National Gambling Board
South Africa
a member of the dtic group

REQUEST FOR QUOTATION

RFQ 023(2026/2027):

OCCUPATIONAL HEALTH AND SAFETY TRAINING

1. BACKGROUND

1.1 The National Gambling Board (the NGB) hereby invites price quotations from service providers for attendance of Basic Occupational Health and safety training for six (6) NGB officials.

2. PURPOSE OF REQUEST FOR QUOTATION

2.1 The purpose of the request is to invite price quotations from prospective service providers to provide a quotation for attendance of Basic Occupational Health and Safety training for six (6) NGB officials.

3. SPECIFICATIONS

3.1 The specification for the training required is as follows:

3.1.1 Training required: Basic Occupational Health and Safety training

3.1.2 Number of trainees: six (6) NGB officials.

3.1.3 Mode of delivery: Physical or hybrid.

3.1.4 Duration: Two (2) days.

3.1.5 Experience level: Beginner to intermediate

3.1.6 Deliverables: Detailed training manual, presentations, hands-on workshops, case studies, and simulations to ensure practical application.

3.1.7 Certificate: Certificate of competent must be issued within three (3) months from the last day of attending training.

3.1.8 Conferencing (Venue and catering) to be included on the quotation but only limited to Gauteng Province, where mode of delivery is physical.

3.1.9 Provide attendance report to the NGB.

3.1.10 The service provider must meet the following requirements:

3.1.10.1 Be accredited with the relevant SETA, Council for Higher Education (CHE) or any other accreditation body – provide proof of accreditation.

3.1.10.2 Reference letters from the three (3) organisations where the service was provided on Basic Occupational Health and Safety

training.

3.1.10.3 The trainer must at least have five (5) years relevant training experience in Basic Occupational Health and Safety.

3.1.11 Key aspects of Basic Occupational Health and Safety training are as follows:

3.1.11.1 **Hazard Identification and Risk Assessment:** Recognizing potential dangers (physical, chemical, ergonomic) and implementing controls;

3.1.11.2 **Legal Compliance:** Understanding the Occupational Health and Safety Act (e.g., OHSA 85 in SA) and employer/employee responsibilities;

3.1.11.3 **Emergency Procedures:** Training for fire safety, first aid, and evacuation drills;

3.1.11.4 **Personal Protective Equipment (PPE):** Proper selection, use, and Maintenance;

3.1.11.5 **Incident Reporting and Investigation:** Procedures for reporting accidents and near misses to prevent recurrence;

3.1.11.6 **Improved Safety Culture:** A basic course fosters a proactive safety mindset, encouraging employees to take responsibility for themselves and others; and

3.1.11.7 **Understanding Roles**: Training clarifies the roles of employers, managers, and safety representatives in maintaining a healthy, compliant workplace.

3.2 The following documents should be provided:

3.2.1 The Curriculum Vitae of the Facilitator;

3.2.2 Proof of qualifications and Certification of the Facilitator; and

3.2.3 Proof of registration with relevant professional bodies (if applicable).

3.2.4 The service provider should provide training workbook or manual for the purposes of this training course or future referrals.

3.2.5 Issue the certificate of competence.

4. FUNCTIONALITY CRITERIA

4.1 Quotations will be evaluated according to the below-mentioned criteria.

Qualifying criteria		Service Provider's Response	
	Did the service provider quote for training on Basic Occupational Health and Safety training?	Yes	No
	Did the service quote for six (6) NGB officials?	Yes	No
	Did the service provider indicate mode of delivery (Physical or Hybrid)?	Yes	No
	Did the service provider's quotation include conferencing (venue and catering) costs limited to Gauteng Province, applicable only if the mode of delivery is physical?	Yes	No
	Did the service provider confirm that they will provide attendance report to the NGB?	Yes	No
	Did the service provide proof of accreditation with the relevant SETA, Council for Higher Education (CHE) or any other accreditation body?	Yes	No
	Did the service quote cover a two-day duration for training on Basic Occupational Health and Safety?	Yes	No
	Did the service provider confirm that the Facilitator/Trainer has at least (5) years or more training experience in Basic Occupational Health and Safety?	Yes	No
	Did the service provider confirm that they will provide training workbook or manual for the purposes of this training course?	Yes	No
	Did the service provider confirm that they will issue out the certificate of competence within three (3) months from the last day of attending training?	Yes	No

5. RFQ TERMS AND CONDITIONS

5.1 **The following conditions will apply:**

5.1.1 All prospective service providers must be registered on National Treasury's Central Supplier Database (CSD) prior to submission of quotations;

5.1.2 Prices quoted must be firm prices and VAT inclusive;

5.1.3 Quotation must be valid for **30** days;

5.1.4 Tax PIN must be submitted;

5.1.5 The 80/20 Preference points system will apply in terms of Preferential Procurement Regulations 2022;

5.1.6 The following documents must be submitted with the quotation:

- SBD 4;
- Complete the SBD 6.1 form;
- The curriculum vitae of the facilitator;
- Proof of qualifications and certification of the facilitator; and
- The organisation's proof of accreditation with the relevant SETA, Council for Higher Education (CHE) or any other accreditation body.
- 3 reference letters of where the service was provided on Basic Occupational Health and Safety?

Failure to submit any of the documents requested in 5.1.6 above will result in your quotation not being considered (disqualification).

5.2 **Evaluation criteria**

Phase 1: Submission of statutory documents mentioned in paragraph 5.1.6 above. **Failure to submit any of the documents as requested in 5.1.6 above will result in your quotation not being considered for further evaluation (disqualification).**

Phase 2: Quotations will be evaluated in accordance with the functional criteria contained in paragraph 4 above. **Proposals that do not comply with the evaluation criteria set out in paragraph 4 will not advance to be evaluated on price and specific goals.**

Phase 3: Evaluation on price and specific goals.

The evaluation on price and specific goals will be conducted as follows:

Price and Specific goals

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Points awarded for price
The 80-preference points system for price will be utilised.
The following formula will be applied:
Ps = 80[1- Pt - Pmin /Pmin]

Where:
Ps = Points scored for price of bid under consideration
Pt = Rand value of bid under consideration
Pmin = Rand value of lowest acceptable bid

Points awarded for specific goals:

A maximum of 20 points will be awarded for specific goals:

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (90/10 SYSTEM)	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (80/20 SYSTEM)
Persons historically disadvantaged on the basis of race	100% black ownership	2.5	5
	75% - 99% black ownership	2	4
	60% - 74% black ownership	1.5	3
	51% - 59% black ownership	1	2
	0 – 50% black ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (90/10 SYSTEM)	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (80/20 SYSTEM)
Persons historically disadvantaged on the basis of gender (ownership by women)	100% black women ownership	4	8
	75% - 99% black women ownership	3	6
	60% - 74% black ownership	2	4
	51% - 59% black women ownership	1	2
	0 – 50% black women ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT	TOTAL NUMBER OF POINTS THAT

		MAY BE CLAIMED (90/10 SYSTEM)	MAY BE CLAIMED (80/20 SYSTEM)
Persons historically disadvantaged on the basis of disability	1 - 100% disabled ownership	2	4
	0% disabled ownership	0	0

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (90/10 SYSTEM)	TOTAL NUMBER OF POINTS THAT MAY BE CLAIMED (80/20 SYSTEM)
RDP goals: Business enterprises which are classified as SMMEs (EMEs or QSEs)	Yes	1.5	3
	No	0	0

6. DISCLAIMER

6.1 The NGB reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation. The NGB reserves the right to:

6.1.1 The NGB reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any quotation;

6.1.2 Award the contract or any part thereof to one or more service providers;

6.1.3 Award the contract in full or in part;

6.1.4 Reject all quotations;

6.1.5 Decline to consider any quotation that does not conform to any aspect of the bidding process; and

6.1.6 Request further information from any service provider after the closing date, for clarity purposes.

7. NOTES TO BIDDERS

7.1 The NGB will not be liable to reimburse any costs incurred by the bidder during the quotation process.

7.2 Evaluation of quotations will be carried out by the NGB. The NGB may, if necessary, contact bidders to seek clarity on any aspect of the quotation.

7.3 Payments shall be made promptly by the NGB, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier provided that services have been satisfactorily rendered.

7.4 The supplier shall furnish the NGB with an invoice upon fulfillment of obligations to the satisfaction of the NGB.

7.5 Prices charged by the service provider for services rendered under the contract shall not vary from the prices quoted by the supplier.

8. ENQUIRIES

8.1 Supply Chain Management: Contact Ms. Nkosinomsa Maseko Tel: 27 10 500 3163 or e-mail to: scm@ngb.org.za

9. DEADLINE FOR SUBMISSION OF QUOTATIONS

9.1 A quotation may be e-mailed for the attention of Nkosinomsa Maseko at scm@ngb.org.za

9.2 The deadline for the submission of quotations is **Monday, 07 December 2026 at 11H00 Central African Time.**

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