



INVITATION TO QUOTE: BEY SCM 474
Provision of Training Services: Emergency Evacuation Procedures (SAQA ID 259597)

Quotations are hereby invited from accredited training service providers for the abovementioned training to be provided as the attached specifications and requirements.

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked "**BEY SCM 474**", not later than 12h00, **Thursday on the 07th of March 2024** and will be opened in public immediately thereafter.

Note:

Faxed, e-mailed or late quotations will not be accepted.

- 1 The tender will be evaluated on 80/20 system Whereby 80 points will be allocated for price and a maximum of 20 points for specific goals.
- 2 To claim for specific goals prospective bidders MUST submit proof/required the required documents
- 3 Price must include vat (if registered for vat) and all disbursement costs.
- 4 All suppliers must be registered on the Central Supplier Database (CSD)
- 5 A current original tax clearance certificate of SARS is to be submitted.
- 6 A current certified Municipal (rates& services) clearance certificate to be submitted.
- 7 Attached declaration of interest to be completed.
- 8 A current certified BBBEE certificate must be submitted in order to claim preference points.
- 9 Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
- 10 For further details, please contact **Mrs. J. Mostert @ 049 807 5700**
- 11 Allocation of specific goals

NO	Specific goal categories	Max Points Allocation	Evaluation Indicators
1	B-BBEE Status Level Contributor	10	As for BBBEE points allocation please see MBD 6.1
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	10 Points- Located within the boundaries of the Dr Beyers Naudé Local Municipality
			6 Points- Located within the boundaries of Sarah Baartman District Municipality
			4 Points- Located within the boundaries of the Eastern Cape
			1 Point- Outside of the boundaries of the Eastern Cape

DR. E.M. RANKWANA
MUNICIPAL MANAGER

General requirements

Training to be conducted inhouse.

Provision must be provided for 25 incumbents.

Price must include travelling, accommodation and any other disbursement costs.

All training must be accredited.

Only training service providers on the list of accredited training providers will be considered.

Valid accreditation certificates must be submitted with quotation.

Pricing must be per learner

All training material must be provided by service provider.

EMERGENCY EVACUATION PROCEDURES

Emergency Preparedness and Response Procedures

US ID 259597 - NQF Level 2 - Credits 3

Emergency Preparedness / Evacuation

Emergency Preparedness and Response Procedures (1 Day) - Course Outline

The aim of this course is to give an understanding of the planning, preparation and procedures required for an effective, co-ordinated response to different emergencies that could take place in the workplace. It incorporates the specific outcomes and assessment criteria of the SAQA-registered Unit Standard 259597.

The 'Emergency Preparedness and Response Procedures' course will acquaint learners with the different types of emergencies that can take place in the workplace and the potential impact of such occurrences on the company, workers and visitors should they occur. Learners will be able to describe different types of emergency alarms, their purpose and the procedures for responding to them including safely evacuating the premises. This course covers the methods and procedures which need to be applied in an assembly area after an alarm is sounded, including actions required of a safety officer in an assembly area and functions of an emergency control centre. On completion of the course learners will have an appreciation of the need for developing and implementing an emergency management plan in preparation for any potential situation that could arise in their

workplace and to enable emergency teams to respond quickly and effectively to an emergency according to its nature and severity, the type of workplace, and its location.

Pre-requisites:

- **Communication at NQF Level 1 or equivalent.**
- **Mathematical Literacy at NQF Level 1 or equivalent.**

Emergency Preparedness and Response Procedures - Course Contents

- **Terminology - differentiate between an emergency, an accident and an incident.**
- **Different types of workplace emergencies and their potential impact on personnel health, safety and production.**
- **Types of emergencies according to industry type and workplace conditions and identifying those most likely to occur.**
- **Various types of alarms and procedures to be followed according to the nature of the emergency and work site emergency policies and procedures. These include responses to emergencies involving fire, physical injuries, a high risk hazard, explosion and evacuation.**
- **Mandatory, statutory and informative warnings and signs - their purposes and the importance of adhering to them when responding to an alarm.**
- **Actions required of a safety officer in an assembly area including accounting for all evacuated parties.**
- **Methods used to account for and record all parties not evacuated.**
- **Organising emergency teams at the assembly area. Teams may include the fire, first aid, search and rescue, shut-down and/or hazardous materials teams according to the nature and severity of the emergency.**
- **Functions of an emergency control centre.**
- **Completing records in terms of regulations and organisational procedures as required following an emergency/incident.**
- **Understanding communication structures during an emergency - how they work and flow.**
- **Gathering the information required to develop and implement an emergency management plan.**

Course Accreditation: HWSeta

MBD 3.1: PRICING SCHEDULE

BEY-SCM-474

PRICE PER LEARNER	R	
ADD 15% VAT (IF REGISTERED)	R	

TOTAL PRICE	R	

TOTAL PRICE IN WORDS

NAME OF TENDERER

TELEPHONE NUMBER

FAX NUMBER

EMAIL

DATE

SIGNATURE

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. 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 and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) 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; or
- (f) an employee of Parliament or a provincial legislature.

.....

3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

.....

.....

3.8 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?

.....
.....
.....

3.8.1 If so, furnish particulars.

YES / NO

.....

.....

.....

.....

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

3.9.1 If so, furnish particulars

.....

.....

3.10 Are any of the company's directors, managers, principal / NO shareholders or stakeholders in service of the state?

YES

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, **THE** **UNDERSIGNED** **(NAME)**
.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE

FALSE.

Signature

Date

.....

Position

.....
Name of Bidder