



**REQUEST FOR QUOTATION HR 01/2021**

**ISO 45001 TRAINING FOR THE ISO TEAM AND ISO DOCUMENTATION UPDATE**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The centre has also obtained certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and OHSAS 18001 (Occupational Health and Safety Management) from SABS (South African Bureau of Standards) which has to be maintained and continually improved in order to retain these high standards which are audited annually by the SABS (South African Bureau of Standards).

**2. Purpose of the request for quotation**

The call is for an accredited ISO 45001 / OHSAS 18001 training service provider / consultant to conduct training for the respective employees at the Durban ICC on the ISO 45001: 2018 Standard and assisting in the transition and updating of specific ISO Documentation from OHSAS 18001 to ISO 45000.

The Durban ICC has established an ISO Team with selected members from all internal departments who meet at regular intervals to discuss and measure compliance to all ISO standards.

The purpose of the training is to ensure that the ISO Team Members (current and new) are given the necessary training in order to develop skills, knowledge and understanding the changes of the ISO: 45001: 2018 Management System requirements and understand the transition from OHSAS 18001 to ISO 45001.

The ISO Team continually monitor and control the effectiveness of the system within the company.

**3. Minimum Specifications**

| <b>Does the service provider comply with the requirements?<br/>✓ = Yes X = No</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| • The service provider must be ISO 9001:2015 accredited.<br>(Please attach proof)   |            |           |
| • Facilitators conducting the training must be trained in the ISO 45001: 2018 standard and provide proof thereof.   |            |           |
| • ISO 45001/ OHSAS 18001 specialist training service provider   |            |           |
| • Facilitators conducting the training must be trained in ISO 9001: 2015 and a specialist in the integration of management systems (9001, 22000, 14001 and OHSAS 18001/ 45001) and provide proof thereof. The Facilitator shall also be a qualified facilitator and assessor (assessor if there is a test or exam) and provide proof thereof. |            |           |
| • Certificate of Attendance/ Completion to be issued to all attendees. Certificates must display all the necessary logos in respect to the service provider's compulsory registrations, as mentioned above.   |            |           |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Service provider to provide a course content guideline, a schedule of training indicating days of training, a training manual and indicate NQF level if applicable. Provide a unit standard number if applicable.</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>• Course content must be updated with current ISO 45001:2018 standards and legal and applicable information relating to a catering convention centre establishment and the training manuals must match the course content facilitated at the training. Any examples or case studies provided must be relevant to the course and not older than 5 years.</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>• All training to be facilitated in a venue to be allocated on the Durban ICC site where refreshments will be provided.</li> </ul>   |  |  |
| <ul style="list-style-type: none"> <li>• Training to be conducted in 2 session in order to accommodate all staff members.</li> </ul>  |  |  |

Kindly note: failure to comply with all of the above requirements will result in the service provider being deemed non-responsive and not evaluated further.

#### 4. **Preconditions**

*A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:*

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 5.5 Valid BBEE Certificate
- 5.6 MBD 4 Declaration of Interest form must be completed
- 5.7 The service provider must be registered on the CSD database and EThekweni Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.mllazi@durban.gov.za](mailto:Fatima.mllazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

#### 5. **Contact Person**

Renil Harbhajan (ISO officer)  
[renilh@icc.co.za](mailto:renilh@icc.co.za)  
 Tel: +27 31 360 1324

**6. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before 12h00 on 10<sup>th</sup> May 2021.

**7. Terms and Conditions**

it must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

**8. Compulsory Pricing Schedule (Official form of offer)**

- The pricing submitted will be held firm for the duration of 2 day.
- Please note that the number of attendees may be subject to change which will be confirmed prior to the issue of purchase order.

| Description   | Cost per learner | Duration | No. of pax   | Total (cost x no. of pax) |
|---|------------------|----------|--|---------------------------|
| ISO 45001: 2018 Basic or Introductory or Similar Level  | R                | 1 day    | 23<br>(1 <sup>st</sup> session of 23 learners)   | R                         |
| Coach ISO management representatives on new ISO 45001:2018 requirements and address any shortfalls and other requirements needed with collaboration from the Durban ICC Health and Safety Officer and ISO Officer and supply templates and examples | R                | 1 day    | 10<br>(2 <sup>nd</sup> session of 10 staff)<br><br>Executives, Health and Safety Officer and ISO Officer | R                         |
| Revise, transition and align 18 ISO Integrated System Procedures and 1 Integrated Management System (IMS) Manual from OHSAS 18001:2007 requirements to current ISO 45001:2018 requirements  |                  |          |  | R                         |
| <b>Total (VAT Exclusive)</b>  |                  |          |  | R                         |
| <b>VAT @ 15%</b>  |                  |          |  | R                         |
| <b>Total (VAT Inclusive)</b>  |                  |          |  | R                         |

The total cost to be all inclusive and not have any hidden costs.

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

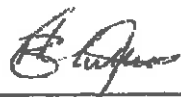
DURBAN ICC

Signature:

Date:

Note: Failure of the bidder to complete and sign this page will invalidate the quotation.

9. Request for proposals approved by:



Acting Senior Human Resources Manager  
Brendan Chettyar



30.04.2021

Acting SCM Compliance Officer  
Sibusiso Mngadi



SCM Manager  
Thenshree Naidoo



30/04/2021

Chief Financial Officer  
Melante Rambally



03/05/2021

Chief Executive Officer  
Lindiwe Rakharebe

**10. Past experience in similar assignments**

| Assignment Description | Key Elements | Duration | Contact Person and Telephone Number | Assignment Value |
|------------------------|--------------|----------|-------------------------------------|------------------|
|                        |              |          |                                     |                  |
|                        |              |          |                                     |                  |
|                        |              |          |                                     |                  |
|                        |              |          |                                     |                  |

I.....being duly authorized thereto by ..... Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

**Note: Failure of the bidder to complete and sign this page will invalidate the quotation.**

**11. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

| <u>Account</u>           | <u>Account Number: to be completed by tenderer.</u> |
|--------------------------|---|
| Consolidated Account No. | <input type="text"/>                                |
| Electricity              | <input type="text"/>                                |
| Water                    | <input type="text"/>                                |
| Rates                    | <input type="text"/>                                |
| Other                    | <input type="text"/>                                |
| Other                    | <input type="text"/>                                |

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME ..... (Block Capitals)

SIGNATURE ..... DATE: .....  
 (Of person authorised to sign on behalf of the Tenderer)

**12. MBD4 Declaration of Interest**

No bid will be accepted from persons in the service of the state<sup>1</sup>

- 12.1 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.
- 12.2 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.
- 12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 12.3.1 Full name of bidder or his/her representative .....
- 12.3.2 Identity number: .....
- 12.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
- 12.3.4 Company Registration Number: .....
- 12.3.5 Tax Reference Number: .....
- 12.3.6 VAT Registration Number: .....
- 12.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the 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, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

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

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

<sup>2</sup> "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.

**12.3.8** Are you presently in the service of the state?  
If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.9** Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.10** Do 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?  
If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.11** Are 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? If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.12** Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.13** Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**12.3.14** Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars: 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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**13. Full details of directors / trustees / members / shareholders**

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**