

**BA-PHALABORWA MUNICIPALITY****MEMORANDUM****BUDGET AND TREASURY**

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 09/09/2025
ENQUIRIES : STORES
TELEPHONE : 015 780 6402/04
REF : RFQ 8423

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 3 Nyala Street, Phalaborwa not later than **17/09/2025 at 12H00**

QUANTITY	DESCRIPTION	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
25	REQUEST FOR 25 LEARNERS FOR HEALTH AND SAFETY REPRESENTATIVE TRAINING FOR 2 DAYS		
	SEE ATTACHMENT BELOW		

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 be 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 at least 51% Black owned; and
14 for Less than 51% Black owned



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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD THAT HAS PASSED THE END DATE:**

Describe the functions of the workplace health and safety representative

SAQA US ID	UNIT STANDARD TITLE			
259622	Describe the functions of the workplace health and safety representative			
ORIGINATOR				
SGB Occupational Health and Safety				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
-				
FIELD			SUBFIELD	
Field 09 - Health Sciences and Social Services			Preventive Health	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	NQF Level 02	3
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Passed the End Date - Status was "Reregistered"		2018-07-01	2023-06-30	SAQA 06120/18
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard replaces:

US ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	Replacement Status
116518	Conduct safety and health representation activities	Level 2	NQF Level 02	3	

PURPOSE OF THE UNIT STANDARD

The person credited with this unit standard is able to understand the objectives and statutory requirements pertaining to health and safety in the workplace. The learners will be able to explain the rights, powers, functions and duties of the workplace health and safety representative and how any errant health, safety and environmental issues may be handled. Learners will also be able to participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.

The qualifying learner is capable of:

- Describing the framework of workplace health and safety legislation pertaining to health and safety representatives.
- Explaining the specified requirements to conduct safety, health and environmental representation activities at a working place.
- Addressing safety, health and environment related issues within their scope of authority.
- Complying with the activities within safety, health and environmental structures.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

<https://regqs.saqa.org.za/showUnitStandard.php?id=259622>

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

UNIT STANDARD RANGE

N/A

Specific Outcomes and Assessment Criteria:**SPECIFIC OUTCOME 1**

Describe the framework of workplace health and safety legislation pertaining to health and safety representatives.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

Definitions and terminology contained in the current legislation are explained in terms of specified requirements of the workplace.

ASSESSMENT CRITERION 2

The objectives of the relevant current legislation are described in terms of their impact on both employees and employers.

ASSESSMENT CRITERION 3

The importance of complying with the terms of the current relevant legislation is explained in terms of the consequences to health, safety, environment and production.

ASSESSMENT CRITERION 4

The statutory requirements applicable to a health and safety representative are explained in terms of their effect on the duties and functions.

ASSESSMENT CRITERION 5

The statutory requirements applicable to a health and safety committee member are explained in terms of their effect on the duties and functions applicable.

ASSESSMENT CRITERION 6

The statutory requirements of the employer are explained in terms of their effect on the functions, duties and responsibilities of the health and safety representative.

SPECIFIC OUTCOME 2

Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The specific functions and rights of the health and safety representative are explained in terms of the relevant legislation.

ASSESSMENT CRITERION 2

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.

SPECIFIC OUTCOME 3

Address safety, health and environment related issues within the scope of authority.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

Safety, health and environment related issues are dealt with at the appropriate level, according to specified requirements.

ASSESSMENT CRITERION 2

Facts related to safety, health and environmental issues are established from information obtained, using accepted data gathering methods.

ASSESSMENT CRITERION 3

Resolution of safety, health and environment related issues is attempted according to legislation and organisational policy and procedures.

ASSESSMENT CRITERION 4

The importance of resolving safety, health and environmental related issues is explained in terms of the consequences to health, safety, environment and production.

SPECIFIC OUTCOME 4

Comply with the activities within safety, health and environmental structures.

OUTCOME RANGE

Structures include those contained within the management systems of the organisation.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The extent of participation within safety, health and environmental structures, is explained according to legislative requirements.

ASSESSMENT CRITERION 2

Consultative requirements of the health and safety representative are described in terms of their impact on interested and affected parties.

ASSESSMENT CRITERION 3

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.

ASSESSMENT CRITERION 4

Participation in the activities of the safety, health and environmental structures are measured according to health, safety and environmental requirements.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.
- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.
- Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA or an ETQA that has a Memorandum of Understanding in place with the relevant ETQA.
- Moderation of assessment will be conducted by the relevant ETQA at its discretion.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Health, safety and environmental legislation and regulations pertaining to the specific workplace of the learner.
- The functions and duties of a health and safety representative.

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems pertaining to safety, health and environmental issues within scope of authority.

UNIT STANDARD CCFO WORKING

Work effectively with others when participating in the activities of the health, safety and environmental structures in the workplace.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities on order to participate in the activities of the safety, health and environmental representative effectively.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information which may be required in order to address safety, health and environmental related issues.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively with the stakeholders on matters related to the health, safety and environmental representative.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems where that effective participation in the activities of the safety, health and environmental representative leads to a safer and healthier workplace.

UNIT STANDARD ASSESSOR CRITERIA

N/A

REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015.

UNIT STANDARD NOTES

This unit standard replaces unit standard 116518, "Conduct safety and health representation activities", Level 2, 3 credits.

Terminology:

Specified requirements include legal and site-specific requirements and are contained in one or more but are not limited to the following documents.

Legal:

- Relevant current legislation, regulations and directives pertaining to mining and occupational health and safety.
- Mandatory Codes of Practice.
- SANS and other relevant Standards.

Site Specific:

- Hazard Identification and Risk Assessments (HIRA).
- Occupational Health and Safety Risk Management Programme.
- Managerial Instructions.
- Organisational Standard Procedures.
- List of Recorded OHS Risks.
- Working Guides.
- Equipment and Materials Specifications.
- Acceptable subject related theory.

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	PRIMARY OR DELEGATED QA FUNCTIONARY
Elective	74269	National Certificate: Occupational Health, Safety and Environment	Level 2	NQF Level 02	Passed the End Date -	2023- 07-30	As per Learning Programmes recorded against this Qual

<https://regqs.saqa.org.za/showUnitStandard.php?id=259622>

					Status was "Reregistered"		
Elective	78528	National Certificate: Chemical Operations	Level 3	NQF Level 03	Passed the End Date - Status was "Reregistered"	2023- 06-30	As per Learning Programmes recorded against this Qual
Elective	79806	National Certificate: Occupational Hygiene and Safety	Level 3	NQF Level 03	Passed the End Date - Status was "Reregistered"	2023- 06-30	As per Learning Programmes recorded against this Qual

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

NONE

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