



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A.Madukuda

Tel:039 940 2142

Ext 171

## ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
OHS TRAINING FOR 10 OFFICIALS	INGWE/027/2025	DATE: 26/03/2025	TECHNICAL: MRS. S. MAFALALA-SAWULA TEL: 039 940 2142 SCM: MS. MADUKUDA TEL: 039 940 2142

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation may be hand delivered before 12H00pm at Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to [amadukuda@ingwecollege.edu.za](mailto:amadukuda@ingwecollege.edu.za)

### THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VA.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- **Valid LGSETA/ CONSTRUCTION SETA/ LETTER OF MIGRATION TO QCTO.**
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive.**

Bidders must download the revised SBD 4 from the College website or National Treasury website.

### BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.

Central Office  
Badibanise Village  
Mount Frere  
Tel: 039 940 2142

Mount Frere Campus  
Cancele Road  
Mount Frere  
Tel: 039 940 2142 ext.200

Ngqungqushu Campus  
Magwa Road  
Lusikisiki  
Tel: 039 940 2142 ext.300

Siteto Campus  
Mhlanga Village  
Bizana  
Tel: 039 940 2142 ext.400

Maluti Campus  
Mli Road  
Maluti  
Tel: 039 940 2142 ext.500

Mt Fletcher Campus  
Hospital Area  
Mount Fletcher  
Tel: 039 940 2142 ext.600

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- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions will invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

## **NB: SPECIFICATION ATTACHED**

## **EVALUATION CRITERIA**

### **Stage 1- Functionality (Attached)**

Functionality will be evaluated based on capacity and experience, bidders who do not meet the minimum functionality assessment of 70% will be considered non-responsive and will not be evaluated further.

### **Price and Specific goals**

The 80/20 preferential procurement point system will be applied as the project is estimated to be more than **R30 000.00**.

<b>Price</b>	- 80 point
<b>Specific goals</b>	- 20 points

*"On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set effect on the 16 January 2023"*

### **SPECIFIC GOAL POINTS BREAKDOWN**

<b>SPECIFIC GOALS</b>	<b>PREFERENCE POINTS ALLOCATED OUT OF 20</b>	<b>DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS</b>
<b>Black ownership:</b> An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CIPC (Company registration)</li> <li>• CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)</li> </ul>
<b>Women ownership:</b> An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CIPC (Company registration)</li> <li>• CSD report (the ownership status of the 2 documents must</li> </ul>

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		correspond in order to be awarded points)
<b>Youth ownership:</b> An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CIPC (Company registration)</li> <li>• CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)</li> </ul>
<b>Disability:</b> An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CIPC (Company registration)</li> <li>• CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)</li> <li>• Medical certificate</li> <li>• SASSA registration or confirmation of disability from a relevant authority.</li> </ul>
<b>Locality:</b> Located in the OR Tambo District municipality, Alfred Nzo District Municipality, and the Joe Gqabi District Municipality	2	<ul style="list-style-type: none"> <li>• Municipal rates account OR</li> <li>• Letter from councilor confirming residence or Lease Agreement</li> </ul>
Non – submissions	0	<ul style="list-style-type: none"> <li>• No points will be claimed if the bidders failed to submit the required documents</li> </ul>

SIGNATURE

Published on **19 March 2025**

# OHS TRAINING FOR 10 OFFICIALS

FUNCTIONALITY		REQUIRED EVIDENCE	POINTS ALLOCATION
1.Experience			
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past five years.			
6 or more clients with reference letters	50	A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed. Each reference letter should be accompanied by a signed appointment letter. Contact details of clients should be also provided.  <b>NB: 0 points will be claimed where submitted clients/ references cannot be contacted and reference letter is not accompanied by appointment letter.</b>	50
4 - 5 clients with reference letters	40		
3 clients with reference letters	30		
0 - 2 clients with reference letters	0		
2. Expertise			
(a) Facilitator's experience, and relevant qualifications			
7 or more years' experience and qualifications	30	Attach CV and certified qualifications not later than six (06) months of the Facilitator (including a certified copy of an Identity Document), showing at least three years' experience in leading similar projects. The Facilitator have a NQFL7 in Disaster and Safety Management..  <b>NB: 0 points will be claimed where the above is not attached and submitted</b>	30
5 to 6 years' experience and qualifications	20		
3 to 4 years' experience and qualifications	10		
0 to 2 years' experience and qualification	0		
3. Methodology / Project Implementation Plan			
Methodology and approach are fully adequate to meet the requirements of the given task.	20	Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage works which should include the process for the taking and handling back of work areas for each shift. The Service provider has to demonstrate knowledge of activities outlined in the project.	20
Methodology and approach cover minimum requirement.	10		
Inadequate methodology and approach to meet the College needs.	0		
TOTAL			100





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Enquiries: SS Sawula [smafalala-sawula@ingwecollege.edu.za](mailto:smafalala-sawula@ingwecollege.edu.za) 039 940 2142 Ext 150

## Terms of reference/specification for 10 Lecturers OHS

NO	DETAILS	Number of officials	Dates (Excl weekends and public holidays)	Duration (in days)
1.	1. First Aid (Level 1,2, 3) 2. Health and Safety 3. Incident Investigation 4. Fire Fighting	10	To be confirmed	5

US ID: 120496; 9964; 120331; 259639

The service provider should have the following:

1. Training provider/Facilitator must be accredited with LGSETA OR have a valid Migration Affidavit to QCTO
2. CV, Certified ID Copy and certified qualifications are required
3. A Degree in Disaster and Safety Management
4. At least 3 contactable references that you have conducted this training or similar training
5. At least 4 years of experience conducting similar training.

### Outcomes:

- Carry out secondary assessment of the sick or injured person and provide appropriate primary emergency care at the scene.
- Apply health and safety to a work area
- Demonstrate knowledge pertaining to fires in working places
- Explain basic health and safety principles in and around the workplace

All enquiries will be forwarded to:

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SS Sawula

HRD Unit

Central Office  
Bodibani Village  
Mount Frere  
Tel. 039 940 2142

Mount Frere Campus  
Cancell Road  
Mount Frere  
Tel. 039 940 2142 ext 200

Ngqungqushu Campus  
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