**INVITATION TO QUOTE BEY SCM 382**

**HAZARD IDENTIFICATION AND RISK ASSESMENT COURSE**

**HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)**

This course is for learners who have to demonstrate the ability to conduct a risk assessment in the workplace. The course will enable the learner to prepare and conduct a risk assessment as well as, initiate remedial actions for hazards identified and risks assessed.

SDP must be accredited with relevant SETA

**Formative assessment**

Various activities will be completed.

**Summative assessment**

* Written assessment and practical exercise to be completed at the end of the course at your nearest NOSA College.
* Learners need to achieve a minimum of 65%.

**Course outline**

This practical course will provide the successful learner with the necessary tools and skills to enable them to carry out hazard and risk assessments in their workplace. The aim of the course is to enable these people to make responsible and informed contributions to the health and safety effort in their workplace.

By the end of the course, the learner will be able to explain the:

* hazard identification and risk assessment processes
* different types of hazard identification and risk assessments in the workplace.
* select the appropriate hazard identification and risk assessment methods for different circumstances
* describe and apply the techniques used in hazard identification and risk assessment in the workplace
* conduct a risk assessment using the HIRA methodology
* identify applicable control measures.

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY SCM 382**", not later than 12h00 Friday on the **14th of April 2023** and will be opened in public immediately thereafter.

**Note:**

1. Faxed, e-mailed or late quotations will not be accepted.
2. The tender will be evaluated on 80/20 system.

a) 80 for price

b) 10 for BBBEE and 10 for Specific goal of “locality”

1. All suppliers must be registered on the Central Supplier Database (CSD)
2. Proof of registration with the Services SETA must be provided.
3. SARS verification pins to be submitted if possible.
4. A current certified Municipal (rates& services) clearance certificate to be submitted.
5. Attached declaration of interest to be completed.
6. A current certified BBBEE certificate or Sworn Affidavit must be submitted in order to claim preference points.
7. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
8. For further details contact the **Manager: HR, Ms. Dawn Klassen 049 807 5700/5722.**

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.

1. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers 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 his or her representative:……………………………………………..

3.2 Identity Number: ………………………………………………………………………………….

 3.3 Position occupied in the Company (director, trustee, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5Tax Reference Number:…………………………………………………………………………

3.6VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity

numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1If yes, furnish particulars. ….……………………………………………………………

……………………………………………………………………………………………..

**¹**MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

 3.9.1If yes, furnish particulars.………………………...……………………………………..

 ……………………………………………………………………………………………. 3.10Do you have any relationship (family, friend, other) with persons

 in the service of the state and who may be involved with

 the evaluation and or adjudication of this bid?………………………………… **YES / NO**

 3.10.1If yes, furnish particulars.

 ………………………………………………………………………………

 ………………………………………………………………………………

3.11Are you, aware of any relationship (family, friend, other) between

 any other bidder and any persons in the service of the state who

 may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1If yes, furnish particulars

…………………………………………………………………………………

……………………………….……............................................................

3.12Are any of the company’s directors, trustees, managers,

principle shareholders or stakeholders in 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, principle shareholders or stakeholders

in service of the state? **YES / NO**

 3.13.1If yes, furnish particulars.

……………………………………………………………………………….

……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers,

principle shareholders, or stakeholders of this company

have any interest in any other related companies or

business 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** |
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 ………………………………….. ……………………………………..

 **Signature Date**

 …………………………………. ………………………………………

 **Capacity Name of Bidder**