



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 21 APRIL 2017

UMZ/2016-17/CS/HEALTH AND SAFETY/001

SERVICE PROVIDER TO CONDUCT TRAINING ON HEALTH AND SAFETY FOR 10 EPWP EMPLOYEES AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals/Quotations to conduct training on health and Safety for 10 EPWP Employees as per specification. Specifications are available at SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 04 May 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mrs Kubone 039 255 8509 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

UMZIMVUBU LOCAL MUNICIPALITY

2016 - 2017 FY

**OCCUPATIONAL HEALTH & SAFETY FOR
EMPLOYEES**



TERMS OF REFERENCE

TRAINING OF UMZIMVUBU MUNICIPAL EPWP EMPLOYEES ON OCCUPATIONAL HEALTH & SAFETY

PROGRAMME: OCCUPATIONAL HEALTH & SAFETY

1. BACKGROUND

The workplace has a significant impact on people's health and safety. Poor management of workplace health and safety can lead to work-related ill health, injuries and deaths.

Umzimvubu Local Municipality recognise the value of employees and is committed to the provision of safe and healthy working conditions to contribute to the health, safety and general well-being of each employee, contractor and customers.

This training intervention will provide the new EPWP employee with the theoretical knowledge and practical skills they need to address and be able to promote good standards of occupational health and safety within the organisation.

2. TARGET GROUP

There are ten (10) EPWP employees to be trained.

3. GOALS AND CONTENT OF THE TRAINING:

To acquire them with knowledge, skills, and judgement to function as an entry-level practitioner in occupational health and safety and be able to contribute to the development and maintenance of a healthy and safe in the working environment.

3.1 The content should cover but not limited the following aspects:-

3.1.1 INTRODUCTION TO OCCUPATION HEALTH AND SAFETY

Content Topics

- Definition of key terms
- Building a safety culture
- Safety policies and programs
- Fundamentals and benefits of accident prevention

3.1.2 OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

Content Topics

- Occupational Health and Safety Act and Regulations
- Concepts of "internal responsibility" and "due diligence"
- Different legislated duties for different positions
- Early and safe return to work for injured workers

3.1.3 OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

Content Topics

- Purpose and duties of committee members
- Procedural rules for effective meetings
- Process of making, communicating and following up on recommendations
- Records and minute keeping

3.1.4 HAZARD, RECOGNITION, EVALUATION AND CONTROL

Content Topics

- Types of, and contributing factors to hazards
- Methods of recognizing, evaluating and controlling hazards
- Accidents/incident investigation outcomes

3.1.5 WORKPLACE INSPECTIONS

Content Topics

- The need for inspections statutory
- Planning, conducting and reporting of inspections
- Monitoring corrective actions

4. DURATION

This training has to be done and completed within a maximum number of Five (05) working days.

5. METHODOLOGY

- 5.1 The course should be engaging and interactive.
- 5.2 The use of constructive feedback and tips for improvement should be given to the participants.
- 5.3 This training programme should be delivered at a specified National Qualification Framework (NQF) and Unit standard aligned- 244288
- 5.4 The service provider must ensure that the competency assessment is done to the participants and there is submission of POEs.
- 5.5 The participants shall be given training materials by the service provider.
- 5.6 To provide an Assessment Plan and assessment process during and after the training
- 5.7 A detailed close-out report for the work done should be submitted one (1) week after completion of the training.
- 5.8 Competency certificates for participants be submitted to the HRD Officer within four (4) months after completion of training.
- 5.9. The training will be conducted in the municipal premises and arrangements related logistics shall be done within the municipality

6. LEARNING OUTCOMES

After this training the expected learning outcomes are that the participants will able to:

1. How health and safety representatives should be empowered and what this actually mean
2. How management should approach the health and safety representatives aspect

3. How to conduct an inspection on a daily basis
4. Legal requirements in respect of health and safety representatives
5. The practical value added by health and safety representatives;
6. The role and function of health and safety representatives at health and safety committee meetings;
7. The role and function of health and safety representatives during incident investigations;
8. What management expects from health and safety representatives;
9. Where health and safety representatives fit into a safety management structure or system.

7. PROPOSAL/ SUBMISSION REQUIREMENTS

7.1 List of Contents

All proposals must cover the following aspects of importance:

7.1.1 A Detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of conducting trainings, where the main office is based as well as any other offices and a list of recently completed projects.

7.1.2 Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

7.1.3 Accreditation

7.1.3.1 Training provider must be accredited by the relevant Sector Education and Training Authority (SETA)

7.1.3.2 A copy of accreditation certificate, specifically a letter from the SETA specifying the areas of accreditation must be attached to the proposal.

7.1.3.3 Training provider must provide proof of previous training similar to the one stated in these terms of reference and references.

7.1.4 Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure should be clearly stated and whether it's inclusive of VAT or not.

7.2 Expertise Required:

It is the responsibility of the appointed service provider to make a constant follow up on the submission of the certificates of the learners at least four months after completion of training.

7.3 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned from 7.1.1 to 7.1.4 above. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate

7.4 The consortium submitting the proposal must declare any conflict of interests that it may have.

7.5 The ULM reserve the rights, not to accept any proposals in part or in whole

7.6 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

7.7 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

7.8 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.

7.9 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

7.10 Successful bidder will be required to submit a detailed close-out report.

7.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

8. WHERE TO SUBMIT:

8.1 All submissions must be clearly marked:

“TRAINING OF MUNICIPAL EPWP EMPLOYEES ON OCCUPATIONAL HEALTH & SAFETY”

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

- 8.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.
- 8.3 **Due date for the submission of proposal** ~~2017~~ **at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

9. INFORMATION AND ENQUIRIES

9.1 TECHNICAL ENQUIRIES

To the attention of Miss A Monakali -Human Resources Development officer and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8563/8556

Fax : +2739 255 0167

Email : Monakali.Amanda@umzimvubu.gov.za.

9.2 OTHER ENQUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

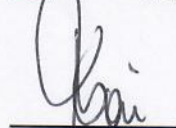
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MRS N KUBONE

MANAGER: CORPORATE SEVIRCES