffee, Fresh milk, sandwiches/muffins to be provided at 10:00 (***Lunch***: Assorted menu to be served for the week with provision for allergens and faith accommodating meals.	32			
Certificates of Completion	32			
SUB-TOTAL				
Admin Expenses				
TOTAL COSTS				
ALL COSTS MUST BE INCLUSIVE OF VAT				

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NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

7. DURATION OF THE PROJECT

The duration of the contract is for a period of **five (5) days** and training to be held in the J***ohannesburg/ Pretoria*** area.

8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A (Mandatory Requirements), Stage 2: Phase B (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to **etdpsetarfq@etdpseta.org.za**

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements
Folder B: Stage 2: Phase A: Mandatory Requirements
Folder B: Stage 2: Phase B: Functionality Evaluation Requirements
Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

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The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

9.1. STAGE 1: Administrative Compliance [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: • **SBD 1 -** Invitation to Bid • **SBD 4 -** Declaration of Interest • **SBD 6.1 –** Specific Goals	
Completion in full of the General Conditions of Contract (GCC)	
Submit a *"Unique security personal identification number (PIN) issued by SARS"* ***which the SETA will use to verify the bidder's tax matters prior to the award***	

9.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
9.2.1. Profile of the Organisation	• Experience of the organization on OHS Training • Legibility of the organization to conduct such training
9.2.2. Valid and current registration with the following OHS professional bodies:	• South African Institute of Occupational Safety and Health (SAIOSH) and • The Institution of Occupational Safety and Health (IOSH)
9.2.3. Proof of accreditation to provide training as per SAQA unit standard ***244288*** for Occupational Health and Safety.	• To prove validation that an institution, program, meets recognized standards of quality, safety, and competence

NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.

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9.3. STAGE 2 - PHASE B_FUNCTIONALITY [Folder B]

a. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.

b. Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5** and **6.**

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	**Experience & References:** of service providers in doing business of a similar nature. The reference letter must be on the customer's letterhead with contactable references.		
	1.1. Reference letters signed and in the clients' letterheads: (10)	• Three (3) reference letters submitted • Two (2) reference letters submitted • One (1) reference letter submitted	**10** **06** **03**
	1.2. The cumulative experience of the company in conducting similar projects (from the above letters): (10)	• 5 years and above • 3- 4 years • 1 - 2 years	**10** **06** **03**
	[Each reference must clearly indicate;** • **Services rendered,** • **Recommendation and contact details of the referee and** • **must be signed**. ***NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points.		

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2.	**2.1. Experience of the facilitator in training on similar topic related to OHS Act (attach CV): 20** **2.2.** Qualification of the **facilitator 20** A detailed CV and copies of qualifications in OHS to be provided ***NB: qualification must be attached and certified within the required time frame. Failor to attach will lead to points not being allocated.***	• Must have 5 or more years of work experience • Must have 3 – 4 years of work experience • Must have 1 – 2 years of work experience Facilitators should be qualified in any of the following: - Safety Management NQF 5 or higher - Environmental management NQF 5 or higher - Construction management NQF 5 or higher - Occupational health practice NQF 5 or higher	**20** **10** **05** **20**
3.	**Project plan and deliverables: Proof and capacity to conduct the training as per the scope of work.** Attached courses outlines for trainings to be conducted with durations.	• *Attached proof for all* **physical and online trainings** as per the scope of work. • *Proof not attached covering all trainings as per the scope of work.*	**40** **0**
TOTAL			**100**

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

9.4. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

a. Costing Model ***(Price must be final, include VAT and signed)***
b. **SBD 6.1 -** Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 ***- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals***

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80/20 preference point system shall be applicable as follows:

✓	Price	**80**
✓	Allocation of specific goals	**20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission **(CIPC)** or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only,** from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture MUST provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

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11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
   - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*
   Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*
4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".*

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **30 October 2026**.

All Proposals **must be Sent via email to etdpsetarfq@etdpseta.org.za**

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **16 November 2026.**

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 16 November 2026.

14. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

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Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.

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