



**NQUTHU MUNICIPALITY  
SUPPLY CHAIN MANAGEMENT  
NOTICE OF INVITATION**

**INVITATION TO QUOTE**

<b>Quotation Description</b>	<p><b>Service provider to conduct Occupational Health and Safety</b></p> <p><b><u>OCCUPATIONAL HEALTH &amp; SAFETY – TERMS OF REFERENCE</u></b></p> <p>NQF level : 07 No. of Candidates : 18 Duration : 05 days Classification : The OHS Act and Responsibilities of Management Course Accreditation : Relevant to SETAs</p> <p><b>NB: FULL CONFERENCE (Inclusive of Training Venue (Durban), Training materials, Refreshments, Completion certificate)</b></p> <p>The municipality is looking for a service provider who will render a <b>Occupational Health and Safety</b> short course training for municipal employees. The service provider will among others render a theory and practical learning. Following is the scope:</p> <p><b><u>Requirements</u></b></p> <ul style="list-style-type: none"><li>• The service provider must be registered with SAQA and relevant SETA</li><li>• The service provider must be able to assess employees and be able to issue competency certificates at the end of the training</li><li>• Provide the following:<ul style="list-style-type: none"><li>✓ Advise on waiting period for learners' completion certificates.</li><li>✓ Advise on steps to follow each module and practical sessions.</li><li>✓ Advise on what challenges are encountered during both theoretical learning and practical sessions.</li></ul></li></ul>
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	<p><b><u>Contract</u></b> The service provider will have a signed agreement with the municipality committing to render all the services mentioned above accordingly.</p> <p><b><u>Mandatory Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Company Registration Certificate</li> <li>• Tax Clearance Certificate</li> <li>• Directors certified copies of identity documents</li> <li>• CSD (Central Suppliers Database)</li> <li>• Accreditation Certificates (SAQA and relevant SETA)</li> </ul> <p><b>NB: Complete MBD1, MBD4, MBD6.1, MBD8 &amp; MBD9</b></p>
<b>Quotation Number</b>	<b>SCM/249/25-26</b>
<b>Invitation Date</b>	<b>19 February 2026</b>
<b>Closing Date and time</b>	<b>26 February 2026 12:00 PM</b>
<b>SCM Enquiries</b>	<b>B Buthelezi 034 271 6170</b>
<b>Where quotation can be collected</b>	<b>NQUTHU MUNICIPALITY RECEPTION AREA NQUTHU MUNICIPALITY WEBSITE</b>
<b>Where Quotation should be delivered</b>	<b>QUOTATION BOX AT THE RECEPTION AREA IN LOT 83/2 MDLALOSE STREET OR e-mail to <a href="mailto:bnbuthelezi@nquthu.gov.za">bnbuthelezi@nquthu.gov.za</a></b>

## TERMS AND CONDITIONS

- 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.
- Bidders must be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete all supplementary and compulsory MBD forms enclosed in this RFQ.
- The municipality reserve the right to do due diligence on the quotations.
- The municipality reserve the right to benchmark prices quoted.
- The lowest acceptable price will score 80 points: price, and 20 points for specific goals.
- All price quotations that have a rand value of R1.00 to R50 000 000.00 including VAT, will be evaluated by applying the 80/20 principle as Prescribed by the Preferential Procurement Policy Framework Act of 2022.
- Service provider must be ICASSA accredited and submit certificate as proof.

## NQUTHU MUNICIPALITY SPECIFIC GOALS PREFERENCE POINT SUMMARY

The Nquthu Municipality SCM Policy in respect of specific goals include contracting with people, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme

### 20 points specific goals scores – Points breakdown and verification criteria

Specific goals	Points (80/20)	Verification
100% black ownership (African, Indian, coloured)	10	CSD
Enterprise located within KwaZulu Natal	10	Utility, Proof of res, CSD