

RFQ NUMBER

5736

DESCRIPTION

**OCCUPATIONAL HYGIENE AND SAFETY SKILLS
PROGRAMME
TRANSNET FREIGHT RAIL**

ISSUE DATE: 10 NOVEMBER 2009

CLOSING DATE: 17 NOVEMBER 2009

(10H00)

**CLOSING VENUE: TENDER BOX- ALLOCATED AT THE CHAIRPERSON TRANSNET
FREIGHT RAIL, ACQUISITION COUNCIL, GROUND FLOOR, INYANDA HOUSE 1,
21 WELLINGTON ROAD PARKTOWN, JOHANNESBURG.**

Price must be V.AT. Excluded.
DELIVERY: Parktown
CONTACT: Mr Patrick Magwaza
 (011) 584 0600/083 594 8130

NB.
 Please attach the following documents :
Valid Tax Clearance Certificate
BBBEE Scoring Card

TRANSNET FREIGHT RAIL SKILLS PROGRAMME

RAIL SAFETY: OCCUPATIONAL HYGIENE AND SAFETY SKILLS PROGRAMME

Below are the list of the core and fundamental unit standards for the skills programme

PHASE 1: 14 Unit Standards

Category	Unit Standard ID	Unit Standard Title	Level	Credits
Core	120330	Conduct Continuous Risk Assessment in a workplace	3	
Core	120335	Conduct an investigation into workplace Accidents	3	
Core	120333	Conduct, Report and follow up on the pre-use, safety and /or inspections	3	
Core	120319	Demonstrate basic knowledge and understanding of airborne pollutants and control measures	3	
Core	120337	Demonstrate knowledge pertaining to the preparation , conducting, recording and follow-up actions of the planned task observations in a workplace	3	
Core	120331	Demonstrate knowledge pertaining for fires in working places	3	
Core	120325	Monitor, report and advise on the application of safety and health principles regarding movement of people and materials in and around the workplace	3	
Core	120325	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights	3	
Core	120362	Provide risk based primary emergency care/or first aid as an advanced first responder in the workplace	3	
Core	120336	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	3	
Fundamental	8968	Accommodate audience and context needs in oral communication	3	
Fundamental	8969	Interpret and use information from texts	3	
Fundamental	8973	Use language and communication in occupational learning programmes	3	
Fundamental	8970	Write texts for a range of communication contexts	3	

PHASE 2: 15 Unit Standards

Category	Unit Standard ID	Unit Standard Title	Level	Credits
Core	120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	
Core	120358	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment	4	
Core	12347	Measure characteristics of a Noise source using a octave band frequency analyzer and recommend appropriate remedial action	4	
Core	120348	Demonstrate knowledge and understanding of basic toxicology principles	4	
Core	120349	Monitor and make recommendations on the application of health and safety principles regarding lifting equipment in the workplace	4	
	120352	Demonstrate knowledge and understanding of human anatomy, pathology and physiology	4	
Core	120370	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the workplace	4	
Core	120361	Monitor and make recommendations on the application of health and safety principles regarding the prevention of fires and protection systems in a workplace	5	
Core	120355	Demonstrate knowledge of airflow calculations and principles of airflow in a ventilation circuit	4	
Core	120364	Measure hazardous biological agents and recommend appropriate remedial action	4	
Core	120366	Demonstrate understanding of the implementation of Occupational health, safety and environment legislation in the workplace	4	
Fundamental	9015	Supply knowledge of statistics and probability to critically interrogate and effectively communicate findings	4	
Fundamental	8974	Engage in a sustained oral communication and evaluate spoken text	4	
Fundamental	8975	Read, analyse and respond to a variety of texts	4	
Fundamental	8979	Use language and communication in occupational learning programmes	4	
Fundamental	8976	Write for a wide range of contexts	4	

Summary Requirements

Proposals are requested from service providers to implement the skills programme at Transnet Freight rail. The theory training of the skills programme should be provided in-house within TFR. The following should be covered in the proposal. Each phase of the skills programme should be done for duration of 6 months and the total for both phases will be 12 months.

NUMBER OF BENEFICIARIES/LEARNERS: 20

TRAINING LOCATION: Johannesburg and various depots for the practicals.

Your costing should cover the following:

- Training Material
- Facilitation or delivery costs
- Estimated travelling

Your Proposal should also include the following:

- Training and implementation methodology
- Assessment Methodology
- Moderator Accreditation evidence
- Assessor accreditation evidence
- Certification of learners
- Accreditation status
- BBBEE Status
- Three Contactable References
- CV of Facilitators

FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are:-

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

NB: - **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member)
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million		
Does Your Company Provide	Products		Services		Both		
Area Of Delivery	National		Provincial		Local		
Is Your Company A Public Or Private Entity	Public			Private			
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes			No			
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate	Yes			No			
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ	Permanent		Part time				
Name of person procuring your services/products							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			
Stamp And Signature Of Commissioner Of Oath							
Name				Date			
Signature				Telephone No.			

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

Internal Transnet Departmental Questionnaire (for office use only)

NB: "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department

Vendor Name													
								Vendor Number					
TFR		TRE		TPT		TPL		TNPA		TCP		TRN	
Create		Unblock		Amend		Extend		Once-Off / Emergency Request					
Supplier's trading name													
Supplier's registered name													
Please indicate if the Supplier has a contract with sourcing Transnet OD								Yes		No			
If yes please submit / furnish details of such a contract (together with the SDF)													

a) What is being procured from the supplier?

i. Products only	Yes		No	
ii. Services only	Yes		No	
iii. Labour only	Yes		No	
iv. Mix of services and products	Yes		No	
v. Mix of services and labour	Yes		No	

b) If your answer is **YES** to questions II, III, IV or V in paragraph **a)** above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes No

c) If your reply to **(b)** is **"NO"**, please furnish reasons :

d) Advise on the Detailed Procurement Process (**DPP**) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)				
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
		Y	Y	Y	Y	M	M	D	D	

Section 3: To be completed by Supplier Management

I hereby approve disapprove this application

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
Vendor Number	Date captured on SAP				Recon Account					