



INDEPENDENT DEVELOPMENT TRUST

Invitation to Bid for Risk Assessment for Building Occupancy

BID REFERENCE: HO/OHS-RISK-ASSESSMENT-23/08/2024

TERMS OF REFERENCE

Invitation to Bid for the Risk Assessment for Building Occupancy

Assignment Bid	:	Risk Assessment for Building Occupancy
Bid Reference Number	:	HO/OHS-RISK-ASSESSMENT-23/08/2024
Procurement Type	:	RFQ
Compulsory site visit	:	30/08/2024 @10am
Issued date	:	23/082024
Closing Date	:	09/09/2024
Bid Validity Period	:	90 days
Location of Assignment	:	National Office
Inquiries	:	OHSriskassessment@itd.org.za

1. BACKGROUND

The IDT is a Schedule 2 state owned entity that manages the implementation and delivery of critically needed social infrastructure programmes on behalf of government. The social infrastructure programmes include public schools, hospitals, courts, correctional services

facilities, clinics, community centres, government offices. The IDT reports to the Minister of Public Works who is the Shareholder representative and its Executive Authority. Its National Office is located in Pretoria and has regional offices in all of the country's nine provinces.

2. OBJECTIVE

The objective of this bid is to appoint a suitably qualified and experienced service provider to assist IDT with Occupational Health and Safety (OHS) Risk Assessment to assess whether building occupants are subject to unnecessary risk.

3. SCOPE OF WORK

Bidders to provide quotations for the **OHS Risk Assessment for Building Occupancy**
IDT Head Office
Cnr Oberon & Sprite Streets
Faerie Glen
Pretoria
0043

The following will be required from the Bidders:

- 3.1. Identify the risks and hazards which the building might be exposed to
 - 3.1.1 Identify safe escape routes and develop an Evacuation Plan
 - 3.1.2 Source specialist input e.g. Structural assessment
 - 3.1.3 Recommend suitable prevention and mitigation measures for the building
 - 3.1.4 Maximum number of occupants that should be stationed in the building
 - 3.1.5 Assembly area
 - 3.1.6 Develop OHS Standard operating procedures
 - 3.1.7 Recovery plans to ensure employee safety during and after a crisis
 - 3.1.8 Develop Emergency procedure manual

4. EXPECTED RESULTS

IDT hereby invites quotations from suitably qualified Bidders for the **OHS Risk Assessment for Building Occupancy**

- 4.1 Status of the safety of the building.
- 4.2 OHS plan: The service provider shall also ensure that all applicable documents i.e risk assessment check-lists, and procedures have been completed and kept in an updated status
- 4.3 Ensure that the work environments are safe from occupational health and safety hazards.

5. PROCUREMENT APPROACH

5.1 Price Declaration Form

Please indicate your total RFQ price here:
R_____ (compulsory)

Important:

It is mandatory to indicate the total RFQ price as requested above. This price must be the same as the total RFQ price in the pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

The following must be noted:

- 5.1.1 All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- 5.1.2 All prices must be firm and fixed from the RFQ closing date and for the duration of the contract.
- 5.1.3 All bidders must cost according to the costing template provided or this will lead to disqualification.
- 5.1.4 The cost of delivery, labour etc. must be included in the proposal.

5.2. Tender Returnable Requirements

Bidders shall submit all mandatory documents as indicated in the Table 1 below for evaluation purposes. Failure to submit these documents by the Bidder shall be regarded as non-responsive / mandatory non-performance / non-compliance and the Bidder's submission shall be disqualified.

Table 1: Tender Returnable Requirements to be submitted for Evaluation.

Document that must be Submitted	Mandatory for the RFQ	Non-Submission will Result in Disqualification
SBD 1	Yes	Invitation to Bid - Complete and sign the supplied document
CIPC Documents	Yes	CIPC Registration Documents

Document that must be Submitted	Mandatory for the RFQ	Non-Submission will Result in Disqualification
Certified copies of the Directors IDs	yes	
Tax Pin	Yes	<p>Bidders must ensure compliance with their tax obligations, by providing one of these listed below:</p> <ul style="list-style-type: none"> • Unique personal identification number (PIN) issued by SARS. • Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za. • In quotes where consortia / joint ventures / sub-contractors are involved; each party must submit a separate Tax Pin and CSD Summary Report
SBD 4	Yes	Declaration of Interest – Complete & sign the supplied document
Professional registration accredited	YES	Professional registration with the accredited body eg: NHBRC, ECSA etc.
Registration on Central Supplier Database (CSD)	Yes	<p>The Bidders must be registered on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.</p> <p>Bidders must provide proof of registration.</p>
Letter of Good Standing	Yes	Bidders to submit a valid Letter of Good Standing issued by the Department of Labour or RMA.

We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of the offer, we will commence with delivery when required to do so by the Client.

Name _____ of _____ Bidder: _____
Signature of Bidder: _____ Date: _____

8. EVALUATION CRITERIA FOR FUNCTIONALITY

8.1 All submissions must be clearly marked: “**For attention: Supply Chain Management**” with the **RFQ Number** included and **hand delivered**. The Tender Box is situated at the inside IDT. The address is: -

**The Procurement Officer
Independent Development Trust
Cnr Oberon & Sprite Streets
Faerie Glen
Pretoria
0043**

8.2 Bid documents shall only be considered when received by or before the closing date and time which is **09 September 2024 at 12H00 according to the clock on the wall of IDT**

8.3 The bidder(s) are required to submit **1 original copy and 1 soft copy** as follows: -

8.3.1 One (1) original

8.3.2 One (1) duplicates

- 8.4 Submission must be marked correctly and sealed for ease of reference during the evaluation process.
- 8.5 Bidders are requested to initial each page of the RFQ document on the right-hand side at the bottom of each page.
- 8.6 This RFQ is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- 8.7 No responses will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state.

9 CONTACT AND COMMUNICATION

- 9.1 All communication and enquiries shall be in writing (via email), to the following email address, OHSriskassessment@itd.org.za. IDT will communicate with all Bidders where clarity regarding this RFQ is sought.
- 9.2 **Clarification questions from bidders will be closed ONE (1) day before date of closure on the RFQ.**
- 9.3 Any communication to an official in respect of the RFQ between the closing date and the award of the contract by the Bidders is prohibited.
- 9.4 If a Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by IDT (other than minor clerical matters), the Bidders must promptly notify IDT in writing of such discrepancy, ambiguity, error or inconsistency in order to afford IDT an opportunity to consider what corrective action is necessary (if any).
- 9.5 Any actual discrepancy, ambiguity, error, or inconsistency in the RFQ or any other information provided by IDT will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.
- 9.6 All persons (including Bidders) obtaining or receiving the RFQ and any other information in connection with the RFQ must keep the contents of the RFQ and other such information confidential, and not disclose or use the information except as required for the purpose of developing a response to the RFQ.

10 LATE SUBMISSION

10.1 Late responses to the RFQ will not be accepted.

10.2 All dates and times in this RFQ are in accordance to the South African standard calendar and time.

10.3 Any time or date in this RFQ is subject to change at IDT discretion. The establishment of a time or date in this RFQ does not create an obligation on the part of IDT to take any action or create any right in any way for any Bidders to demand that any action be taken on the date established.

10.4 The Bidders accepts that, if IDT extends the deadline for the RFQ submission (the closing date) for any reason, the requirements of this RFQ otherwise apply equally to the extended deadline.

11 EVALUATION OF BIDS

11.1 There will be **Three (3) stages** in the evaluation of the bids: -

11.1.1 **Stage 1 – Mandatory Requirements Criteria**

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 1**. No points or score will be allocated in criteria, either Bidders comply or do not comply. Non-compliance will result in disqualification.

Table 2:Mandatory Requirements

Description	Compliant	Non-Compliant
CIPC Registration Documents		
Copies of the Directors IDs		
Tax Pin		
CSD Report		
Letter of Good Standing		
Completed and signed Bid Document including SBD's Documents		

11.1.2 **Stage 2 - Technical / Functionality Evaluation**

11.1.2.1 **Only** bids that comply with the indicated **Mandatory Requirements** will be considered for the Technical / Functional Evaluation Stage.

11.1.2.2 The Technical / Functional Evaluation criteria for this bid is indicated in **Table 3** including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidders are required to achieve a minimum of **80 points** out of **100 points** to proceed to Stage 3 (Price and B- BBEE).

11.1.2.3 Bidders must ensure that their proposals contain all information required in **Table 1** to assess the highlighted criteria.

Table 3: Service Providers Experience Evaluation Criteria

References	No. of Letters	Points Claimed
Proof of experience of a Service Provider must be submitted (report with pictures for previous work completed)	3 and more	25
	2	14
	1	7
		0
Total Points Claimed		25

Table 4: Qualifications Experience

Resources	Years of Experience	Points Claimed
Submit CVs and certified qualifications of the key personnel involved in the day to day management of the company.	All qualifications	25
	Less 0-1	5
	less 2 -3	10
	Less 4-5	15
	6 and above	25
Total Points Claimed		25

Table 5: Experience

Resources	Years of Experience	Points Claimed
Bidders must provide at least 3 references for similar projects (OHS Risk Assessment)	11 and more	25
	7-10	14

completed within the past 5 years. (Bidder must provide proof in the form of: - 1) Referral letters All these must have been issued and signed by the client on their company letterheads. Contact details of the client shall be in the documents to allow IDT to conduct verifications or reference checks.	4-6	7
	Less than 3	0
Total Points Claimed		25

11.1.3 **Stage 3 – Price and preferential points**

11.1.3.1 Bidders must fully complete the Pricing Schedule in **Table 5** below. The bid will.

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12 VALIDITY PERIOD OF THE RFQ

12.1 The validity period of this RFQ shall be **90 days** from the closing date.

13. ENQUIRIES

13.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this bid document, please refer your enquiries, in writing, to the contact person(s) listed below.

13.2 Enquiries regarding this bid must be addressed to OHSriskassessment@itd.org.za

14. CLOSURE AND SUBMISSION OF BID

The bid closes on **09 September 2024**. Bids must be submitted in a sealed envelope, and deposited in tender boxes at the IDT head office, Glenwood Office Park, Cnr. Sprite & Oberon Streets, Faerie Glen, Pretoria.

It is the responsibility of the Bidder to ensure that all documents supporting his/her bid are submitted on time and as required.

15.PRICING SHCEDULE

Bidders to submit a price proposal on the company letter head.