

Invitation to Bid (Request for Quotations): Occupational Health and Safety Assessment and Recommendations

Mamelodi East Prevocational School invites suitably qualified and experienced service providers to submit bids for the appointment of a service provider to conduct an occupational health and safety (OHS) assessment of the school and to provide recommendations to improve compliance and mitigate identified risks.

Key Dates

- **Advertisement date:** 24 April 2026
- **Compulsory briefing session:** 30 April 2026, 10:00 to 12:00
- **Closing date and time:** 14 May 2026 at 12:00 (strictly no late submissions)

Bid Document Collection

Bid documents may be downloaded from the school's website [<https://mamelodiprevoc.co.za/>] from **24 April 2026** to **13 May 2026**. Bidders are advised to download the bid document well in advance of the closing date.

Compulsory Briefing Session

Date: 30 April 2026

Time: 10:00 to 12:00

Venue: Mamelodi East Prevocational School.

Important: This briefing session is **compulsory**. All bidders (or their authorised representatives) must attend and sign the official attendance register. Bids from service providers that do not attend and sign the register will not be considered.

Submission of Bids

Bids must be submitted in a **sealed envelope** and deposited in the **tender box** at Mamelodi East Prevocational School on or before **14 May 2026 at 12:00**. The envelope must be clearly marked: **"OHS Assessment and Recommendations – Mamelodi East Prevocational School"**. **No late, faxed, or emailed bids will be accepted.**

Scope of Work

- Conduct an on-site occupational health and safety (OHS) assessment of the school's environment, facilities, and operations.
- Identify hazards, areas of non-compliance, and associated risk exposures.
- Review available OHS documentation and practices, where applicable.
- Submit a written report detailing findings, supported by a prioritised action plan.
- Provide practical corrective and preventive recommendations, including indicative timeframes and responsible parties where feasible.

Mandatory Requirements and Evaluation

Bidders must submit all information and supporting documentation as required in the bid document. The following **mandatory requirements** apply; failure to comply may result in disqualification:

- Proof of company registration (CIPC or equivalent).
- Central Supplier Database (CSD) registration summary report (or proof of registration) reflecting an active status.
- Valid tax compliance status (SARS tax compliance pin or equivalent proof).
- Valid B-BBEE certificate or sworn affidavit, as applicable.
- Proof of registration and good standing with a recognised OHS professional body and/or verifiable evidence of competency to conduct OHS assessments (attach relevant certificates).
- Curriculum vitae (CVs) of the lead assessor and relevant team members, including qualifications and relevant experience.
- At least two (2) contactable references for similar work completed (client name, contact person, telephone number and email address).
- Detailed methodology and work plan, including the proposed site visit approach, reporting format, and timelines.

- Comprehensive pricing schedule/quotation, inclusive of all costs and disbursements (including travel, accommodation, and administration, where applicable).
- Signed compulsory briefing session attendance register.

Only bids that meet all mandatory requirements will be regarded as responsive and will proceed to evaluation.

Responsive bids will be evaluated using the following criteria (as applicable):

- **Functionality / Technical Proposal** (methodology, work plan, understanding of the scope, and proposed deliverables) – **40%**
- **Experience and Capacity** (relevant OHS assessment experience, qualifications of key personnel, and references) – **20%**
- **Price** – **30%**
- **B-BBEE** – **10%**

The School may request clarification of any information provided; however, no bidder will be permitted to change the offered price or materially amend the bid after the closing date.

Mamelodi East Prevocational School reserves the right not to accept the lowest or any bid, to accept a bid in whole or in part, and/or to cancel the bid process at any time, subject to applicable procurement requirements.

Enquiries

All enquiries must be submitted in writing and directed to: **[Insert contact person name], [Insert position/title], at [Insert telephone number] / [Insert email address]** during school working hours.