



Maropeng Mokhatla (SCM)
(011) 951-2541

Petrus Matodzi (Human Resources)
(011) 951 – 2459 (079-546-8826)

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish Mogale City Local Municipality with a written quotation for the supply of the following services: **Q: CORP (HR) 01/2009**

PROPOSALS ARE HEREBY INVITED FROM SERVICE PROVIDER/S TO CONDUCT A DETAILED OCCUPATIONAL, HEALTH AND SAFETY SURVEY AT MOGALE CITY LOCAL MUNICIPALITY.

Closing date and time: **FRIDAY 23 JUNE 2008 @ 12:00**

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than the date and time as indicated on the attached schedule to:

**Mogale City Local Municipality
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing – Reception Desk Electricity Sub-Directorate
Tender Box 1
Fax number: 0866548618**

The following conditions will apply:

- Quotation documents available from website www.mogalecity.gov.za or from the Supply Chain Management Section (Tumi Ramatsie) at (011) 951-2511 Finance Dept, Civic Centre, Krugersdorp.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the **enclosed forms**:
 - **MBD 2: Tax clearance certificate;**
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (10);**
 - **MBD 6.3: Preference points for SMME's (5) &**
 - **MBD 6.11: Preference points to Mogale based companies (5)**

must be scrutinized, completed and submitted together with your quotation.

IF THE MBD FORMS ARE NOT COMPLETED AND SUBMITTED WITH THE QUOTATION, THE TENDERER WILL FORFEIT THE 20 POINTS ALLOCATED IN TERMS OF THESE SPECIFIC GOALS

- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

The person to be contacted for further information is Mr Petrus Matodzi at (011) 951 - 2459 Cell 079-546-8826 at the Sub-Directorate: Human Resource Services

The request for quotations is to be advertised from the **12 JUNE 2008 to 23 JUNE 2008 and the closing date to be 23 JUNE 2008 at 12H00.**

Yours faithfully

SPECIALIST: PROCUREMENT

Q-CORP(HR) 01/2009: PROPOSALS TO CONDUCT A DETAILED OCCUPATIONAL, HEALTH AND SAFETY SURVEY AT THE MOGALE CITY LOCAL MUNICIPALITY.

PROJECT SPECIFICATIONS – SAFETY, HEALTH AND ENVIRONMENT (SHE) PROGRAM.

1. PREMISE AND HOUSEKEEPING
1.1 Buildings and floors Notes:
1.2 Lighting: Natural and Artificial Notes:
1.3 Ventilation: Natural and Artificial Notes:
1.4 Sanitation, Plant hygiene, amenities personal hygiene Notes:
1.5 Pollution Risk Control Notes:
1.6 Aisles, Storage, Accessible, Demarcated/Signposted Notes:
1.7 Stacking and Storage practices Notes:
1.8 Building and Yard Notes:
1.9 Waste Management Notes:
1.10 Colour Coding equipment and Pipelines Notes:
1.11 Resource Conservation

Notes:

2. MECHANICAL, ELECTRICAL, PERSONAL SAFEGUARDING.
2.1 Plant and Equipment maintenance Notes:
2.2 Machine Guarding Notes:
2.3 Lock – Out System Notes:
2.4 Labeling of electrical Switchgear and Valves Notes:
2.5 Ladders, Elevated Platforms , Stairs, Scaffolding Notes:
2.6 Lifting machines and Lifting tackle Notes:
2.7 Boilers, Pressurized system & Portable Gas Containers Notes:
2.8 Pneumatic Machines, usage, Storage & Register Notes:
2.9 Motorized Equipment, Checklist, Licensing Notes:
2.10 Portable Electrical Equipment Notes:
2.11 Earth Leakage, relays: use and check Notes:
2.12 General Electrical installation & Hazardous locations Notes:
2.13 Hand Tools: e.g. hammers, chisels & Trolleys Notes:
2.14 Ergonomics Notes:
2.15 Personal Protective equipment (PPE) Notes
2.16 Hearing conservation Notes
2.17 Notices & signs Electricity, Mechanical, PPE, Traffic & Safety Notes:

3. MANAGEMENT OF FIRE RISKS AND OTHER EMERGENCIES
3.1 Management of Fire Risks Notes:
3.2 Fire Emergency equipment accessible & Visible Notes:
3.3 Maintenance of fire protection equipment Notes:
3.4 Storage flammables, Chemicals & Explosives material Notes:
3.5 Emergency Alarm System Notes:
3.6 Fire fighting drill & instruction Notes:
3.7 Security System Notes:
3.8 Emergency Planning Notes:

4. SHE INCIDENT RECORDING & INVESTIGATION
4.1 SHE Incident Recording Notes:
4.2 SHE Internal Incident Investigation Notes:
4.3 SHE Risk Financing Notes:
4.4 SHE Incident recall Notes:

5. ORGANIZATIONAL MANAGEMENT
5.1 SHE Policy Notes;
5.2 SHE Risk and Impact Assessment Notes:
5.3 Legal requirements and /or standards Notes:
5.4 SHE Corporate Standards Notes:
5.5 SHE Objectives and targets Notes:
5.6 SHE Plan Notes:
5.7 SHE System review Notes:

5.8	Responsibility of (CEO) MM for SHE Notes:
5.9	SHE Appointments Notes: Fire Coordinators First Aider/s Investigators Occupational Medical Practitioner Occupational Health Nursing Practitioner SHE Coordinators
5.10	SHE Representatives Notes:
5.11	SHE Committees Notes: SHE Coordinator & Occupational Health Nursing Practitioner member of Committee
5.12	SHE Communication Notes:
5.13	First Aider & Occupational Health Service Facilities Notes: First Aid Boxes
5.14	First Aid Training Notes: 50% valid certificates – full marks
5.15	SHE awareness & Promotion Notes:
5.16	SHE performance Display Board Notes: Conspicuous place & up to date
5.17	SHE suggestion scheme Notes:
5.18	SHE Reference resources Notes:
5.19	SHE Annual report Notes: Only monthly
5.20	SHE Training Notes: Induction of SHE Awareness training SHE system requirements Task related training
5.21	Medical Services Notes: Entry, Regular and Exit
5.22	SHE Selection and Placement Notes:
5.23	Environmental Monitoring Notes:
5.24	SHE Inspections and Actions Notes:
5.25	Bi – annual self Audits Notes:
5.26	SHE design specifications: Manufacturing, Purchasing, Engineering control – new plant, modifications Notes:
5.27	Contractor SHE & Contracts control Notes:

5.28	SHE written safe procedure: issues and used Notes: (WSWP)
5.29	SHE planned job observations Notes: Supervisors have up to date JSA/WSWP
5.30	SHE work permits Notes:
5.31	Off – The – Job SHE Notes:

6. Technical Evaluation Criteria

Values: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good , 5 = excellent

	CRITERIA	WEIGHTS
1	<ul style="list-style-type: none"> • Qualifications, expertise and experience of individual team members in relation to the requirements set out within the terms of references 's for the team to be attached • The potential service provider's track record of similar or relevant work. 	15
2	<ul style="list-style-type: none"> • Project methodology and the potential service provider's understanding of the work to be done i.e. Terms of reference • The detailed project implementation plan, including time frames for deliverables 	15
3	<ul style="list-style-type: none"> • Skills transfer to MCLM 	10
	TOTAL SCORE	40

TOTAL AMOUNT OF TRAINING AS PER
ABOVE TERMS OF REFERENCE

(INCLUDING VAT)

SIGNATURE OF A PERSON
AUTHORIZED TO SIGN A QUOTATION