



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

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OFFICIAL SPECIFICATION FORM

Specification for:	Occupational Health and Safety Representative (OHSR) training courses			
Directorate:	Human Resource Utilization and Development			
Unit:	HRD			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	x
Departmental Assets	Yes		No	x
Item Description	Quantity			
Specifications for the Appointment of a Training Service Provider to Facilitate Occupational Health and Safety Training 1. Objective The National Department of Sport, Arts and Culture (DSAC) intends to appoint a suitably qualified and accredited training service provider to facilitate the Health and Safety Representative (HSR) Training Courses The purpose of the training is to equip Health and Safety Representatives with the necessary knowledge and skills to effectively perform their responsibilities in accordance with the Occupational Health and Safety Act and related legislation. 2. Estimated Number of Participants Approximately 54 officials have been identified as potential nominees for the training programmes. This number is an estimate only and does not constitute a guarantee of attendance. 3. Training Delivery Approach To improve attendance and minimise fruitless and wasteful expenditure, the service provider shall make provision for three (3) training sessions for each training programme, with an estimated 15-18 participants per session. Following appointment, the Department and the successful service provider will agree on suitable training dates for each session. The Department will invite	Approximately 54 Nominees per targeted training programme			



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nominated officials to select their preferred training session and will communicate the confirmed number of delegates attending each session to the service provider before the commencement of training.

The service provider shall prepare and make the necessary arrangements based on the confirmed number of delegates for each session.

4. Pricing Requirements

Bidders must submit quotations with a detailed cost breakdown for each identified training programme indicating:

- the **cost per delegate**, inclusive of facilitator fees, learner materials, assessments (where applicable), certification, venue hire, refreshments, lunch and all other associated training costs;
- the **estimated total cost** based on 54 delegates for evaluation purposes.

The Department will process payment **per training session** based on the actual confirmed number of delegates who attended the training. **N.B The estimated total number of delegates is provided solely for quotation and evaluation purposes and should not be construed as a commitment or guarantee by the Department. The actual number of delegates may vary and will be confirmed as required.**

5. Venue and Catering

The service provider shall:

- provide a suitable training venue within a **20 km radius of Pretoria CBD**;

Refreshments:

The service provider must provide bottled water during the training and refreshments according to the dietary requirements of the attendees:

Tea and coffee must be available at any time during the training.

The service provider must make provision for halal and for Vegetarians when required.

Tea at 10:00

Coffee, Tea, Juice





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Assorted Muffins or Scones

Lunch at 13H00

- 1 Protein
- 2 Vegetables (Warm and Cold)
- 1 Starch
- 1 Soft drink

6. Service Provider Requirements

The service provider must:

- demonstrate relevant experience in facilitating the required Occupational Health and Safety training programmes by submitting evidence of similar work successfully completed;
- submit a detailed training proposal for each programme, including the course outline, methodology, duration and intended learning outcomes;
- provide proof of accreditation with the relevant quality assurance body to offer the proposed training programmes;
- ensure that certificates issued are valid for at least **two (2) years**;
- certification complies with applicable legislative and accreditation requirements;
- provide suitably qualified and experienced facilitators.

The training required must cover the following areas:

Summative assessment

- A written assessment and practical exercise to be completed at the end of the course.
- Various activities must be completed including the practical.

Course outline

- Sections of the OHS Act pertaining to the representatives.
- The duties and functions of the H&S representative, such as conducting monthly workplace inspection.
- The H&S Rep functions during the quarterly health and safety committee meetings, which they are members of.
- Introduction to incident investigations.





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- Hazard identification & risk assessments.
- The course must cover the legal aspects of the OHAS Act.
- The rights, powers, functions and duties of the workplace health and safety representative and how any health, safety and environmental matters may be handled.
- A practical component that will allow the learner to conduct a practical exercise.

Duration of the course:

1-day course.

NQF Level: 2 | Credits: 3

Requestor: Name (in print)	Signature	Date
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Director/ Delegate: Name (in print)	Signature	Date
Ms Z. Lamati		
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Note: Department doesn't provide tools of trade to the service providers

