



ADVERTISEMENT

Date	Person dealing with the matter	Reference	Closing date and Time
29 September 2021	Mrs N. Baleni – Gxumisa	PSJLM-2021/22 Ref 04	08 October 2021 @11H00

ADVERT FOR TRAINING OF 20 LEARNERS ON FIRST AID AND HERBICIDE APPLICATION FOR INVASIVE ALIEN PLANT ERADICATION PROJECT

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for training of 20 Learners on first aid and herbicide application for invasive alien plant eradication project.**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P. O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **08 October 2021 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in and Attach New MBD 1, MBD 4, MBD 6.1, MBD 7.2, MBD 8, MBD 9 and must be submitted with the Quotation (obtained on Municipal website)**
- i) Attach Rates clearance statement of the company or its directors which is not later than 90 days obtained from your respective Municipality or lease agreement signed by both parties (lessor and lessee). If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not later than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website



- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached and should have original stamp of commissioner. (Failing to attach will not lead to disqualification but will lose points of BBBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

TERMS OF REFERENCE

1. Herbicide Application Course

- To train 20 people on Herbicide Application Procedures
- SETA Accredited Training Provider
- To use Unit Standard 123134 (Apply herbicides to noxious weeds)
- Service provider to provide training manuals and tools to learners
- Provide theoretic as well as practical training.
- Provide certificates to learners after completion of training
- Training to take a maximum of two (2) days
- The service provider shall provide written proposal and quotation including course content and implementation plan, outlining how the training will be structured according to content.
- The training course should be practically oriented, training candidates in all aspects of safe and efficient application.
- Training to be conducted at Port St Johns town. Details of the exact venue will be provided to the successful service provider.

Topics to be covered by the module should include the following:

- a) Weed and alien invader species
- b) List of declared species
- c) Safe use of herbicides
- d) Herbicide application methods
- e) Knapsack maintenance
- f) Practical infield demonstration and practical assessment

The service provider will provide the following before training commencement:

- i) Copies of accreditation with the FP&M SETA or any other relevant accreditation.
- ii) A Unit Standard accreditation document on Herbicide Applicator training.
- iii) Relevant training experience of Herbicide Applicator Training.
- iv) A detailed training plan for the training course content/outline
- v) Curriculum vitae, qualifications and ID copy of the facilitator.
- vi) A detailed budget breakdown of costing for Herbicide Applicator Training.



1. First Aid Level 1 Training –Accredited

- Service provider to train 20 people on accredited First Level 1 course
- Service provider accredited by HWSETA, Department of Labour, Service SETA, ECSI or have any other relevant accreditation.
- To use Unit Standard 119567 (Basic Life Support and First Aid Procedures)
- To provide manuals to learners
- To provide theoretical and practical training
- To provide learners with certificates after completion of training
- Training to take a maximum of two (2) days
- Training to be conducted at Port St Johns town. Details of the exact venue will be provided to the successful service provider.

Topics to be covered by the module shall include the following:

- a) Basic principles of First Aid
- b) Terminology, positioning and basic anatomy
- c) Emergency scene and patient assessment
- d) Fainting and unconsciousness
- e) Bleeding and wounds
- f) Fractures and sprains
- g) Head injuries, spinal injuries and shock
- h) Emergency carry methods
- i) Burns
- j) CPR

The service provider will provide the following before training commencement:

- a) Copies of accreditation with the Department of Labour and HWSETA or Service SETA or any other relevant accreditation.
- b) A Unit Standard accreditation document on First Aid Level 1.
- c) Relevant training experience of accredited First Aid Level 1
- d) A detailed training plan for the training course content/outline
- e) Curriculum vitae, copies of qualification and ID copy of the facilitator.
- f) A detailed budget breakdown of costing for First Aid Level 1.

On completion of the training, the service provider should provide the municipality with the following:

- a) A signed training report in the company's letterhead with attendance registers and pictures taken during training.
- b) 'Accreditation Certificates' or 'Certificate of Competence' for those who passed training and 'Attendance Certificates' for those who did not pass the training. The certificates will be in the service provider's letterhead and also with the municipality's logo appearing.

Covid 19 regulations will be adhered to at all times during training:

- 1.5m social distance
- Wearing of face masks will be mandatory throughout the training process



- Washing of hands with sanitizer or water and soap
- Venue for training will be provided by the municipality.

Functionality Assessment

Maximum points is 50 Bidders need to score a minimum of 35 Points to be assessed for price

Evaluation Criteria	Points Allocated
Company must be registered on Health & Welfare SETA, Service SETA and attach proof	10
Company must be registered with FP&M SETA or any other relevant accreditation and attach proof	10
Experience	
Company must have experience in providing accredited First Aid Training. (Submit Appointment with Recommendation letter indicating relevant experience on First Aid Training)	10
Company must have experience in providing Herbicide Applicator Training. (Submit Appointment with Recommendation letter indicating relevant experience on Herbicide Applicator Training)	10
Capacity	
Facilitator should have a qualification in First Aid or Occupational Health & Safety / Health Welfare. (Submit CV and Certified copies of Qualifications)	10
Maximum Points	50

Kindly contact Mr Gweje on 066 319 4267 for more clarity regarding the specification during office hours.

ISSUED BY:



Mr M. T. Hlazo
Municipal Manager

29/09/2021
 Date

