



**REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF SAFETY, HEALTH,
ENVIRONMENT AND QUALITY (SHEQ) MANAGEMENT SYSTEMS LEADERSHIP
TRAINING TO THE CSIR**

RFQ No. 5481/27/06/2019

Date of issue	Thursday, 13 June 2019
Closing Date and Time	Thursday, 27 June 2019
Contact details	Submission of quotations or any other enquiries: Email to: tender@csir.co.za <i>(please always quote the RFQ number with your submissions and inquiries)</i>
Category	Consulting & Training Services
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are invited from qualified training service providers to conduct a half-day in-house SHEQ Management Systems awareness training for the CSIR Leadership.

2 BACKGROUND

CSIR is currently certified in ISO 9001: 2015, ISO 14001: 2015 and OHSAS 18001: 2007.

A service provider is required to conduct an awareness training session on the integrated SHEQ Management Systems viz. Safety, Health, Environment and Quality, to the CSIR Leadership that conforms to the requirements of ISO 9001:2015, ISO 14001: 2015 and ISO 45001: 2018.

Quotations are hereby invited from suitable service providers, to conduct the required training at the CSIR Scientia campus (Pretoria).

3 SCOPE OF WORK

3.1 The scope of training is to cover the requirements of all 3 standards viz. ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007

- Emphasis to be placed on Clause 5; 6 &7;
- CSIR SHEQ policy and objectives (To be provided to the winning bidder), and
- Service provider to provide each trainee with an attendance certificate.

3.2 Service Provider Training Requirements

The trainer must have a minimum of the following requirements:

- Train-the-trainer or Facilitator certificate
- ISO 9001:2015 training certificate
- ISO 14001:2015 training certificate
- OHSAS 18001: 2007 training certificate

(Note: Being a certified auditor on all 3 management systems is ideal)

4 Pricing structure to incorporate the following: (Note: 100 people to be trained)

	Duration	Cost/person	Course material provided	Total cost for 100 trainees
On-site Training				
Travel Cost				
Certificate				
Sub Total				
VAT (15%)				
Total				

The duration of the training is expected to be completed within half a day (i.e. 4hrs or less). The anticipated start date to be scheduled with the winning bidder.

Additional Requirements:

- The supplier must also submit quotation on their official company letterhead.

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- The supplier must quote on all the items/services listed in the above BOQ.
- The pricing must be firm and inclusive of all costs required to render the required services.

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 5.1 The bidder must provide proof of previous and similar work done on training for all the 3 management systems i.e. on ISO 9001:2015; ISO45001:2018 and ISO 14001:2015 not included; (NOTE: Training certificates to be submitted);
- 5.2 The bidder must provide the trainer's CV;
- 5.3 The bidder must provide proof that the trainer has undergone facilitator/train-the-trainer training
- 5.4 The bidder must have a minimum of five (5) years' experience conducting training;
- 5.5 The bidder must provide 3 contactable references (telephone numbers and email addresses) where management systems training was conducted; (This must cover all 3 management systems)
- 5.6 Late submissions will not be considered; and
- 5.7 Submissions made at incorrect location will not be considered.

6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
No B-BBEE status will equal zero points
- 6.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 6.4 No order will be issued or no contract will be signed without a valid CSD number.

7 PRICING QUOTATION

- 7.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated. For VAT registered bidders, the VAT component and the total price including VAT should be clearly indicated.
- 7.2 Price should be all inclusive and include additional cost elements such as travelling, accommodation, freight, insurance until acceptance, duty where applicable, etc. No variation requests will be tolerated by the CSIR.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.
- 7.4 Price should be based on gazetted tariff of fees.

8 OTHER TERMS AND CONDITIONS

- 8.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 8.2 The supplier must provide the supporting relevant documents as indicated in section 2.3, failure, of which they will not be evaluated on price and B-BBEE.
- 8.3 Selection of suppliers will be based on the 80/20 preference point system.
- 8.4 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 8.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

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- 9 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

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**10 Note: This is not a Purchase Order.
SBD1 FORM**