

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY BUDGET AND TREASURY DIRECTORATE PURCHASING AND STORES DIVISION

Tender Number: CSQ07265807
Buyer: Dulwana, Miss Q [00065769]

Closing Date: 2026-10-13
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	OPERATIONAL RISK MANAGEMENT	Service Providers are requested to offer their services for Operational Risk Management Protocols as per specification available at SCM in Harrower Road - Port Elizabeth. "For more details on the above item please contact: Ms B. Vetyeka @ 041 506 2788 / 082 964 9855	AA171361

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

Public Health**SUPPLY CHAIN MANAGEMENT****INFORMAL TENDER NO: CSQ07265807****SPECIFICATION: OPERATIONAL RISK MANAGEMENT PROTOCOLS
(6 MONTHS – INFORMAL TENDER)****1. PURPOSE:**

The purpose of this specification is to invite service provider/s to assist in the achievement of operational and legal compliance in respect of the Municipality's operational risk management practices pertaining to the Occupational Health & Safety Act No. 85 of 1993 (as amended) requirements.

Furthermore, Section 8 of the Occupational Health & Safety Act 85 of 1993 imposes a moral, legal and financial responsibility to protect and safeguard its employees and other persons affected by its activities, against risk to their health or safety arising from any of the operations associated with the business.

2. BACKGROUND

The Municipality is obliged by virtue of the Occupational Health & Safety Act 85 of 1993, to establish systems of work, mechanisms, processes, capacity, infrastructure, resources and procedures that takes into account "it shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees" – Section 8(1) referring.

To give effect to the provisions of the Constitution and supporting the Occupational Health & Safety and Wellness Sub Directorate, is therefore in need to obtain sufficient personnel that has the necessary operational knowledge capacity, experience and skills to interface with all operational divisions across the NMBM to manage occupational risks effectively, proactively and productively and transfer relevant knowledge in a sustainable manner.

By not ensuring sufficient expertise and capacity is made available to support and assist operations to minimize or reduce high risk activities or processes, would undermine or even waste scarce resources resulting in failure to adhere to good business practices, provisioning and maintenance of plant, machinery & equipment and thereby compromising Policy objectives of providing a working environment that is safe and without risk to the health of its employees and communities. It should be noted that the Nelson Mandela Bay Metropolitan Municipality poses risks as follow:

Details of Risk	:	Non-compliance with legislation and subsequent prosecution and / or civil litigation
Risk Category	:	Strategic, Institutional and Operational Risk
Risk Assessment	:	[Impact = Major] [Likelihood = Very Likely] [Risk Magnitude = Critical]

The provision of sufficient expertise and capacity in the field of operational risk management, will serve to mitigate inherent risks to Council by deploying and making available sufficient infrastructure and knowledge depth in respect of managing operational risks sustainability.

3. SCOPE OF WORK

The services of a Health and Safety Risk Specialist is required to undertake the following responsibilities, in terms of Section 8 of the Occupational Health and Safety Act and other related sections of the Act and Regulations:

- 3.1 Reviewing the effectiveness of the accident reporting, monitoring and investigation mechanism in association with loss of time and sickness/absence management
- 3.2 Assist in investigating the circumstances of any incident which has occurred at or originated from a workplace or in connection with the use of plant or machinery which has resulted, in the injury, illness or death of any person.
- 3.3 Design NMBM Occupational Health and Safety Management System (OHSMS) to minimise potential hazards.
- 3.4 Facilitating with the team the re-design of engineering systems, SHE management systems and protocols and conduct legal liability training.
- 3.5 Advising line management and setting processes that will ensure the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risk to health of employees, visitors, contractors and other persons who might be affected.
- 3.6 Advise on implementation of health and safety risk management issues.
- 3.7 Assisting all NMBM Directorates with regard to construction health and safety related project needs in a competent and legal compliant manner, client / agent capacity is available and where capacity is under strain, manage the outsourcing strategy thereof, to ensure the management of NMBM construction projects.
- 3.8 Evaluate and develop safety critical system designs, by conducting hazard analysis to identify risks and specify design safety features and procedures to strategically mitigate risk to acceptable level before the system is certified.

- 3.9 Compiling, analysing and interpreting statistical data related to occupational illnesses and accidents and develop control or mitigation measures.
- 3.10 To present a monthly written and requested report to the designate officials, according to the required standard/s and protocol of reporting.

4. MINIMUM REQUIREMENT: may be requested from the shortlisted bidders within the 72hr period after the closing date and time of the advert- failure to do so may render you non responsive

The interested service provider should have a Health and Safety Specialist with the under-mentioned requirements:

Document	Yes(✓)	No(✓)
4.1 <i>National Diploma</i> qualification in the fields of Operations Management, Total Quality management <i>or Risk Management or Equivalent.</i>		
4.2 An experience of 10 years of more in the field of Safety Health Environment management, including construction safety management and risk monitoring and control. <i>Candidates to provide reference letters from relevant companies, and the letters to be in the letter head of the company.</i>		
4.3 Include a Curriculum Vitae indicating the above qualifications and experiences and certified copies of certificates with list of credible working references is required.		

6. GENERAL INFORMATION:

- 6.1 Nelson Mandela Bay Municipality incorporates the areas of the erstwhile Port Elizabeth, Uitenhage, Despatch and former Western District Municipalities.
- 6.2 The Municipality has ±7200 employees, working in different environments, which could be defined as high, medium and low risk.
- 6.3 There are about 10 Directorates (currently under review) with relatively large concentration of human resource.
- 6.4 The Service Provider shall supply the breakdown of its budget for the work to be done, as part of its proposal.

Contact Person: Ms Bukelwa Vetyeka

Contact Details: (041) 506-2788/1407 or 082 964 9855

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