



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 21/08/2026
Enquiries : Procurement Office
Telephone : 015 780 6400/06/03/08/04
Ref : REQ10871

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices No.3 Nyala Street, Phalaborwa not later than 31/08/2026 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	TRAINING FOR OHS PRACTITIONERS FOR 24 OFFICIALS OVER TWO DAYS FROM 22-24 SEPTEMBER 2026		

Please number your quotes (Your Ref no)

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer. ○
- The municipality retains the prerogative to reject any quotes it deems to be excessive
- A firm delivery period must be indicated.
- Tax Clearance Pin
- A service provider registered with central supplier database (CSD)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals) 20 is further evaluated: 20 for 100% Black owned.
18 for +51% Black owned; and
14 for Less than 51% Black owned

Training Intervention	Specification	Unit Standard
OHS for Health Practitioners - Describe the functions of the workplace health and safety representative	1. Explaining the specified requirements to conduct safety, health and environmental representation activities at a working place. • The explanation confirms understanding of the specified requirements to conduct safety, health and environmental representation activities. • The explanation confirms understanding of the specific rights, powers, functions and duties of the safety, health and environmental representatives in terms of the specified requirements. • The importance and purpose of conducting safety, health and environmental representation activities are explained in terms of the consequences to safety, health, environment and production. 2. Describing the legislative framework of workplace health and safety legislation pertaining to health and safety representatives and committees, and the effect on the duties of health and safety representatives of health and safety legislation pertaining to the employers and employees (including contractors) • Explanation outlines the understanding of definitions and terminology in terms of specified requirements. • Explanation confirms the understanding of the objectives of the relevant legislation. • The importance of complying with the relevant legislation is explained in terms of the consequences to health, safety, environment and production. • Explanation confirms understanding of the statutory requirements applicable to a Health and Safety Representative. • Explanation confirms the understanding of the statutory requirements of other learners in so far as it has an effect on the functions, duties and responsibilities of the Health and Safety Representative at a workplace. 3. Participating in the actions to address safety, health and environmental related issues. • Safety, health and environmental related issues are addressed at the appropriate level, according to specified requirements. • Facts related to safety, health and environmental issues are established from information obtained, using accepted data gathering methods.	259622

	• Safety, health and environmental related issues are resolved by acting according to specified requirements. • The importance of resolving safety, health and environmental related issues is explained in terms of the consequences to health, safety, environment and production. 4. Participating in activities within safety, health and environmental structures. • The extent of participation within safety, health and environmental structures, according to specified requirements, is verified. • The consultation process with interested and affected parties within the organisation is demonstrated according to specified requirements. • Participation in the activities of the safety, health and environmental structures according to specified requirements, is demonstrated. • The importance of participating in the activities within the safety, health and environmental structures is explained in terms of the consequences to health, safety, environment and production. • The safety, health and environmental activities are performed in such a manner that fosters teamwork and avoids conflict.	
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