



## REQUEST FOR FORMAL WRITTEN PRICE QUOTATION From Occupational Health and Safety Consultants

Master Builders South Africa (MBSA) functions as a Federation of registered employers' organisations which represent contractors and employers operating in the building industry and is regulated in terms of Section 107 of the Labour Relations Act, Act 66 of 1995.

**Master Builders South Africa hereby invites formal written quotations from Occupational Health and Safety Consultants for the supply of the following:**

**Scope of Services** - "The scope of services entails the auditing of approximately 35 to 45 building sites to be entered for the 2019 MBSA National Safety Competition".

### **Important Information:** -

1. The judging will commence in July 2019 and will take approximately 20 to 25 audit days over a period of four to five consecutive weeks. The actual commencement date will be communicated in due course.
2. VAT inclusive quotations should be valid for at least 30 days and be based on a rate per auditor per audit day. Expenses with regard to air travel, accommodation and meals should not be included in the quotation as that will be for the account of MBSA.
3. The auditing will be done in terms of the Policy for Regulating the MBSA Occupational Health & Safety Audit System and National Safety Competition. A copy of the Policy will be made available on request.
4. The MBSA Tender Specifications are attached for your perusal.
5. The criteria for selecting the Auditor will be based on:-
  - The reputation and experience of a company in performing occupational health and safety audits on large building/construction sites.
  - The audit team member's qualifications and relevant construction health and safety experience as reflected in their CVs.
  - Fee quotation for the audit services.
6. Quotations will be treated as confidential and MBSA reserves the right to conduct interviews, and reference enquiries.
7. MBSA will not be financially liable for any withdrawal of participation by any sites at any time.
8. MBSA reserves the right to:-
  - Accept or reject any tender.
  - Annul the tender process and reject at any time prior to the award of the contract; without thereby incurring any liability.
9. Preference will be given to companies owned by persons from historically disadvantaged background. Quotations must be accompanied by the company's BBBEE's certificate.

Quotations on your company letterhead and sealed in envelope clearly marked "Tender: 2019 National Safety Competition" should be delivered by hand or fast-mailed to: Master Builders South Africa, No. 1 Second Road, Halfway House, 1685 to reach us by no later than 12:00 on Friday, 07 June 2019. In addition, an electronic copy of the quotation should be emailed to: [info@masterbuilders.org.za](mailto:info@masterbuilders.org.za) to reach us by no later than the said time and date.

Further enquiries to be directed to: -  
OHS Manager: Mrs Thembi Mabuza  
(011) 205 9000 or [tmabuza@masterbuilders.org.za](mailto:tmabuza@masterbuilders.org.za)

**OCCUPATIONAL HEALTH AND SAFETY  
TENDER SPECIFICATIONS  
2019 NATIONAL SAFETY COMPETITION**

**1. DEFINITIONS**

<b>Auditor:</b>	A qualified person appointed to conduct an audit
<b>Audit:</b>	A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled which consist of an administrative component (review of appointments, records, documents, permits, license, authorizations, exemptions, policies, procedures, contractor agreements, and other related documents) and a physical audit
<b>Audit System:</b>	The 2019 Master Builders South Africa Construction Occupational Health, Safety, Environmental Regional/National Competition Audit System and Star grading Programme
<b>Audit team:</b>	Health and safety experts employed in different MBA's around South Africa
<b>Categories:</b>	The ten categories as stipulated on the MBSA Audit System
<b>Coordinator:</b>	The MBSA appointed Health and Safety Manager
<b>COIDA:</b>	Compensation of Occupational Injuries and Deceases Act, Act 130 of 1993
<b>DI:</b>	Disabling Injury as stipulated on the MBSA Audit System
<b>DIFR:</b>	Disabling Injury Frequency Rate as illustrated by calculations in the Audit System
<b>IAC:</b>	The appointed Independent Auditing Company
<b>MBSA:</b>	Master Builders South Africa
<b>MBA:</b>	Master Builders Association
<b>National OH&amp;S Manager:</b>	MBSA National Occupational Health & Safety Manager
<b>OH&amp;S:</b>	Occupational Health and Safety
<b>PPE:</b>	Personal Protective Equipment

**2. PURPOSE**

The purpose of this specification is to provide the guidelines, standards and requirements for the judging of entries for the 2019 Master Builders South Africa National Occupational Health and Safety Competition.

**3. SCOPE**

This specification covers all requirements to be adhered to by the successful Independent Auditing Company (IAC) to conduct the MBSA Annual National OH&S Competition judging. The specification also provides details for any information that the IAC might need to carry out their work successfully.

**4. NATIONAL OH&S MANAGER**

The audit team will be led by MBSA National OH&S Manager who will act as a Coordinator of the audits. The specific roles of the National OH&S Manager will be to: -

- 4.1 Collate all the entries received in the various categories from the MBAs and provide the successful IAC with the details.
- 4.2 To compile a preliminary schedule for all sites in conjunction with the MBAs OH&S Advisors and provide the successful IAC with such at the orientation meeting. The number of sites may vary in number but will not be more than 50.
- 4.3 Lead and oversee the audit process in ensuring that audits are done in a uniform, fair and unbiased manner and that the principles of natural justice are observed throughout. All questions will be asked by the national Coordinator. Auditors will be given an opportunity to ask questions if clarification is required.
- 4.4 Ensure that all scores have been calculated and captured correctly and that every audit sheet has been correctly signed off.
- 4.5 Make available and assist in the application of DIFR Sliding Scale for sites with reportable DI's.

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**5. TRAVEL AND ACCOMMODATION**

In preparation for the audits, Master Builders South Africa will: -

- 5.1 Arrange all flight tickets for all auditors at economy class rates with any of the local RSA carriers.
- 5.2 Arrange accommodation at City/Town Lodge hotels or similar or a Bed & Breakfast facility for every member of the judging team.
- 5.3 Arrange suitable transport for travelling between the sites and the hotels.
- 5.4 Make provisions for meals and/or refreshments for every single day of audit to every member of the judging team.

**6. SERVICES REQUIRED FROM IACs**

The successful IAC will be expected to: -

- 6.1 Travel to different destinations around South Africa and audit 35 to 45 entries of sites to be entered for the MBSA Annual OH&S competition.
- 6.2 Make available, two auditors to perform the auditing of all these building sites. The same two auditors so appointed are expected to work together through the entire audit process. Should anyone of the auditors not be able to continue taking part for whatever reasons, MBSA must be informed and MBSA will reserve the right to approve such replacement.
- 6.3 Provide auditors with provable construction health and safety experience.
- 6.4 Provide copies of IDs of auditors appointed to enable to MBSA to make necessary travel arrangements.
- 6.5 Use only MBSA Audit System to carry out the audits. A copy of MBSA Audit System will be discussed with the successful IAC at the orientation meeting. MBSA will provide the audit forms for use by the successful IAC for every audit.
- 6.6 Read and understand the requirement DIFR Sliding Scale. A copy of the DIFR Sliding will be discussed with the successful IAC at the orientation meeting.

**7. THE AUDIT PROTOCOL**

The following must be noted and observed by the successful IAC: -

- 7.1 Each regional MBA will make available an OH&S Advisor to lead the auditing team to the site.
- 7.2 All the information on the scoring summary page of the audit sheet must be completed.
- 7.3 All audit sheets must be signed by the individual auditors before submitted to the final sheet signed by the Coordinator.
- 7.4 All the non-applicable items must be treated as such and are not to be audited. No scores must be included for these items.
- 7.5 The audit team must move around the site together as a team.
- 7.6 Any disagreements must be dealt with outside of the audit and not whilst the audit is in progress.
- 7.7 No points allocated or deductions are to be discussed with the parties being audited.
- 7.8 An opening meeting will be held with the contractor representatives to brief them on the process to be followed and so that the audit team can establish the scope of works on the site.
- 7.9 All sub-division sub-totals must balance before the final scoring can commence. The final audit scores of each auditor must be within 3% of each other. If a variance of greater than 3% exists after the completion of an audit the following process must take place: -
  - 7.9.1 Re-check all totals.
  - 7.9.2 Compare scores allocated per auditor per sub-section, this will highlight the areas where scores could differ.
  - 7.9.3 Agree to lift or reduce marks where necessary under the guidance of the co-ordinator.
  - 7.9.4 Consensus must be reached before leaving the site.
  - 7.9.5 The co-ordinator's decision will be final if consensus cannot be reached amongst all the auditors.
  - 7.10 The average of the three scores will be deemed to be the final score achieved by the site.
  - 7.11 Scores must be adjusted where necessary by the Coordinator, using the national DIFR Sliding Scale.
  - 7.12 The contractor must not be given the score at any time until the scores have been received and published by MBSA.
  - 7.13 If an unsafe situation which requires the immediate intervention by the contractor is noted on site, the audit team should inform the contractor of the situation so that immediate action can be taken to address it.
  - 7.14 A daily de-briefing may take place after the last audit of the day, if deemed necessary.
  - 7.15 No coaching of contractors is to take place during audits.
  - 7.16 No soliciting of business should take place during the audit process.
  - 7.17 The auditing team will have their cell phones switched off when the auditing is in progress.

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**8. ORIENTATION MEETING AND RELEVANT DOCUMENTS**

An orientation meeting with members of the judging panel will be held before the commencement of the judging. The actual date will be communicated in time to the successful IAC.

The following documents are relevant and will be made available to the IAC at the meeting: -

- 8.1 MBSA Policy for Regulating Occupational Health and Safety Audit System and National Safety Competition.
- 8.2 MBSA Audit System.
- 8.3 Preliminary schedule of building sites entered for the competition. The number of sites entered for the competition may change.

**9. GENERAL REQUIREMENTS**

The following general requirements will apply: -

- 9.1 The IAC must provide a valid Letter of good standing with the Compensation Commissioner. This requirement shall not be applicable if the tenderer is a sole proprietor.
- 9.2 The minimum requirements for the tender to be evaluated shall be as follows: -  
The independent person or representatives of the company contemplated to undertake the national audit shall:
  - Submit the CVs of the individuals and the company profile to demonstrate extensive practical knowledge in construction health and safety auditing and inspections.
  - The individuals must be Registered as Construction Health and Safety Agent(s) or Manager with the South African Council for Project and Construction Management Professions (SACPCMP), and Qualified Auditors.
  - Prior to the commencement of the audit and after having fully met the requirements outlined herein, be further required to write and pass the MBSA Auditors Examination.
- 9.3 The auditing team are required to follow the safety rules on site at all times including inductions.
- 9.4 Auditors are to supply their own PPE.
  - 9.4.1 The minimum PPE requirement will be protective footwear and hard hats. Any other site-specific PPE will be supplied by the contractor.

**10. CONFIDENTIALITY AND DISCLOSURE**

The successful IAC must treat the auditing process with high level of confidentiality, integrity and respect.

The disclosure of information to any party will be the sole responsibility of MBSA.

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**Master Builders South Africa**  
PO Box 1619, Halfway House 1685  
No. 1 Second Road, Halfway House, Midrand  
[info@masterbuilders.org.za](mailto:info@masterbuilders.org.za) | [www.masterbuilders.org.za](http://www.masterbuilders.org.za)  
Tel 011 205-9000, Fax 011 315 1644

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