

1. INTRODUCTION

The Department of Mineral Resources and Energy (DMRE), National Treasury (NT) and the Development Bank of Southern Africa (DBSA) established the Independent Power Producers Office (IPPO) for the specific purpose of delivering on governments objectives in respect of private sector participation in the energy sector.

The programme's primary mandate is to procure electrical energy from the private sector for renewable and non-renewable energy sources.

It is emphasized that this scope of work aims to support the IPP Office in establishing health and safety compliance in its workplace. It is important to note that the IPPO operates from its own offices within the Bylsbridge Office Park, Centurion. The DBSA supports the operational requirements of the IPPO and is the employer of the IPPO employees, however the IPPO mandate is separate to that of the DBSA, and it is not a formal entity or an internal department of the DBSA.

Therefore, when submitting a tender, it is important to bear in mind that the services required will be contracted by the DBSA and will align to DBSA policies and procedures, however the unique operations of the IPPO as a separate stand-alone business must be considered. Deliverables and output under the Service Level Agreement will be managed directly by the IPPO.

2. PURPOSE

The IPPO seeks to appoint an Occupational Health and Safety Consultant that will ensure legal compliance and a working environment in its workplace that is safe and meets basic health standards. The IPPO occupies the 3rd Floor and a section of the Ground Floor or Building 9 in Bylsbridge Office Park, Centurion. It is important to note that this scope of work is only focused on workplace compliance and bears no relation to the construction industry or construction-related activities.

3. SCOPE OF WORK

3.1 Advisory Services:

- 3.1.1. Undertake a full risk assessment of the:
 - IPP Office's occupied space.
 - Full building (areas and equipment assessable).
 - Policy and documentation.

- 3.2 Provide detailed recommendations on non-conformance and cost-effective resolutions to address the non-conformance items.
- 3.3 Draft an Occupational Health and Safety Policy and Procedures in accordance with the Occupational Health and Safety Act, 1993 for the IPP Office (Include the DBSA's role as the employer and DBSA Health and Safety Policy)
- 3.4 Develop and manage an OHS Management system aligned with ISO 45001.
- 3.5 Undertake an annual review and framing of the policy statement.
- 3.6 Develop and implement health and safety documentation to address non-conformance areas.
- 3.7 Revise health and safety documentation annually including all appointments.
- 3.8 Manage and review all legal appointments and documentation annually and as and when required.
- 3.9 Update IPPO EXCO on any legal requirement or legal changes and law updates.
- 3.10 Manage Injury on Duty and COID management.
- 3.11 Assist with the annual revision of the Emergency Preparedness and Response Plan
- 3.12 Conduct bi-annual emergency evacuation drills and issue drill reports.
- 3.13 Conduct quarterly risk assessments.
- 3.14 Conduct Occupational Hygiene Surveys every two years.
- 3.15 Conduct Health Risk Assessments every two years.
- 3.16 Conduct Medical surveillance for employees identified in the Health Risk Assessment.
- 3.17 Conduct annual internal audits on IPPO documentation and premises and issue an audit report.
- 3.18 Chair monthly safety meetings and issue minutes of meetings.
- 3.19 Chair quarterly building health and safety meetings (all tenants will be included).
- 3.20 Chair bi-annual management review meetings.
- 3.21 Manage Contractor Safety Management in line with Section 37 of OHSA of 1993.
- 3.22 Ongoing health and safety support and consulting.
- 3.23 Advise IPPO on all training and awareness requirements.
- 3.24 Create monthly health and safety awareness through toolbox talks
- 3.25 Conduct annual health and safety campaigns
- 3.26 Provide schematic design and floor plans according to the Occupational Health and Safety Act, 1993.
- 3.27 Conduct monthly Health and Safety inspections.
- 3.28 The bidder must provide certificates as proof of registration/affiliation to the relevant industry association (SAIOSH).

- 3.1.2 Supply all First Aid Kits with contents as and when required and conduct quarterly checking, supply, filling and replacement of contents.
- 3.1.3 Provide all safety signs and ensure that they are in place. To be verified by Service Providers on appointment.
- 3.1.4 Ensure IPPO compliance in accordance with the Occupational Health and Safety Act, 1993.
- 3.1.5 Submit quarterly reports on Occupational Health and Safety matters.
- 3.1.6 Conduct a lighting assessment within the IPPO workspace and provide findings and recommendations in professional report for submission to EXCO within 6 months of start of contract.
- 3.1.7 Conduct an Indoor Air Quality assessment as per Environmental Regulations for Workplaces (ventilation) – Regulation 5 (Indoor Air Quality) and provide findings and recommendations in professional report for submission to EXCO within 6 months of start of contract.
- 3.1.8 Conduct an Ergonomic Risk Assessment in line with the Occupational Health and Safety Act, 1993, Ergonomics Regulations, 2019 as gazetted in the Government Gazette of 6 December 2019 No. 42894 within 6 months of start of contract.
- 3.1.9 Monthly inspections will be conducted by an IPPO OHS Representative. Quarterly inspections must be conducted by the consultant.
- 3.1.10 At the minimum the team should consist of at least:
 - 1 x Project Manager/Team Lead
 - Bachelor's degree or higher in occupational health and safety, environmental science or a related field
 - Certification with either NEBOSH, SAIOSH, IOSH, or SACPCMP
 - 1 x Account Manager
 - Bachelor's degree or higher in occupational health and safety, environmental science or a related field
 - 1 x Health and Safety Auditor
 - Bachelor's degree or higher in occupational health and safety, environmental science or a related field
 - Certification with NEBOSH, SAIOSH
 - 1 x Administrator
 - Strong organizational and communication skills
 - 1 x Training facilitator
 - Certificate in Training and Assessment or related qualification
 - Certification with NEBOSH, SAIOSH, SAMTRAC

3.2. Training:

Provide training to appointed Occupational Health and Safety committee members and other identified employees (institution used for training must be HWSETA Accredited):

- Health and Safety 16.2
- Health and Safety Representative
- First Aid
- Fire Fighting
- Evacuation Officers
- Legal Liability training for EXCO
- Incident Investigation training
- Hazard Identification and Risk Assessment (HIRA)
- Emergency Preparedness etc.

➤ **Qty provided in the pricing sheet is for calculation purposes only and full quantity will be specified each year**

3.3. Equipment

- 3.3.1 The bidder is required to, either within its company or through sub-contracted agreements, arrange and manage the annual Fire Equipment, Gas Suppression, Fire alarm system and sensors service, according to SANS 1910, SANS 1522, SANS1475, SANS 14520 and/or SANS306 and SANS 10139. The bidder or its supplier must be registered with relevant industry associations e.g. Fire Fighting Equipment Trader Association (FFETA). The bidder must create a comprehensive schedule of all equipment.
- 3.3.2 The bidder must provide certificates as proof of registration/affiliation to the relevant industry association as per the above.
- 3.3.3 Conduct monthly inspections of Fire Equipment.
- 3.3.4 Conduct an annual Gas Suppression Service according to SANS10087, SANS1567 Gas Installation Regulations.
- 3.3.5 Bidder must provide details on the company that will be used to conduct this service (including the company and technician's SAQCC) before service can commence.

4. PROJECT REPORTING ARRANGEMENTS AND SERVICE LEVEL AGREEMENT

- 4.1 The contractor shall report to the Facilities Manager. A Service Level Agreement will be signed between the DBSA and successful bidder.

- 4.3 The service provider must have all items from 3.1.1 mentioned in the Scope of Work in place within 1 (one) month of start of service.

5. CONTRACT DURATION

The duration of the contract is for a period of five (5) years.

6. SPECIAL CONDITIONS

- 6.1 The bidder must attend a compulsory briefing session and site visit. A building layout will be provided to assist the bidder with pricing.
- 6.2 The bidder is required to be registered with an appropriate Professional Body (SAIOSH) and have relevant professional ISO45001 accreditation.
- 6.3 The bidder must have at least 10 years' experience in providing training services in Occupational Health and Safety services or should provide the accreditation of their training sub-contractor who must have at least 10 years' experience in providing OHS training services training.

7. EVALUATION

The evaluation will be completed in 3 phases:

- Phase 1: Compliance to minimum requirements
- Phase 2: Functional evaluation
- Phase 3: Price and Preference

7.1 Phase 1: Compliance to minimum requirements

During phase 1 all bidders will be evaluated to ensure compliance to minimum document requirements (e.g. Tax Clearance Certificates), ensuring all documents have been completed and that the specified documentation has been submitted in accordance to the bid requirements. All bidders that comply with the minimum requirements will advance to Phase 2.

Responsive Criteria: Failure to provide the following might result in the bid not being considered (minimum requirements):

Nr	Description	Comply Yes/No
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a)	Adherence to submitting Tender as a two-folder tender – Folder 1 Functionality and returnable submission separate from Folder 2 Pricing proposal submission	
b)	Attendance of a compulsory briefing session	
c)	The bidder must provide proof of the Company's accreditation with SAIOSH	
d)	The bidder must provide proof of ISO 45001 accreditation	

7.2 Phase 2: Functional Evaluation

All bidders that advance to Phase 2 will be evaluated by a panel to determine compliance to the functional requirements.

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify and proceed to Stage 3 of the evaluation process.

Criteria	Criteria Details	Highest obtainable points	Points obtained
Company Experience: Demonstrate organizational experience (at least five years' experience in providing similar Occupational Health and Safety Services and Training that complies with SA Legislation through a minimum of three (3) reference letters. The letters must stipulate that the services rendered were done in a satisfactory manner, which must include but not be limited to: <ul style="list-style-type: none"> Type of services rendered Date and duration of services The reference letters must be <ul style="list-style-type: none"> on the clients' official letterhead include the company name contact person contact details (telephone number and or email address). 	<ul style="list-style-type: none"> 3 or more letters indicating: <ul style="list-style-type: none"> 5 years and more experience in similar OHS and Training services as indicated in scope of work Services rendered satisfactory On client's official letterhead Company name and details are legible and clearly visible Contact person's name and surname is included Telephone number and email address for contact person above are included = 25 Less than 5 years' experience or any of the above not included = 0 points 	30	

<p>Approach and Methodology The bidder must fully describe and demonstrate the company's approach and methodology to Occupational Health and Safety (OHS)</p> <p>The approach and methodology must demonstrate alignment with key requirements of South African Legislation and ISO 45001, with additional reference to ISO9001:2015 and ISO14001:2015. The Approach and Methodology must outline recommendations on how the Company will ensure IPPO alignment with the best practice standards in respect of, amongst others, the following:</p> <ol style="list-style-type: none"> 1. Leadership commitment 2. Worker participation 3. Hazard identification and risk assessment 4. Legal and regulatory compliance 5. Emergency planning 6. Incident investigation 7. Continual improvement 	<p>Approach and methodology outlines recommendations on how the bidder will ensure IPPO alignment with best practice standards by providing information on:</p> <ul style="list-style-type: none"> • How will leadership commitment be obtained and monitored = 5 • How will worker participation be encouraged and monitored = 5 • How will hazard identification and risk assessments be conducted =5 • How will legal and regulatory compliance be implemented and monitored =5 • How will emergency planning be implemented and monitored = 2,5 • How will incident investigations be conducted = 2,5 • How will the bidder ensure continual improvement = 5 • Indicate what the key requirements are for OHSA = 5 • How will the bidder support the IPPO to obtain alignment to ISO 45001 = 5 <ul style="list-style-type: none"> • The bidder did not provide an approach and methodology = 0 	<p>40</p>	
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<p>Capability and experience of the proposed team: The bidder must demonstrate experience, tertiary qualifications and capabilities of their proposed teams including those of team leader/s. The proposed team and its leaders must have experience in Health and Safety Services and Training (Attach CV and past & current projects)</p> <p>Team must consist of at least: 1 x Project Manager/Team Lead - 8+ years' experience - Bachelor's degree or higher in occupational health and safety, environmental science or a related field - Certification with either NEBOSH, SAIOSH, IOSH, or SACPCMP</p> <p>1 x Account Manager - 8+ years' experience - Bachelor's degree or higher in occupational health and safety, environmental science or a related field</p> <p>1 x Health and Safety Auditor - 8+ years' experience - Bachelor's degree or higher in occupational health and safety, environmental science or a related field - Certification with NEBOSH, SAIOSH</p>	<p>Project Manager/Team Lead</p> <ul style="list-style-type: none"> 8+ years experience Bachelor's degree or higher in occupational health and safety, environmental science or related field (copy of qualification provided) Certification included (NEBOSH, SAIOSH, IOSH, or SACPCMP) <p>10 points</p> <ul style="list-style-type: none"> No CV provided or does not contain all the information = 0 <p>Account Manager</p> <ul style="list-style-type: none"> 8+ years experience Bachelor's degree or higher in occupational health and safety, environmental science or related field (copy of qualification provided) <p>10 points</p> <ul style="list-style-type: none"> No CV provided or does not contain all the information = 0 <p>Health and Safety Auditor</p> <ul style="list-style-type: none"> 8+ years' experience Bachelor's degree or higher in occupational health and safety, environmental science or a related field Certification with NEBOSH, SAIOSH <p>10 points</p> <ul style="list-style-type: none"> No CV provided or does not contain all the information = 0 	<p>30</p>	
<p>TOTAL</p>		<p>100</p>	

- **Additional information:**

- Brief company profile, as relevant to the above-mentioned terms of reference.
- Experience in the relevant areas.
- A proposal should include the methodology of delivery and meet the deadline for delivery
- Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines.
- The proposal should contain a work plan, showing tasks, timelines etc.
- Financial proposal.
- Detailed pricing on the company letterhead.

7.3 Phase 3: Pricing

Pricing

The provided pricing schedule must be used.

Only Bidders that have met the 70 points threshold in Phase 2 will be evaluated in Phase 3 for price and preference. Price and preference will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points); and
- B-BBEE status level of contributor (maximum 20 points).

Pricing Schedule:

The attached is an indication of the scope for calculation purposes. All prices to include VAT.