THE NATIONAL CREDIT REGULATOR

OCTOBER 2026

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY CONSULTANT FOR A PERIOD OF FIVE (5) YEARS

RFP: NCR1051.10.2026

DUE DATE: 19 NOVEMBER 2026 AT 11H00 SHARP CAT

ADDRESS: 127-15TH ROAD RANDJESPARK MIDRAND (NCR OFFICES)

EMAIL YOUR RFP QUERIES TO: procurement@ncr.org.za

PART A- GENERAL TERMS OF CONDITIONS (SCM)

1. General Information for Bidders

The National Credit Regulator (NCR) was established in terms of section 12(1) of the National Credit Act, Act 34 of 2005 and came into being on 1 June 2006.

The NCR will determine which bidding organisation ("bid participant"), if any, is appointed in response to this request for submission for the appointment of an occupational health and safety consultant for a period of five (5) years.

General Terms

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2001/2022 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (Annexure B and B.1 that can be downloaded from NCR website - https://www.ncr.org.za/index.php/procument/tender-standard-bidding-documents/general-terms-conditions). **Please read this document carefully and confirm your agreement to the terms prior to submitting your proposal.**

2. The Proposal Format

- **Economy of proposal preparation**

  The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant's ability to meet the requirements of the proposal request.

  Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to and provided in a file of annexure.

3. **Validity of proposals**

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids.

4. **Number of proposals**

Each participant must provide two (2) hard copies **(original & copy) and** one (1) memory stick of their entire proposal, including all the documentation referred to in Section 7 below, in the format specified in that section. All submitted proposals will become the property of the NCR and will not be returned. The proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

5. Submission of proposals

5.1. Proposals must reach the offices of the NCR before 11:00 AM on 19 November 2026 and must be enclosed in a sealed envelope which must be clearly labelled/addressed on the outside.

a) RFP No: NCR1051.10.2026

b) TERMS REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY CONSULTANT FOR A PERIOD OF FIVE (5) YEARS

c) . CLOSING DATE: 19 NOVEMBER 2026 AT 11H00 AM,

5.2 Proposals are to be submitted in the marked tender box, in the reception area, National Credit Regulator, 127-15th Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).

5.3 Please note that this RFP closes punctually at 11h00 on 19 NOVEMBER 2026 No late submissions will be considered under any circumstances.

5.4 All the documentation referred to in Section 7 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

5.5 If responses are not delivered as stipulated in this Section 5.1, such responses will be considered **"late"** and will not be considered for evaluation.

5.6 The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.

5.7 Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.

5.8 The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

5.9 Only the participants that are short-listed after the evaluation process will be informed of the results of the submission adjudication process.

5.10 After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Evaluation Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

6.Timetable

Date & time	Activity
28/10/2026	Issue RFP document
19/11/2026	Closing date
23/11/2026	Preliminary evaluation
24/11/2026	Evaluations by the Evaluation Committee
14/12/2026	Adjudication Committee meeting
11/01/2027	Award

The National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

7. Documentation to be submitted.

Document that must be Submitted	Guideline		Consequence of non-submission
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Tax status SBD 1	Yes	Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status.Proof of Registration on the Central Supplier Database Vendor number	Disqualification from process
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document	Disqualification from process
Preference Point Claim Form – SBD 6.1	Yes	Non-submission will lead to a zero (0) score on Specific goals	Zero points awarded for specific goals
Registration on Central Supplier Database (CSD)	Yes	The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If not registered, to complete the registration of company prior to submitting the proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number starting with MAAA. Submit proof of registration.	Disqualification from process

Document that must be Submitted	Guideline		Consequence of non-submission
Acceptance of the General Terms and Conditions	Yes	https://www.ncr.org.za/index.php/procument/tender-standard-bidding-documents/general-terms-conditions	Disqualification from process

8.Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on specific goals, allocated as indicated in the table below:

B-BBEE status level of contributor	Specific goals	Price
Total maximum points	20	80

The points system is outlined for the 80/20 to address the preferential procurement as followed:

8.1 SMME's which are owned by Black people.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	TOTAL NUMBER OF
Persons historically disadvantaged on the basis of race	81%- 100% black ownership	7
	51% - 80% black ownership	5
	31% - 50% black ownership	3
	0 – 30% black ownership	1

8.2 SMME's which are owned by People with disability

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
	50 %- 100% owned by persons living with disabilities	3

Persons historically disadvantaged on the basis of disability	30% - 49% owned by persons living with disabilities	2
	0 – 29% owned by persons living with disabilities	1

8.3 SMME's which are owned by Women.

SPECIFIC GOAL	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of gender – Women	81% - 100% owned by women	7
	51% - 80% owned by women	5
	31% - 50% owned by women	3
	0 – 30% owned by women	1

8.4 SMME's which are Youth owned business.

SPECIFIC GOAL	OWNERSHIP LEVEL	POINTS
Persons historically disadvantaged based on age	50%- 100% owned by persons who are	3
	30% - 49% owned by persons who are	2
	0 – 29% owned by persons who are	1

9. Evidence for specific goals

PROOF OF EVIDENCE TO SCORE SPECIFIC GOALS POINTS			
EVIDENCE	**YES**	**NO**	**ATTACH EVIDENCE (indicate a page)**
Share certificate			
ID Copies stamped by the commissioner of oath			
Sworn affidavits			
BBBEE certificates			
Proof of disability			
CIPC Documents			

NB: Bidders will only score points based on the evidence submitted.

10. Reporting of fraud and corruption

The National Credit Regulator management is commitment to transparency, integrity, and accountability, as described in our Code of Conduct and business principles. Which led to the establishment of the Ethics Line. The Ethics Line seeks to provide an independent and comprehensive service through enhanced anonymity assurance and a wide range of communication channels. Bidders and members of the public are encouraged to use the following toll-free line to report any misconduct relating procurement activities amongst others.

Fraud / Anti-Corruption Hotline

Report any incidents of wrongdoingto the KPMG Ethics Line

0800 20 53 17 (Toll Free)

PART B: NEXT PAGE

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN OCCUPATIONAL HEALTH AND SAFETY CONSULTANT FOR A PERIOD OF FIVE (5) YEARS

1. INTRODUCTION

The National Credit Regulator (NCR) is the regulatory authority established on 01 June 2006 in terms of the National Credit Act (NCA) 34 of 2005 with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry, and to protect consumers.

In addition, the NCR in terms of the section 16(1) of the Act is responsible to increase knowledge of the nature and dynamics of the consumer credit market and industry, and to promote public awareness of consumer credit matters by implementing education and information measures.

2. OBJECTIVE

The NCR seeks to appoint an Occupational Health and Safety Consultant that will ensure legal compliance and a working environment that is safe and meets basic health standards.

The address of the NCR is as follows:
127-15th Road,
Randjespark
Midrand
Gauteng

3. DURATION OF THE CONTRACT

The duration of the contract is for a period of five (5) years. The contract will commence on 01 April 2027.

4. MANDATORY REQUIREMENTS

4.1 The bidder is required to be registered with an appropriate Professional Body and have relevant professional accreditation. In South Africa, a professional Occupational Health and Safety (OHS) consultant should be registered with the **South African Institute of Occupational Safety and Health (Saiosh)**, which is the statutory-recognized professional body for OHS by the South African Qualifications Authority (SAQA).

The bidder must provide proof of the following key Professional Bodies & Accreditations:

- **SAIOSH:** The primary professional body for registering OHS practitioners, technical members, and professional members based on qualifications and experience.

- **HWSETA / QCTO:** The Health and Welfare Sector Education and Training Authority and Quality Council for Trades and Occupations, which accredit national OHS training standards and qualifications.
- **SACPCMP:** The South African Council for Project and Construction Management Professions, mandatory specifically for OHS agents and managers in the construction sector.

5. SPECIAL BID CONDITIONS

5.1 The bidder must have experience in Occupational Health and Safety services and training.

5.2 The appointed bidder will be subjected to vetting investigations by the State Security Agency (SSA). The appointment of the preferred bidder will depend on a positive clearance from SSA.

6. SCOPE OF WORK

6.1 Review of the Occupational Health and Safety Policy in accordance to the Occupational Health and Safety Act, 1993.

6.2 Annual review and framing of the policy statement.

6.3 Revise health and safety documentation annually.

6.4 Develop documentation where necessary.

6.5 Update NCR on any legal requirement or legal changes and law updates.

6.6 Assist with the annual revision of the Emergency Preparedness and Response Plan.

6.7 Conduct bi-annual emergency evacuation drills and issue drill reports.

6.8 Conduct quarterly risk assessments.

6.9 Conduct annual compliance audit on NCR documentation and premises and issue an audit report.

6.10 Chair quarterly safety meetings and issue minutes of meetings.

6.11 Ongoing health and safety support and consulting.

6.12 Provide training to appointed Occupational Health and Safety committee members and other identified employees such as First Aid, Fire Fighting, Legal Liability training for managers, Incident Investigation training, Hazard Identification and Risk Assessment (HIRA), Emergency Preparedness etc.

6.13 Advise NCR on all training and awareness requirements.

6.14 Create monthly health and safety awareness through toolbox talks.

6.15 Conduct annual health and safety campaigns.

6.16 Assist with schematic design and floor plans according to the Occupational Health and Safety Act, 1993.

6.17 Conduct an annual building and Mobile Unit Fire Equipment Service according to the OHS - General Machinery Regulation. The bidder must be registered with relevant industry associations e.g. Fire Fighting Equipment Trader Association (FFETA).

6.18 The bidder must provide certificates as proof of registrations/affiliation to the relevant industry association.

6.19 Provide 5 and 10 year-pressure testing on building and Mobile Unit fire extinguishers, as and when required.

6.20 Supply all First Aid Kits with contents and conduct quarterly checking, supply, filling and replacement of contents.

6.21 Provide all safety signs and ensure that they are in place. To be verified by Service Providers during the site inspection.

6.22 Ensure NCR compliance in accordance with the Occupational Health and Safety Act, 1993.

6.23 Submit quarterly reports on Occupational Health and Safety matters.

7. FUNCTIONALITY EVALUATION CRITERIA

With reference to the technical / functionality requirements, the following criteria shall be applicable and the maximum points of each criterion in the table below. Minimum threshold of **70 points** should be obtained to qualify for the second phase. The functionality criteria will be evaluated based on the following:

Values: None submission = Zero 1= poor, 2= did not met requirements, 3= partially met the requirements, 4= meet the requirements, 5= exceed the requirements

The following critical criteria will apply, for evaluation purpose of this Bid. Non-compliance to these critical criteria or no supporting documentation supplied with the bid response will invalidate your bid.

The evaluation is based on the criteria indicated below namely organisational experience and capacity (Health and Safety Services and Training), approach and methodology and capabilities and experience of the proposed team.

ORGANISATIONAL EXPERIENCE AND CAPACITY (HEALTH AND SAFETY SERVICES AND TRAINING)	**WEIGHT**
Demonstrate organisational experience (at least five years' experience in providing similar Occupational Health and Safety Services and Training.) **Point allocation:**	**20**

<table>
<tr><td>More than five years' experience = 5
Five years' experience = 4
Four years' experience = 3
Three years' experience = 2
Two to zero years' experience = 1
Non submission = 0</td><td></td></tr>
<tr><td>REFERENCES</td><td>WEIGHT</td></tr>
<tr><td>The bidder must furnish a minimum of three (3) reference letters where the relevant services have been rendered within the last 5 years. The letters must stipulate that the services rendered were done in a satisfactory manner, which must include, but not be limited to:
▪ Types of services rendered relevant to this Bid
▪ Date of service
▪ Duration of the service
▪ If the company delivered the services as required
▪ Signed letter
▪ Must be on a company letterhead
▪ Contact details (e.g. Company name, contact person, telephone number and email address.)

<table><tr><th>Description</th><th>Weight</th></tr><tr><td>4 reference letters and more</td><td>5</td></tr><tr><td>3 reference letters</td><td>4</td></tr><tr><td>2 reference letters</td><td>3</td></tr><tr><td>1 reference letter</td><td>2</td></tr><tr><td>Submitted reference letters that do not meet the criteria</td><td>1</td></tr><tr><td>0 reference letters</td><td>0</td></tr></table></td><td>10</td></tr>
<tr><td></td><td></td></tr>
</table>

APPROACH AND METHODOLOGY	WEIGHT
The bidder must fully describe and demonstrate approach and methodology to Occupational Health and Safety (OHS), as per the scope of work 5.1 to 5.23. **Points allocation:** The bidder provided an approach and methodology beyond the scope of work **= 5** The bidder addressed 21 to 23 elements of the scope of work = **4** The bidder addressed 12 to 20 elements of the scope of work = **3** The bidder addressed 6 to 11 elements of the scope of work = **2** The bidder addressed 1 to 5 elements of the scope of work **= 1** Non submission **= 0**	**25**
CAPABILITIES AND EXPERIENCE OF THE PROPOSED TEAM	**WEIGHT**
The bidder must demonstrate experience, tertiary qualifications and capabilities of their proposed teams including those of team leader/s. The proposed team and its leaders must have at **least eight years' experience** in Health and Safety Services and Training (Attach CV and past & current projects) **Point allocation:** The bidder demonstrated experience, provided proof of tertiary qualifications, capabilities of their proposed team and its leaders have 9 years' and more experience **= 5** The bidder demonstrated experience, provided proof of tertiary qualifications, capabilities of their proposed team and its leaders have 8 years' experience **= 4** The bidder demonstrated experience, provided proof of tertiary qualifications, capabilities of their proposed team and its leaders have more than 6 years' but less than 8 years' experience **= 3** The bidder demonstrated experience, provided proof of tertiary qualifications, capabilities of their proposed team and its leaders have more than 4 years' but less than 6 years' experience **= 2** The bidder demonstrated experience, provided proof of tertiary qualifications, capabilities of their proposed team and its leaders have 1 to 4 years' experience **= 1** Non submission and less than a year experience **= 0**	**35**

COMPANY OWNERSHIP	**WEIGHT**
The Company with people with disabilities as Directors or Shareholders. Current year medical certificate declaring the disability must be submitted. **Point allocation:** The bidder complies with the requirement **= 5** The bidder does not comply with the requirement **= 0**	**10**
TOTAL POINTS	**100**

Bidders are required to score a minimum of 70 points on functionality to qualify to be evaluated for the next level (specific goals and price). Bidders who do not score the minimum of 70 points on functionality will be disqualified and not be evaluated on specific goals and price.

ANNEXURE A

PRICING SCHEDULE

Description	Year 1 Rand Value (Inclusive of VAT)	Year 2 Rand Value (Inclusive of VAT)	Year 3 Rand Value (Inclusive of VAT)	Year 4 Rand Value (Inclusive of VAT)	Year 5 Rand Value (Inclusive of VAT)
Review ▪ Review of the Occupational Health and Safety Policy in accordance to the Occupational Health and Safety Act, 1993.	**R**	**R**	**R**	**R**	**R**
▪ Annual review and framing of the policy statement.	**R**	**R**	**R**	**R**	**R**
▪ Revise health and safety documentation annually.	**R**	**R**	**R**	**R**	**R**
▪ Annual revision of the Emergency Preparedness and Response Plan.	**R**	**R**	**R**	**R**	**R**
Audits and Assessments ▪ Quarterly risk assessments.	**R**	**R**	**R**	**R**	**R**
▪ Annual compliance audit on NCR documentation and premises and issue an audit report.	**R**	**R**	**R**	**R**	**R**
Training ❖ **Provided in year 2 and 4 of the contract.** ▪ Health and Safety (US ID 9964): **14 participants**	**R**	**R**	**R**	**R**	**R**

▪ First Aid Level 1 (US ID: 119567): **13 participants**	**R**	**R**	**R**	**R**	**R**
▪ Basic Fire Fighting (US ID: 12484): **10 participants**	**R**	**R**	**R**	**R**	**R**
▪ Incident and Investigations (US ID: 117391): **5 participants**	**R**	**R**	**R**	**R**	**R**
▪ Hazard Identification and Risk Assessment (US ID: 13167): **5 participants**	**R**	**R**	**R**	**R**	**R**
▪ Emergency Preparedness (US ID: 259597): **37 participants**	**R**	**R**	**R**	**R**	**R**
▪ Legal Liability for managers (US ID: 244288): **13 participants**	**R**	**R**	**R**	**R**	**R**
Additional Service ▪ Bi-annual emergency evacuation drills and issue drill reports.	**R**	**R**	**R**	**R**	**R**
▪ Chair quarterly safety meetings and issue minutes of meeting.	**R**	**R**	**R**	**R**	**R**
▪ Monthly health and safety toolbox talks.	**R**	**R**	**R**	**R**	**R**

▪ Annual health and safety campaigns.	**R**	**R**	**R**	**R**	**R**
▪ Annual supply and install schematic design and floor plans.	**R**	**R**	**R**	**R**	**R**
▪ Annual Fire Fighting Equipment Service.	**R**	**R**	**R**	**R**	**R**
▪ 5 or 10 year-pressure testing on building and Mobile Unit fire extinguishers (as and when required)	**R**	**R**	**R**	**R**	**R**
▪ Supply and quarterly maintain First Aid Kits with contents.	**R**	**R**	**R**	**R**	**R**
▪ Supply and install safety signs as verified during the site inspection.	**R**	**R**	**R**	**R**	**R**
▪ OHS quarterly reports.	**R**	**R**	**R**	**R**	**R**
TOTAL SUM (VAT Incl.)	**R**	**R**	**R**	**R**	**R**

TOTAL PRICING OVER 5 YEARS (VAT Incl.)	**R**

End of the document.