



Karoo Hoogland

Munisipaliteit / Municipality

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R0.00 up to a transaction value of R300 000.00 (VAT inclusive)
(For Publication on Karoo Hoogland Website and Notice Boards)

QUOTATION NUMBER: R15/9/1173/2026-2027

ADVERTISING DATE: 13 October 2026

CLOSING DATE: 20 October 2026

CLOSING TIME: 12h00

Karoo Hoogland Municipality hereby invites suitably qualified and experienced service providers to submit written quotations for:

RFQ DESCRIPTION: PROVISION OF ACCREDITED OCCUPATIONAL HEALTH & SAFETY AND EXCEL TRAINING – LOT 1 AND LOT 2

The following conditions will apply:

- Late quotations will not be accepted.
- Price(s) quoted must be valid for at least 90 days from closing date of quotation.
- Price(s) quoted must be firm, inclusive of VAT and all-inclusive of the costs specified in this RFQ.
- This RFQ will be evaluated separately per Lot in terms of the 80/20 preference point system as stipulated in this RFQ.
- Quotations are subject to the Preferential Procurement Regulations, 2022.
- The successful bidder(s) will be determined per Lot, subject to responsiveness, the evaluation criteria, applicable SCM requirements, available budget and the Municipality's right to award one or both Lots.
- Payments to the successful provider will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality.
- Failure to comply with the requirements of this RFQ may invalidate the quotation submitted.

Required Returnable Documentation:

Bidders must submit the following:

- CSD Registration Report: <https://secure.csd.za>
- Valid Tax Compliance Status
- Company Registration Documents (e.g. CK document).
- Certified ID copies of directors/shareholders
- Municipal account not older than 3 months, lease agreement or SAPS affidavit accompanied by a ward councillor confirmation.
- Proof of relevant training accreditation for the training programme(s) quoted for.
- Copies of relevant qualifications and/or competency certificates of proposed facilitator(s)/trainer(s).
- Company profile and relevant experience in providing similar accredited training.
- At least two references for similar training services completed, where available.
- Completed and signed Pricing Schedule and Technical Compliance Schedule for each Lot quoted for.
- Completed MBD Forms:
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (Specific Goals – ID documents of the directors and shareholders must be attached)
 - MBD 8 (Declaration of Bidders past supply chain management practices)
 - MBD 9 (Certificate of independent Bid determination)
 - MBD 15 (Municipal accounts / declaration as required by the Municipality)

NB: No quotation will be considered from persons in the service of the state!

Mr. J Jonkers
MUNICIPAL MANAGER

SCOPE OF WORK

PROVISION OF ACCREDITED OCCUPATIONAL HEALTH & SAFETY AND EXCEL TRAINING – LOT 1 AND LOT 2

1. PURPOSE

Karoo Hoogland Municipality requires the services of suitably qualified and accredited training service providers for the provision of Occupational Health & Safety and Excel training to municipal employees.

2. NUMBER AND ALLOCATION OF LEARNERS

The Municipality intends to provide training to a total group of 81 employees. The indicative allocation is 62 learners for Lot 1 (OHS) and 19 learners for Lot 2 (Excel), subject to the Municipality's training needs.

The indicative number of learners stated in the Pricing Schedule will be used for quotation and evaluation purposes. The final number of learners per programme will be confirmed by the Municipality prior to the issuing of the official order. Some employees may attend more than one training programme. The final number of learners per programme will be confirmed by the Municipality with the appointed service provider prior to commencement of the applicable training.

3. LOT 1 – OCCUPATIONAL HEALTH & SAFETY TRAINING

No.	Training Programme	Number of learners	NQF Level
1	Investigate Workplace Incidents	11	NQF Level 3
2	Demonstrate Knowledge and Understanding of Relevant Current Occupational Health and Safety Legislation	13	NQF Level 4
3	Apply Health and Safety to a Work Area	13	NQF Level 2
4	Explain Basic Health and Safety Principles in and Around the Workplace	13	NQF Level 2
5	Demonstrate Knowledge and Application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the Responsibilities of Management in Terms of the Act	12	NQF Level 4

LOT 2 – EXCEL TRAINING

No.	Training Programme	Number of learners	NQF Level
1	Excel Training	19	NQF Level 2

4. ACCREDITATION AND TRAINING REQUIREMENTS

The service provider must be suitably qualified and, where applicable, accredited to provide the training programme(s) quoted for.

Proof of accreditation must be submitted with the quotation for each accredited training programme quoted for.

The service provider must provide suitably qualified and competent facilitator(s)/trainer(s). Copies of relevant facilitator/trainer qualifications and/or competency certificates must be submitted.

Training must be delivered in accordance with the detailed Scope of Training attached to this RFQ (Annexure A).

Where assessment forms part of the applicable unit standard, the required assessments must be conducted.

Attendance registers must be maintained for each training programme.

Certificates must be issued to learners who successfully complete the applicable training and assessment requirements.

All required training material must be supplied by the service provider unless otherwise agreed in writing before commencement of training.

5. TRAINING ARRANGEMENTS

The exact training dates and final allocation of learners will be agreed between the Municipality's Human Resources Department and the successful service provider after appointment, taking into consideration the Municipality's operational requirements and the availability of the appointed service provider/facilitator.

All training will be conducted as in-house training at a venue designated by Karoo Hoogland Municipality. The final arrangements may include the training dates, daily programme, duration of each programme and learner allocation. Meals and/or refreshments for learners and facilitator(s)/trainer(s) during the training, including the provision and supply thereof by the service provider.

The quotation must be all-inclusive and must include all costs necessary for the successful delivery of the training, including facilitator/trainer fees, training material, assessments, certificates, travel, accommodation, meals and/or refreshments for learners and facilitator(s)/trainer(s) during the training, including the provision and supply thereof by the service provider, and any other costs necessary for successful delivery. No additional costs will be accepted unless expressly approved by the Municipality in writing before the training commences.

6. DETAILED SCOPE OF TRAINING

The detailed Scope of Training prepared by the Human Resources Department forms an integral part of this RFQ (Annexure A). The service provider must ensure that its proposed training complies with the applicable requirements contained in the Scope of Training.

The six training programmes comprise five Occupational Health & Safety programmes under Lot 1 and one Excel training programme under Lot 2. The detailed outcomes and assessment criteria are contained in Annexure A – HR Scope of Training.

PRICING SCHEDULE

Bidders may quote for Lot 1, Lot 2, or both Lots. A bidder quoting Lot 1 must quote for all five OHS training programmes. A bidder quoting Lot 2 must quote for the Excel training programme. A separate pricing schedule must be clearly identified for each Lot quoted. Service providers must quote a total firm price, inclusive of VAT, for the indicated number of learners for each training programme listed under the Lot quoted for.

LOT 1 – OCCUPATIONAL HEALTH & SAFETY TRAINING

No.	Training Programme	Indicative Number of Learners	Total Price incl. VAT	Quoted (Yes/No)
1	Investigate Workplace Incidents – NQF Level 3	11	R _____	Yes / No
2	Demonstrate Knowledge and Understanding of Relevant Current Occupational Health and Safety Legislation – NQF Level 4	13	R _____	Yes / No
3	Apply Health and Safety to a Work Area – NQF Level 2	13	R _____	Yes / No

4	Explain Basic Health and Safety Principles in and Around the Workplace – NQF Level 2	13	R _____	Yes / No
5	Demonstrate Knowledge and Application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the Responsibilities of Management in Terms of the Act – NQF Level 4	12	R _____	Yes / No
	TOTAL LOT 1 – OHS TRAINING	62	R _____	

LOT 2 – EXCEL TRAINING

No.	Training Programme	Indicative Number of Learners	Total Price incl. VAT	Quoted (Yes/No)
1	Excel Training – NQF Level 2	19	R _____	Yes / No
	TOTAL LOT 2 – EXCEL TRAINING	19	R _____	

ALL-INCLUSIVE PRICING CONFIRMATION

Cost item	Included in quoted price	VAT treatment	Bidder confirmation
Training material, assessments and certificates	YES / NO	Included in VAT-inclusive price	_____
Travel costs of facilitator(s)/trainer(s)	YES / NO	Included in VAT-inclusive price	_____
Accommodation costs and all meals of facilitator(s)/trainer(s), where required	YES / NO	Included in VAT-inclusive price	_____
Meals and/or refreshments for learners and facilitator(s)/trainer(s) during the training-- including provision and supply by the service provider	YES / NO	Included in VAT-inclusive price	_____
Any other cost necessary for complete delivery of the training	YES / NO	Included in VAT-inclusive price	_____

Pricing Conditions

The bidder must quote a total price inclusive of VAT for the indicative number of learners stated for each training programme. The quotation must be all-inclusive and must include all costs necessary for the successful delivery of the training, including facilitator/trainer fees, training material, assessments, certificates, travel, accommodation and all meals for facilitator(s)/trainers(s), meals and/or refreshments for learners and facilitator(s)/trainer(s) during the training, and any other costs necessary for successful delivery.

Some employees may attend more than one training programme. The final number of learners per programme will be confirmed by the Municipality after appointment and before commencement of training.

The Municipality will not be obliged to utilise the full indicative number of learners or both Lots unless expressly stated in the official order/appointment.

EVALUATION OF QUOTATIONS

Quotations will be evaluated in accordance with the Municipality's approved Supply Chain Management Policy, the Preferential Procurement Regulations, 2022, and the requirements stated in this RFQ.

Stage 1 – Administrative Compliance

- Submission of the required returnable documentation.
- Completion and signing of the applicable MBD forms.
- Valid CSD registration and Tax Compliance Status.
- Compliance with municipal account requirements.

Stage 2 – Technical / Scope Compliance

- The service provider must show, from the documents submitted with the quotation, that it is able to provide the relevant training programme(s).
- Proof of accreditation must be submitted where accreditation is applicable.
- Relevant facilitator/trainer qualifications must be submitted.
- The quotation must comply with the detailed Scope of Training attached to this RFQ (Annexure A).

Stage 3 – Price and Preference Points

Responsive quotations will be evaluated separately for each Lot using the 80/20 preference point system. A maximum of 80 points will be awarded for price and 20 points for the specific goals stated in MBD 6.1.

For each Lot, the price component will be based on the total Lot price quoted for the indicative number of learners stated in the Pricing Schedule.

The specific goals and supporting evidence applicable to this RFQ are contained in the Municipality's MBD 6.1 included in this document.

The Municipality reserves the right to award Lot 1 and Lot 2 separately, to the same service provider or to different suitably qualified service providers, subject to the Municipality's SCM requirements, available budget and the final allocation of learners.

Price Points Formula – 80/20 System

$$Ps = 80 \times [1 - ((Pt - Pmin) / Pmin)]$$

Where: Ps = points scored for price; Pt = price of the quotation under consideration; Pmin = price of the lowest acceptable quotation.

TECHNICAL COMPLIANCE SCHEDULE

LOT 1 – OCCUPATIONAL HEALTH & SAFETY TRAINING

No.	Requirement	Supplier Response	Supporting Document / Page
1	Able to provide Investigate Workplace Incidents – NQF 3	Yes / No	_____
2	Able to provide Relevant Current OHS Legislation – NQF 4	Yes / No	_____
3	Able to provide Apply Health and Safety to a Work Area – NQF 2	Yes / No	_____
4	Able to provide Basic Health and Safety Principles – NQF 2	Yes / No	_____
5	Able to provide OHS and Management Responsibilities – NQF 4	Yes / No	_____
6	Accreditation and facilitator qualification evidence submitted	Yes / No	_____

LOT 2 – EXCEL TRAINING

No.	Requirement	Supplier Response	Supporting Document / Page
1	Able to provide Excel Training – NQF 2	Yes / No	_____

ENQUIRIES

Technical Enquiries		SCM Enquiries	
Name:	Adrian Booysen	Name:	Diana Vermeulen
Tel:	053 285 0998	Tel:	053 285 0998
Email:	a.booyesen@karoohoogland.gov.za	Email:	d.vermeulen@karoohoogland.gov.za

SUBMISSION DETAILS

Quotations must be submitted as follows. A bidder may quote for one or both Lots. Where both Lots are quoted, the bidder must clearly separate and identify the pricing for Lot 1 and Lot 2 in the submission:

- via email to d.vermeulen@karoohoogland.gov.za; or
- by hand delivery to the SCM Office at 2 Mulder Street, Williston.

Hand-delivered quotations must be submitted in a sealed envelope and clearly mark:

RFQ DESCRIPTION: PROVISION OF ACCREDITED OCCUPATIONAL HEALTH & SAFETY AND EXCEL TRAINING – LOT 1 AND LOT 2.

Closing Date: 20 October 2026

Closing Time: 12h00

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
2. Any person having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of bidder or representative: _____

3.2 Identity number: _____

3.3 Position occupied in the company (director, trustee, shareholder):

3.4 Company registration number: _____

3.5 Tax reference number: _____

3.6 VAT registration number: _____

3.7 The names of all directors/trustees/shareholders, their identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars: _____

¹MSCM Regulations: "In the service of the state" means to be-

(a) a member of

- (i) any municipal council,
- (ii) provincial legislature, or
- (iii) the national Assembly or National Council of Provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, public entity or constitutional institution;

(e) a member of the accounting authority of any public entity; or

(f) an employee of Parliament or a provincial legislature.

²Shareholder" means a person who owns shares in the company and is actively involved in the management and control of the company.

3.9 Have you been in the service of the state for the past twelve months? YES / NO

3.9.1 If yes, furnish particulars: _____

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state who may be involved in the evaluation or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars: _____

3.11 Are you aware of any relationship between any other bidder and persons in the service of the state who may be involved in the evaluation or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars: _____

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state? YES / NO

3.12.1 If yes, furnish particulars: _____

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state? YES / NO

3.13.1 If yes, furnish particulars: _____

3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders have any interest in any other related companies or businesses whether or not they are bidding for this contract? YES / NO

3.14.1 If yes, furnish particulars: _____

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Capacity:

.....
Date:

.....
Name of Bidder:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

(This form is in use from 1 September 2024)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Either the **80/20 preference point system** will be applicable in this RFQ. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined

- by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		
P _s	=	Points scored for price of tender under consideration
P _t	=	Price of tender under consideration
P _{min}	=	Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$
Where		
P _s	=	Points scored for price of tender under consideration
P _t	=	Price of tender under consideration
P _{max}	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of-
- (a) an invitation for tender for income-generating contracts that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of the state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth - Ownership percentage as reflected on the tenderer's Central Supplier Database (CSD) registration.				
Ownership – 51% or more ownership as reflected on CSD	2	4		
Ownership – Less than 51% ownership as reflected on CSD	5	10		
*Locality	5	10		
Total Points	10	20		

LOCALITY

Local area of supplier	Number of Points for Preference	
A municipal services account with a business premises address(es) must been attached?	80/20	90/10
Within the boundaries of the Karoo Hoogland Municipality	10	5
Within the boundaries of Namakwa District Municipality	6	3
Within the boundaries of the Northern Cape	4	2
Outside of the boundaries of the Northern Cape	0	0

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 VAT registration number:

5.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

- ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

5.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

5.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Street address of business:

.....

Registered municipal account number:

5.8 Total number of years the company/firm has been in business:

5.9 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and

directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes s	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

KAROO HOOGLAND MUNICIPALITY MBD 15 - CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES (To be signed in the presence of a Commissioner of Oaths)				
I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf on:		(Name of Enterprise)		
I hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Karoo Hoogland Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.				
To the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.				
If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards any Municipality in respect of which payment is overdue for more than 30 days;				
PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER			MUNICIPAL ACCOUNT NUMBER	
FURTHER DETAILS OF THE BIDDER'S (Directors / Shareholders / Partners, etc.):				
Director / Shareholder / Partner	Physical address of the Business	Municipal Account Number (s)	Physical / Residential address of the Director / Shareholder / Partner	Municipal Account Number (s)
NB: PLEASE ATTACH CERTIFIED COPY(IES) OF IDENTITY DOCUMENT(S). Failure to comply will result in your bid being marked as non-responsive.				
NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.				
NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL).				
Therefore, hereby agrees and authorises the Karoo Hoogland Municipality to deduct the full amount outstanding by the Tenderer or any of its directors / members / partners from any payment due to the tenderer; and				
I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule				

may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

NAME OF ENTERPRISE:

NAME (PRINT):

CAPACITY:

SIGNATURE:

DATE:

COMMISSIONER OF OATHS

Signed and sworn to before me at _____, on this

_____ day of _____ 20__ by the Deponent,

who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

COMMISSIONER OF OATHS:

Position: _____

Address: _____

Tel: _____

Apply official stamp of authority on this Page:

Scope of Training

Occupational Health & Safety Training

ACCREDITED: INVESTIGATE WORKPLACE INCIDENTS NQF 3

Purpose:

Learners credited with this unit standard will be able to demonstrate the ability to conduct investigations into workplace incidents. Competency includes all the activities required to successfully conduct incident investigations.

Specific Outcomes and Assessment Criteria:

1. Explain the specified requirements pertaining to investigating workplace incidents.

- The relevant standards for an investigation into workplace incidents are explained.
- The extent of the investigation is explained.
- The relevant hazards and risks likely to be encountered during the investigation are described.
- The purpose of conducting investigations into workplace incidents is described.

2. Prepare to gather data for the investigation

- The purpose and extent of investigation is verified.
- the persons, tools, equipment and material are verified as fit for purpose and available
- The relevant hazard and risk control measures for workplace incident data gathering and the consequences of not conforming to specified requirements, in preparing for data gathering are explained.

3. Gather and evaluate data.

- data is gathered according to the requirements for the intended type of investigation
- methods for data must include Inspection of the incident scene, Interviews of witnesses, gathering of documents, procedures, practices and process evidence and drawing of plans, taking photographs.
- The data gathered is evaluated to establish variances between actual and required standards and procedures.
- The causes of the incident are identified through interpretation of these variances and must include immediate causes, basic causes, lack of control and inadequate risk assessment.
- The importance of identifying the causes of the incident being investigated and the consequences of non-compliance with any of the required steps is explained.

4. perform post-investigating functions

- the findings, recommendations and remedial action are reported.
- the identified sub-standard acts and conditions reported are dealt with accordingly.
- Remedial action is evaluated and recorded accordingly.
- the consequences of non-compliance with any of the above are explained.

Outcome of Training in terms of Scope

- Solving problems by investigating incidents, the individual will be required to embark on remedial action, which requires problem solving.
- Work efficiently with others as a member of a team/ group/ organization/ community. The individual will have to take reasonable care of oneself and other's safety in the workplace, which shows concern for entire team and not only oneself.
- Organize and manage oneself and one's activities responsible and effectively. As part of the team, the individual will consider the activities around him/her actions are complementary.
- Collect, organize and critically evaluate information. When investigating incidents, the individual will have to collect and organize information in such a way that he/she will be able to evaluate it and make decisions.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and written presentations. Remedial action resulting from the investigation must be communicated to all relevant people.
- Use Science and technology effectively and critically (showing responsibility toward the environment and health of others). Science and Technology are used at the appropriate level, e.g. in interpreting data.
- Demonstrate an understanding of the world as a set of related systems. He/she must understand the impact of his/her or others' actions on the overall objectives of the workplace.
- Contribute to the full personal development of each learner and social and economic development of society at large. The unit standard has both the knowledge component and practical skills, which should contribute to recognition for individuals, better safety, improved productivity and performance, which eventually benefit the whole society.

Scope of Training

ACCREDITED: EXCEL TRAINING - NQF LEVEL 02

Purpose:

Intended for people to demonstrate an understanding of principles of spreadsheets. Create, open and save spreadsheets. Produce a spreadsheet from a given specification. Edit a spreadsheet. Format a spreadsheet, check spelling in a spreadsheet, print a spreadsheet using features specific to spreadsheets. The performance of all elements is to a standard that allows for further learning in this area.

Specific Outcomes and Assessment Criteria

Demonstrate an understanding of the principles of spreadsheets.

- Spreadsheet is defined in terms of its purpose and use.
- Uses include but are not limited to: Automation of repetitive calculation tasks, organization of data into rows and columns.
- Examples of spreadsheets that can be produced using a spreadsheet application are provided – at least three examples.
- The benefits of using a spreadsheet application for producing and working with spreadsheets are explained – at least three examples.
- Examples of spreadsheet programs are named.
- Properties of a spreadsheet are identified and described in terms of its purpose and use; properties include but are not limited to rows, columns, cells and cell cursors.
- Create, open and save spreadsheets – when creating new spreadsheets, the name of the new spreadsheet must allow the spreadsheet to be easily identified in terms of its purpose and content.
- The spreadsheet application is opened.
- A new spreadsheet is created – at least 4 columns and 4 rows of data are entered, no calculations.
- Methods of moving the cell cursor are demonstrated in order to move about the spreadsheet – at least two methods are demonstrated.
- Saving spreadsheets are explained in terms of its purpose and the destination of the saved file.
- The spreadsheets are saved with a specific name in a specific folder – at least two methods.
- The spreadsheet is closed.
- An existing spreadsheet is opened and closed

Produce a spreadsheet from a given specification – at least 8 rows and 5 columns should be contained in the spreadsheet produced.

- A spreadsheet is produced with the required data from given specification – text, numbers, dates.
- Formula is entered to achieve the given specification: Formulae: addition, subtraction, division, multiplication, sum.
- The differences between data cells, label cells and formula cells are explained.
- The spreadsheet is in accordance with the given specifications.
- Practices are demonstrated to ensure the integrity of the data – check against data source, check-totals, audit formulae.
- The benefits of saving a file in different formats is explained – formats: Text, CSV, HTML, other software versions, other software types.

Edit a spreadsheet.

- An existing spreadsheet is opened
- Cells are selected for manipulation and de-selected – Cell, cell range, entire column, entire row, entire spreadsheet.
- Cells are manipulated – move, copy, delete
- Use the automatic fill feature to automatically enter data in cells – at least two of: Year Quarter, Month, Week, Day.
- Text is located and replaced in a spreadsheet by using features of the application.

Format a spreadsheet

- Cells are formatted using formatting features of spreadsheet application – include style, alignment, font, background colour. At least one option listed out of each formatting feature must be performed: style (text, number, date, currency, percentage), alignment left, center, right, justified, text direction), font (type, size, style – italic, bold, underlined, color, strike-through, superscript, subscript), background color. Rows are formatted – height, automatic fit.

- Columns are formatted – width, automatic fit.

Check spelling and grammar in a spreadsheet

- The dictionary to be used for spelling and word usage is set up.
- Text is entered and corrected automatically while entering
- Text is checked for spelling and grammar and corrections made based on judgement - Cell, range of cells.
- Words are added to the custom dictionary.

Print a spreadsheet using features specific to spreadsheets

- The printing of gridlines is altered – printing of gridlines on or off.
- A row is selected to print on each page of the printed spreadsheets
- Different ways of printing sheets within a spreadsheet are demonstrated, according to given specifications – different ways include but are not limited to entire workbook, active sheets

Outcome of Training in terms of Scope

- Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by using a spreadsheet application to perform calculations.
- Organize and manage oneself and one's activities responsibly and effectively by using a spreadsheet application to organize information into rows and columns for a specific purpose.
- Collect, analyze, organize, and critically evaluate information by using a spreadsheet application to organize and perform calculations.
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by using a spreadsheet application to organize information into rows and columns for a specific purpose to each communication.
- Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a spreadsheet application effectively.

Scope of Training

ACCREDITED: DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION - NQF LEVEL 04

Purpose:

Learners found competent in this unit standard will be able to explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance.

Demonstrate knowledge and understanding of the basic principles of the relevant legislation.

- The concept of civil liability is explained with examples.
- The concept of criminal liability is explained with examples.
- Reasons for the existence of the legislation are explained with reference to good corporate governance.
- The generic structure of the legislation is known, and the acts and regulations are used to access information on three different aspects.
- The responsibility of an organization to ensure compliance within the generic framework of the legislation is explained relative to the duties of employer, employees and contractors.
- The legislative accountability of the chief executive officer and/or employer is explained, and an indication is given of the legal implications of non-compliance.

Explain the requirements for compliance as stipulated in the current legislation.

- The structures required to facilitate application of the legislation in an organization are identified and an indication is given of the appointments required to achieve compliance.
- The duties of any three designated appointees are explained with reference to responsibilities and accountability.
- The obligation of the employer to provide the means to comply with the legislation is explained with reference to resources and financing.

Determine the management controls required under legislation to achieve compliance.

- Aspects of the legislation applicable to a specific operation are identified and a compliance plan is drafted.
- Deviations from the plan are identified and an indication is given of control measures required to achieve compliance.
- Control measures are assessed and reviewed.

Demonstrate knowledge and understanding of record keeping required by the legislation.

- Documents that have legal status are named and an indication is given of why each is necessary and the time frames relating to each of the documents are explained.
- The use of documents and records is explained with reference to legal compliance and corporate governance.

Explain the legal obligations of the employer in terms of training and communication.

- The training required to ensure that employees are conversant with the hazards and precautions necessary to ensure health and safety in the workplace is explained - Risks, precautions required for safe work, equipment for safe work procedures, duty to report and monitoring of the quality of the health and safety programme.
- The legal requirements in respect of training are explained for a specific workplace.
- The duties of employees to comply with health and safety requirements and report health and safety risks or threats are explained, and a process is proposed to ensure compliance.

Outcome of the training in term of scope

- By implementing and maintaining health and safety legislation in the workplace, the individual will assist in solving problems.
- The individual will have to take reasonable care of his/her' and others' safety in the workplace, which shows concern for entire team and not only him/herself.
- As part of the team, the individual will consider the activities around him/her and ensure that his/her actions are complementary.
- When implementing and maintaining health and safety legislation, the individual will have to collect and organize information in such a way that he/she will be able to evaluate it and make decisions.
- Actions resulting from the implementation and maintenance of health and safety legislation must be communicated to all relevant people.
- Science and technology are used at the appropriate level, e.g. in interpreting and discussing data.

Scope of Training

ACCREDITED: APPLY HEALTH AND SAFETY TO A WORK AREA - NQF LEVEL 02

Purpose:

The purpose of this Unit Standard is to enable learners to apply basic health and safety legislation in the form of standards and procedures governing health and safety in the workplace, to ensure that they contribute to a safe, healthy environment for themselves and others.

Identify potential hazards in the work area.

- Potential hazards are correctly identified and removed, reduced or reported.
- Implications of exposure to hazardous substances and hazards are known.
- A health and safety plan is drawn up.
- Protective clothing requirements are identified and protective clothing is used.
- All statutory requirements are being met.

Limit damage to people or property in the case of an emergency.

- The location of fire extinguishers, hoses and alarms is known.
- Different fire extinguishers are identified and used correctly.
- Procedures for the identification of emergencies are known and followed promptly and correctly.
- Injuries involving individuals are reported promptly to the relevant people.

Follow procedures that apply to illness or injury in the work area.

- Procedures for reporting and recording are demonstrated.
- Procedures to be followed if an injury may lead to a claim against workers' compensation are followed.
- A brief incident report is written and delivered to the relevant authority.

Outcome of training in terms of scope

- Follow procedures that apply to illness or injury in the work area.
- Injuries involving individuals are reported promptly to the relevant persons.

Limit damage to persons or property in case of an emergency.

- Injuries involving individuals are reported promptly to the relevant people.
- A brief incident report is written and delivered to the relevant authority.
- Identify potential hazards in the work area.
- Implications of exposure to hazardous substances and hazards are known.
- All statutory requirements are being met.
- Implications of exposure to hazardous substances and hazards are known.
- Protective clothing requirements are identified and protective clothing is used.
- Different fire extinguishers are identified and used correctly.

Scope of Training

ACCREDITED: EXPLAIN BASIC HEALTH AND SAFETY PRINCIPLES IN AND AROUND THE WORKPLACE NQF LEVEL 02

Purpose:

This unit standard is for those people giving an induction of health and safety principles to new personnel and the person credited with this unit standard is able to explain the duties of both the employees and employers with regard to Occupational Safety and Health in the workplace. Learners will be able to understand the requirements that apply to persons entering the workplace and performing any duties therein as well as the requirements for the use of Personal Protective Equipment (PPE), housekeeping and emergency procedures that apply to the workplace.

The qualifying learner is capable of:

Explaining both employer and employee duties with regard to occupational safety and health in the workplace.

Explaining the general safety rules in a workplace.

Explaining the use and application of Personal Protective Equipment in a workplace.

Explaining the need for good housekeeping in the workplace.

Explaining and applying emergency procedures in the workplace.

Explain both employer and employee duties regarding occupational safety and health in the workplace.

- The employer's duties are described regarding occupational safety and health in the workplace.
- The employees' duties are described regarding occupational safety and health in the workplace.
- The occupational health and safety representation structure and activities are described in terms of legislative requirements.
- Hazards and associated risks in the workplace are identified and addressed to ensure the health and safety of themselves and other people.
- The importance of identifying hazards and risks in the working environment is explained in terms of the consequences to the employer and employees.
- The reporting procedure of hazards and risks is described in terms of organizational policies and procedures.

Explain the general safety rules in the workplace.

- The requirements that apply to people that may be medically and non-medically intoxicated are explained in terms of the consequences for general safety in the workplace.
- Authorized access requirements to the workplace are explained in terms of legal and organizational requirements.
- The use of motorized and mobile equipment in the workplace is explained in terms of legal and organizational requirements.
- Lock out procedures in the workplace are explained in terms of legal and organizational requirements.
- Symbolic and other signage applicable to the workplace is explained in terms of legal and organizational requirements - Symbolic and other signage may include but is not limited to mandatory, information, warning signs and color coding.

Explain the use and application of Personal Protective Equipment in the workplace.

- Specific workplace Personal Protective Equipment (PPE) requirements are explained in terms of the correct usage and application.
- Maintenance and storage practices for PPE are explained to ensure functionality.
- Reporting and replacement procedures of substandard PPE are explained to ensure functionality.
- The importance of wearing PPE and the consequences of non-compliance are explained in terms of the effects on employer and employees.
- The limitations of PPE used in and around the workplace are explained in terms of its protective restrictions.

Explain good housekeeping in the workplace.

- The need for good housekeeping in the workplace is explained in terms of the impact on health and safety on people and the immediate environment.
- Specific requirements pertaining to stacking and storage of materials are explained in terms of health and safety.
- Demarcation and color-coding practices in the workplace are explained in terms of health and safety.

Explain and apply emergency procedures in the workplace.

- Emergency escape routes, assembly points and refuge bays in the work area are explained according to the organizational emergency plan.
- Emergency communication procedures in the workplace are explained according to the organizational emergency plan.
- A simulated exercise of an emergency is planned and carried out to assess the response/reaction of all employees.

Outcome in terms of training scope

- Identify and solve problems pertaining to understanding basic health and safety principles in and around the workplace.
- Organize and manage oneself and one's activities so that one is aware of all the rules and regulations that impact safety and health in and around the workplace.
- Collect, analyze, organize and critically evaluate information to make decisions regarding responding to an emergency.
- Demonstrate an understanding of the world as a set of related systems where not understanding the basic health and safety principles in and around the workplace could have a devastating impact on both the employee and employer.

Scope of Training

DEMONSTRATE KNOWLEDGE AND APPLICATION OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 (OHSA) (AS AMENDED) AND THE RESPONSIBILITIES OF MANAGEMENT IN TERMS OF THE ACT NQF LEVEL 04

Purpose:

This Unit Standard is intended for all managers who should know the requirements of the Occupational Health and Safety Act (OHSA) and the consequences of non-compliance. It will be useful for managers at all levels as well as safety and security officers, compliance officers and learners in commercial and industrial insurance.

The qualifying learner is capable of:

- Explaining the basic principles of the Act and accompanying Regulations.
- Explaining the requirements for minimum compliance stipulated in the Act.
- Interpreting the management controls required to achieve compliance.
- Explaining the obligations of managers in terms of communication and training.

1. Explain the basic principles of the Act and the accompanying Regulations.

- The concepts of civil liability and criminal liability are explained with examples.
- Reasons for the existence of the Act are explained with reference to health, safety and good corporate governance.
- The Act and Regulations are used to access information for different scenarios.
- The responsibility of an organisation to ensure compliance within the generic framework of the Act is explained and an indication is given of the legal implications of non-compliance.

2. Explain the requirements for minimum compliance stipulated in the Act.

- The obligations of the employer to provide the means to comply with the Act are explained with reference to resources and financing.
- The structures required to facilitate application of the Act in an organisation are named and an indication is given of the appointments required to achieve compliance.
- The duties of selected designated appointments are explained with reference to responsibilities and accountability.

3. Interpret the management controls required to achieve compliance.

- A compliance plan is developed for an organisation or business unit.
- A risk assessment is conducted, and an indication is given of control measures required to contain the assessed risks in an organisation or business unit at an acceptable level.
- A system to assess and review risk control measures is proposed for a specific organisation or business unit.
- The use of documents and records in a management audit to support legal defence, compliance, and corporate governance is explained with reference to the evidence each document provides.

4. Explain the obligations of managers in terms of communication and training.

The obligations of management to communicate policies and procedures relating to OHSA are explained with examples.

The legal requirements in respect of training are explained for a specific workplace.

The duties of employees to comply with safety requirements and report health and safety risks or threats to themselves are explained and a process is proposed to ensure compliance.

Outcome Of training in terms of Scope

- Learners can identify and solve problems in which responses show that responsible decisions using critical and creative thinking have been made in proposing control measures to contain risks at an acceptable level.
- Learners can collect, organising and critically evaluating information in assessing risk in relation to a plan for an organisation or business unit.
- Learners can see the world as a set of related systems identifying potential risks and proposing control measures.
- Learners can communicate effectively explaining different requirements of the Act, producing a plan and accessing information in the Act and Regulations.