



REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF SAFETY, HEALTH AND ENVIRONMENT LEGAL LIABILITY TRAINING TO THE CSIR LEADERSHIP

RFQ No. 5482/27/06/2019

Date of issue	Thursday, 13 June 2019
Closing Date and Time	Thursday, 27 June 2019
Contact details	All enquiries must be forwarded to the following email address; 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 an in-house SHE Legal Liability awareness training for the CSIR Leadership.

2 BACKGROUND

A service provider is required to conduct an awareness training session on the SHE Legal Liability viz. Safety, Health and Environment (SHE) to its Leadership (100 people) that conforms to the legislative requirements of OHS Act and NEMA.

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

3 SCOPE OF WORK

- The scope of the training is to cover the legal requirements of the OHS Act and NEMA Emphasis to be placed on the role of leadership in implementing the requirements of OHS Act and NEMA.
- Implications on non-conformance with SHE legal requirements
- Roles and responsibilities of Legal appointees in terms of applicable legislative requirements; and
- Service provider to provide each trainee with a certificate of attendance.

3.1 Training Provider Requirements

The trainer must have a minimum of the following requirements:

- Train-the-trainer or Facilitator certificate with SETA accreditation/ registration
- Legal Profession related to OHS and NEMA

(Note: Training to be conducted by one or more trainers with legal background on the OHS Act and NEMA requirements.

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 1 day (i.e. 4hrs or less on OHS related and another 4hrs on EMS related legal requirements).

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 5.1 Bidder must provide trainer's CV and qualifications;
- 5.2 Bidder must provide Trainers with a minimum of three (3) or more years' experience in training;
- 5.3 Bidder must provide 3 contactable references where similar training was conducted;
- 5.4 Bidder must provide valid SETA registration certificate related to training.
- 5.5 Late submissions will not be considered; and
- 5.6 Submissions made at incorrect location will not be considered.

6 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria

NB: *One hard copy and one electronic copy (CD or USB memory key) of each proposal must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.*

7 EVALUATION CRITERIA

- 7.1 Selection of suppliers will be based on the 80/20 preference point system.
- 7.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
No B-BBEE status will equal zero points

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- 7.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 7.4 No order will be issued or no contract will be signed without a valid CSD number.

8 PRICING QUOTATION

- 8.1 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.
- 8.2 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.
- 8.3 Payment will be according to the CSIR Payment Terms and Conditions.
- 8.4 Price should be based on gazetted tariff of fees.

9 OTHER TERMS AND CONDITIONS

- 9.1 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.
- 9.2 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.
- 9.3 Selection of suppliers will be based on the 80/20 preference point system.
- 9.4 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.
- 9.5 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- No order will be issued or no contract will be signed without a valid CSD number

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10 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.

11 Note: This is not a Purchase Order.

SBD1 FORM