Quality Council for Trades & Occupations
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REQUEST FOR QUOTATION: COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES (COID) TRAINING

1. PURPOSE

The Quality Council for Trades and Occupations (QCTO) invites suitably qualified and experienced service provider for the provision of Compensation for Occupational Injuries and Diseases (COID) training for identified HR, Facilities officials and OHS Committee members.

The purpose of the training is to equip participants with the knowledge and practical skills required to support organisational compliance with applicable Compensation for Occupational Injuries and Diseases requirements.

2. SCOPE OF TRAINING

The appointed service provider will be required to provide comprehensive COID training covering, at minimum, the following areas:

- Employer obligations and responsibilities.
- Accident and incident reporting.
- Compilation and submission of required documentation.
- Compensation processes and payouts.
- Disputes and objections.
- Definitions and interpretation of workplace accidents.
- Occupational diseases.
- Temporary and permanent disablement.
- Workplace fatalities.
- Management of COID claims.
- Rejected claims and the appropriate response processes.
- Communication and engagement with the Compensation Commissioner.
- Practical guidance on organisational COID compliance.

3. TRAINING METHOD

The training must be conducted physically/in person.

The service provider should provide an interactive training approach that allows participants to engage with practical examples, scenarios and questions relevant to the workplace.

4. TARGET PARTICIPANTS

Training will be provided to HR and Facilities officials, together with members of the Occupational Health and Safety (OHS) Committee.

1. The OHS Committee currently consists of fifteen (15) members. It should be noted that representatives from some of the units listed below are already serving on the OHS Committee. As a result, the number of additional unit representatives required will be reduced accordingly to avoid duplication of representation.

2. The proposed representation is as follows:

- Chief Director: Corporate Services – One (1) representative
- HR Officials – Four (4) representatives
- Facilities and Administration Officials – Two (2) representatives
- OHS Committee Members – Fifteen (15) members

3. Note: The final number of representatives required from the respective units will be adjusted based on the existing composition of the OHS Committee, as some officials from these units are already represented on the Committee.

4. TRAINING DURATION

The service provider must recommend an appropriate training duration sufficient to cover the required learning areas comprehensively.

The proposed duration must be clearly stated in the quotation.

5. TRAINING DATE

The training date will be agreed upon with the successful service provider and must take place before the end of the current financial year.

6. SERVICE PROVIDER REQUIREMENTS

The service provider should demonstrate:

- Relevant expertise and experience in COID/COIDA training.
- Knowledge of occupational injury and disease compensation processes.
- Experience providing training to organisations or public-sector institutions.
- Appropriate qualifications, accreditation and/or professional credentials relevant to the training.
- Ability to provide practical, workplace-oriented training.
- Ability to issue certificates of attendance and/or competence, where applicable.

7. DELIVERABLES

The successful service provider will be expected to:

- Provide the physical COID training session.
- Provide appropriate training materials to all participants.
- Cover all topics specified in the scope of work.
- Facilitate questions, discussions and practical scenarios.

- Provide attendance records.
- Provide certificates to participants, where applicable.
- Provide any relevant post-training reference material.

8. QUOTATION REQUIREMENTS

Interested service providers are requested to submit a comprehensive quotation containing:

- Company name and contact details.
- Company registration details.
- Relevant accreditation or professional credentials, where applicable.
- Detailed training methodology.
- Proposed training programme/content.
- Proposed training duration.
- Facilitator profile and relevant experience.
- Cost per participant and/or total cost for the training.
- A detailed breakdown of all costs.
- Confirmation of whether VAT is included or excluded.
- Confirmation that training materials and certificates are included in the quoted price.
- Validity period of the quotation.
- Availability to conduct the training before the end of the current financial year.

9. PRICING

The quotation should clearly indicate the total cost inclusive of all applicable expenses, including facilitator fees, training materials, certificates, travel and any other associated costs.

Any additional or optional costs must be clearly identified.