

P.O. Box 3209,  
Houghton, 2041  
Block A,  
Riviera Office Park,  
6-10 Riviera Road,  
Riviera



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**REQUEST FOR PROPOSAL**

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**HEALTH AND SAFETY MANAGEMENT SYSTEM DEVELOPMENT**

RFP/JHB/091

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**5 MARCH 2014**

**COMPULSORY BRIEFING SESSION**

**DATE: 26 FEBRUARY 2014**

**VENUE: BLOCK A 6-10 RIVIERA ROAD,  
KILLARNEY, JOHANNESBURG**

**TIME: 10H00**

# HEALTH AND SAFETY MANAGEMENT SYSTEM DEVELOPMENT

## 1. INTRODUCTION

### 1.1 Organisational Profile

The HDA is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

Currently the operations of the HDA include a national office in Johannesburg and provincial offices in Port Elizabeth, Limpopo, Cape Town, Free State and the Northern Cape.

The HDA owns two buildings in the Johannesburg inner city centre which houses tenants and also provides project delivery support services on a national basis. The activities related to the inner city buildings and project delivery support services are excluded from the scope of the work required, **EXCEPT** in as much as these activities may affect the health and safety of employees travelling to these sites.

### 1.2 Commitment to Health and Safety

The Housing Development Agency (HDA) is committed to providing, as far as reasonably practicable, a working environment which is safe and without risk to the health and safety of its employees.

To this end, the HDA endeavours to comply with National, Provincial and Local legislation applicable to occupational health and safety management; and the HDA further endeavours to comply with the requirements as identified by the hazard identification and risk assessment process.

The HDA seeks to appoint a suitable Service Provider to assist the HDA with the following:

- a) A review of the existing risk assessment policy;
- b) A gap analysis on the holistic baseline risk assessment conducted at its Head Office in Johannesburg looking at both risks as well as legal compliance;
- c) A holistic baseline audit needs to be conducted at the HDA's Cape Town, Port Elizabeth, Limpopo and Free State operations, looking at both risks as well as legal compliance;

- d) A safety and health manual which will incorporate health and safety policies applicable to all its operations;
- e) Procedures specific to each of the HDA's offices to ensure legal compliance and mitigation of risks;
- f) All safety and health appointment forms to be provided; and
- g) A training needs analysis is to be conducted; however training will not be included in the scope of this project.

## **2. REQUIREMENTS**

### **2.1 Gap audit of Baseline Risk Assessment – Johannesburg Office**

A risk assessment policy has been drawn up in order to ensure uniformity within the HDA when completing risk assessments. A review of the policy needs to take place and the policy needs to be amended where necessary. A baseline risk assessment, using the existing standard, has been completed for the HDA's Johannesburg office.

The Johannesburg office houses 50 employees in a 3 storey building which is leased, one floor of which is basement parking. The office building is one of four buildings in an office complex and there are no other tenants in the HDA building.

An audit of the risk assessment conducted at the HDA Johannesburg office is required in order to ensure legal compliance as well as identify any hazards/risks not yet noted. It is expected that any additional risks/non compliances are identified and measures to eliminate/mitigate the risks/non compliances are also identified.

### **2.2 Baseline Audit – Cape Town Office**

The HDA Cape Town Office has twenty (26) employees who are housed on the ground floor of a four storey, privately owned building. There are multiple tenants housed above the HDA.

The appointed service provider will be required to assist the HDA with a baseline risk assessment in order to ensure legal compliance as well as identification of risks that employees may be exposed to on a day to day basis. Control measures to manage these risks, must be identified.

It is essential that the service provider has specific knowledge relating to National Building Regulations as well as all other applicable SANS Regulations in order for the HDA to address risks with the owner of the building, where necessary/possible.

### **2.3 Baseline Audit – Port Elizabeth**

The HDA Port Elizabeth Office has eighteen (18) employees who are housed on the 5<sup>th</sup> floor of a privately owned, six (6) storey building. There are multiple tenants in the building.

The appointed service provider will be required to assist the HDA with a baseline risk assessment in order to ensure legal compliance as well as identification of risks that employees may be exposed to on a day to day basis. Control measures to manage these risks, must be identified.

It is essential that the service provider has specific knowledge relating to National Building Regulations as well as all other applicable SANS Regulations in order for the HDA to address risks with the owner of the building, where necessary.

### **2.4 Baseline Audit – Free State Office**

The HDA Free State Office has eight (8) employees who are housed in a single storey building which is privately owned. The HDA is the only tenant in the building.

The appointed service provider will be required to assist the HDA with a baseline risk assessment in order to ensure legal compliance as well as identification of risks that employees may be exposed to on a day to day basis. Control measures to manage these risks, must be identified.

It is essential that the service provider has specific knowledge relating to National Building Regulations as well as all other applicable SANS Regulations in order for the HDA to address risks with the owner of the building, where necessary.

### **2.5 Baseline Audit – Limpopo Office**

The HDA Limpopo Office has nine (9) employees who are housed in a six (6) storey building owned by a government department. HDA employees are housed on the 1<sup>st</sup>, 2<sup>nd</sup> and 6<sup>th</sup> Floors.

The appointed service provider will be required to assist the HDA with a baseline risk assessment in order to ensure legal compliance as well as identification of risks that employees may be exposed to on a day to day basis. Control measures to manage these risks, must be identified.

It is essential that the service provider has specific knowledge relating to National Building Regulations as well as all other applicable SANS Regulations in order for the HDA to address risks with the owner of the building, where necessary/possible.

## **2.6 Health and Safety Management System**

The HDA requires Health and Safety Policies, Procedures and appointment forms to be drawn up in a format consistent with the HDA's HR & IT Policy Manuals.

- It is expected that the policies developed will be able to be applied throughout the HDA nationally.
- Procedures need to be developed that are specific to the legal requirements and risks, specific to each office.
- Templates for safety and health appointments are to be provided.
- It is expected that a training needs analysis will be drawn up for each region.

## **3 DELIVERABLES**

- a) The service provider will be required to present the first draft of the system to the Office Manager by 24 March 2014 and make any necessary amendments in order to be ready to present to the Corporate Services Team by 26 March 2014.
- b) Once this has been presented to the Executive Management Team, changes may need to be made.
- c) A penalty of 10% of the total project fee will be levied for deadlines missed.
- d) The service provider will provide the HDA with a hard copy, as well as soft copy of all documents in Word or EXCEL format – no PDF documents.
- e) By the submission of a proposal for the required services, the service provider declares that they have the capacity as well as required knowledge, experience and access to legislation in order to complete the risk assessment in all specified offices, as well as the resultant safety and health policy and procedure manual, in a format acceptable to the HDA within the specified timeframes.

## **4. TRAVEL TO REGIONAL OFFICES**

Cost of travel to the regional offices will be borne by the HDA.

## **5. EVALUATION CRITERIA**

The benchmark of a minimum of **70** points out of 100 points on technical capability will be the cut off to qualify for further evaluation.

Table 1 – Evaluation Criteria (70)

CRITERIA	SUB CRITERIA	WEIGHTS
Individual's Experience	<ul style="list-style-type: none"> <li>CV's to be submitted for all consultants who may work on this project. A person whose CV has not been submitted, may not perform any duties relating to this task.                             <ul style="list-style-type: none"> <li>Individual's experience relating to safety and health system development and contactable references relating to same, is required. A minimum of 7 years' experience in the field of health and safety is required.</li> </ul> </li> </ul>	25
	<ul style="list-style-type: none"> <li>Proof of all qualifications to be submitted – a minimum of SAMTRAC or equivalent is required. NADSAM would be advantageous.</li> </ul>	10
Company Experience	<ul style="list-style-type: none"> <li>Company Profile giving evidence of capability of company to conduct the task</li> </ul>	10
	<ul style="list-style-type: none"> <li>A list of at least 10 companies, with contactable references to be provided.</li> </ul>	20
Capacity	<ul style="list-style-type: none"> <li>At least 2 qualified resources available to ensure continuity/completion of project by due date.</li> </ul>	10
Approach & Methodology	<ul style="list-style-type: none"> <li>Given the time constraints and deadlines, a project plan/approach with due dates to ensure completion of project on time needs to be submitted.</li> </ul>	25
<b>TOTAL</b>		<b>100</b>

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

- The HDA proposal will be evaluated as per PPPFA regulations.

## **6. PAYMENT STRUCTURE**

The invoice will be submitted on completion of the project. Payment will be effected within 30 days after submission of the invoice.

## **7. COMPULSORY REQUIREMENTS**

- The following documents must be submitted with the proposal:
  - Valid original tax clearance certificate.
  - Valid and original or certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- A compulsory briefing session with representatives of the HDA will take place at the Housing Development Agency (HDA); Block A, Riviera Office Park, 6-10 Riviera Road, Killarney, Johannesburg on Wednesday, 26 February 2014, starting at 10h00. Failure to attend the compulsory briefing session will lead to automatic disqualification.

## **8. GENERAL**

- Further information regarding technical matters can be sent an email to: [Desire.Davis@thehda.co.za](mailto:Desire.Davis@thehda.co.za) or she can be contacted on Tel: 011 544 1000, and
- Further information regarding supply chain matters and queries can be send via email to: [jerry.makofane@thehda.co.za](mailto:jerry.makofane@thehda.co.za) or he can be contacted on Tel: 011 544 1000

## **9. SUBMISSION OF PROPOSAL**

Proposals should be submitted by no later than 21h00 on or before 5 March 2014 to the following address:

The Procurement Specialist

The Housing Development Agency

Block A, 6-10 Riviera Road, Killarney, Johannesburg, 2193

Tel: 011 544 1000

The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.