HEAD OFFICE
Regus Building Office
169 Oxford Road
Cradock Square
Rosebank
Johannesburg, 2196
Tel:(011) 372 3300

EASTERN CAPE
Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
Regus Bloemfontein
Unipark Building
Vodacom Lane, Nobel Str
Brandwag
Bloemfontein, 9301
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
112 Main Street
9th Floor
Marshalltown
Johannesburg CBD, 2001
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Kent House
1 Neptune Road
Westville
Durban, 3629
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
89B Biccard Street
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE
Montrio Corporate Park
Monument Heights
10 Oliver Road
Kimberly, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST
Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

BID NO: SCMU: 09 - 2026/27

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A REGISTERED SERVICE PROVIDER TO RENDER OCCUPATIONAL HEALTH AND SAFETY (OHS) COMPLIANCE SERVICES FOR THE NINE (9) ETDP SETA PROVINCIAL OFFICES AND AT THE HEAD OFFICE (*Based in Gauteng Province)*

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the Education Training and Development Sector.

The ETDP SETA will host a ***NON- COMPULSORY*** virtual briefing session for **BID NO: SCMU: 09 - 2026/27** – *Appointment of a registered service provider to render Occupational Health and Safety (OHS) Compliance services for the nine (9) ETDP SETA provincial offices and at the head office (based in Gauteng Province) on* **02 December 2026** at **11h00 – 13h00**. Access details will be available on www.etdpseta.org.za as from **12h00** on **29 November 2026**. Kindly note that interested service providers may submit their questions until **02 December 2026**. ***No further questions will be accepted after this date.*** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES OF THE PROJECT

2.1. PURPOSE OF THE PROJECT

The purpose of this bid is to appoint a registered service provider to render Occupational Health and Safety (OHS) services in terms of the Occupational Health and Safety Act 85 of 1993, for the nine (9) ETDP SETA Provincial Offices and at the Head Office which is based in Gauteng Province.

NB: The physical addresses of the offices are provided in Annexure A. Bidders should note that these addresses may change during the contract period due to the accommodation requirements of individual offices. Should an office relocate during the contract period, the new premises will remain within the same province.

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3. PROJECT SCOPE AND REQUIREMENTS

3.1. PROJECT SCOPE

3.1.1. Advise the ETDP SETA on occupational health and safety matters.

3.1.2. Advice on all health and safety risk assessments.

3.1.3. Advise on compliance with Occupational Health and Safety Regulations.

3.1.4. Conduct Occupational Health and Safety related surveys.

3.1.5. Advise the ETDP SETA on compliance matters and provide reports to management and various committees and governance structures within the organization as and when required.

3.1.6. Advise the ETDP SETA on all health, safety, quality, and environmental matters and to ensure that such advice is incorporated into day-to-day processes and operations.

3.1.7. Provide support and expertise to the ETDP SETA on incident investigations and reporting (including dangerous occurrences and occupational diseases).

3.1.8. Review and advise on existing policies to maximize compliance with all Health and Safety Regulations.

3.1.9. Assist in the development of OHS action plans.

3.1.10. Assist and lead in conducting evacuation exercises for fire and other emergencies at all the ETDP SETA Offices.

3.2. PROFILE OF SERVICE PROVIDER

The service provider must have the necessary qualifications, experience and expertise in Occupational Health and Safety in the Republic of South-Africa as per the mandatory and functionality requirements on **paragraphs 7.2 and 7.3** below.

3.3. PROJECT REQUIREMENTS

3.3.1. The service provider must provide proof of relevant qualifications and registration with accredited institutions on Occupational Health and Safety.

3.3.2. The service provider must provide names and contact details of a minimum of three referees who can provide an objective assessment of the projects previously undertaken in a company letter head.

3.3.3. The bidder must provide proof of experience on matters relating to occupational health and safety in a working environment.

3.3.4. The service provider must have at least a minimum of three (3) years' experience in Occupational Health and Safety consulting to include but not limited to: conducting

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Compliance Audits, Risk Assessments, understanding and the ability to interpret related legislation on OHS and Safety standards.

3.3.5. Project Manager must have at least three years of experience in conducting and managing similar projects, Attach CV - the CV must clearly indicate the projects, date/period of implementation, names of clients and client contact details).

4. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED TO FACTOR NECESSARY COST ADJUSTMENTS FOR SUBSEQUENT YEARS, THEN ALL LINE ITEMS MUST BE INCLUDED IN THE ORDER AS STATED BELOW.

SEE ATTACHED ANNEXURE B

5. DURATION OF THE PROJECT

5.1 The successful service provider will be required to enter into a formal contract with the ETDP SETA by signing a Service Level Agreement **(SLA).** The contract will become effective on the date of last signature and will be initiated through a commencement meeting between the two parties.

5.2 The duration of the contract is for a period up to **31 March 2030** effective from **the date of last signatory on the Service Level Agreement (SLA).**

6. METHOD OF SUBMISSION

Bidders must submit a bid proposal on a USB stick, in a clearly marked envelope with bidder's details and bid reference number.

There must be three folders in the USB covering the following stages.

Folder A: Stage 1: Administrative Requirements.
Folder B [PHASE A]: Stage 2: Mandatory Requirements.
[PHASE B]: Stage 3: Functionality Evaluation
Folder C: Stage 4: Price and Specific Goals.

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the tender submissions.

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7. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. The bidders that meet the mandatory requirements will further be evaluated on Functionality and if they meet the minimum qualifying score, they will proceed to price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

7.1. STAGE 1: ADMINISTRATIVE COMPLIANCE [Folder A (USB)]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: • **SBD 1 -** Invitation to Bid • **SBD 4 -** Declaration of Interest • **SBD 6.1** – Specific Goals	
Completion in full of the General Conditions of Contract (GCC)	
Submit a *"Unique security personal identification number (PIN) issued by SARS"* ***which the SETA will use to verify the bidder's tax matters prior to the award***	

7.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B (USB)]

Mandatory Requirement	Method of Evaluation
7.2.1. Valid proof of registration of the company.	- Proof of Companies and Intellectual Property Commission (CIPC) registration ***(Mandatory)***
7.2.2. Technical persons registration with either of the following bodies, **See Annexure C attached.**	- Valid proof of registration ***with either of the following***: • the South African Institute of Occupational Safety and Health **(SAIOSH) or**

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	• South African Council for the Project and Construction Management Professions **(SACPCMP) or** • Registration as an Occupational Hygienist.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

7.3. STAGE 2: PHASE B - FUNCTIONALITY [Folder B (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated using the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be 80 points, and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**

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The evaluation criteria for functionality will be as follows:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1	**Experience & References of service providers in doing business of similar nature in an organization. 25** **1.1. Contactable references of the company in conducting similar projects** (to be submitted on a signed referee's company letterhead indicating when the project was carried out). ***[Each reference letter must clearly indicate.** • ***the name of the bidder and the project*** • ***objectives of the project (nature of the project)*** • ***recommendation and contact details of the referee as well as proof of completed project(s) and*** • ***the letter must be signed by the referee.*** ***NB: If any of the above information is omitted, the bidder will not be allocated points.***	• Must have successfully completed 5 or more similar projects • Must have successfully completed between 3 - 4 similar projects • Less than 3 projects	**25** **20** **0**
2	**Qualifications and work experience (**Provide a comprehensive curriculum vitae (CV), including a minimum of three (3) contactable references who can verify the successful completion of similar projects, together with certified copies of the relevant academic qualifications. **(40)** **2.1. Relevant qualifications of the Project Manager** (provide a C.V indicating the qualifications required and certified copies of relevant academic qualification(s)**.**	▪ Hons Degree or above qualification in Safety Management. ▪ Bachelor's Degree or Advanced Diploma in Safety Management.	**10** **08**

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		▪ National Diploma or Advanced Certificate in Safety Management.	**04**
	2.2. Experience of Project Manager: (10) (Attach CV - the CV must clearly indicate the projects, date/period of implementation, names of clients and client contact details)	• **3 or more** years • **Less** than 3 years	**10** **0**
	2.3. Relevant **qualification of the technical person**/s in Occupational Health and Safety (Attach CV indicating the qualifications required and certified copies of relevant academic qualification(s)**.**	▪ Batchelor's Degree or Advanced Diploma in Safety Management. ▪ National Diploma or Advanced Certificate in Safety Management ▪ National Higher Certificate in Safety Management.	**10** **08** **05**
	2.4. Relevant **experience of the technical person**/s (Attach CV - the CV must clearly indicate the projects, date/period of implementation, names of clients and client contact details ***NB: Experience of the project manager and technical persons must be relevant to the project.***	▪ 3 or more years ▪ **Less** than 3 years	**10** **0**
3	**Detailed and comprehensive delivery plan: 35** To provide a plan and work methodology to cover the requirements as per the scope of work on paragraph 3 above with timelines.	▪ All aspects as per the scope of work covered ▪ Not all aspects as per the scope of work covered	**35** **0**
TOTAL			**100**

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

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7.4 STAGE 3 - PRICING & SPECIFIC GOALS [Folder C (USB)]

PRICING SCHEDULE DOCUMENTS

a. Costing Model ***(Price must be final, include VAT and signed)***

b. **SBD 6.1 -** Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 ***- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals***

80/20 preference point system shall be applicable as follows:

✓	Price	**80**
✓	Allocation of specific goals	**20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

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8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission **(CIPC)** or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **120 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only,** from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture MUST provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.
13. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

9. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
   - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*

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Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.

3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*
4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual" .*

10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must be** downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 16 November 2026.**

Bidders must submit technical and financial proposals in one **(1) USB** clearly marked "**Folder A – Administrative Requirements, Folder B – Mandatory & Functionality Requirements "and "Folder C – Pricing & Specific Goals".**

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals (completed in [one (1) USB] ***No hard copies will be accepted***, the USB must be courier or hand delivered to:

The ETDP SETA – Gauteng Provincial Office
112 Main Street
9th Floor
Johannesburg CBD
2091

Submissions can be delivered into the tender box **between 08h00 and 16h30 Monday** to Friday BEFORE the closing date and time of **11h00 on 10 December 2026.**

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 10 December 2026.

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12. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.

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