

REQUEST FOR QUOTATION

Reference No: **Legalliability2026**

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person			Jane Kekana and Conty Mokala		
e-mail address			DSBDEExternalRFQ@dsbd.gov.za		
Telephone number			012 394 3236 Or 082 749 8356		
Issue/Request date			17 August 2026		
Closing date and time			21 August 2026 @ 11H00		
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1	20 People	Request for quotations for OHS Legal Liability training awareness session to be conducted online via Microsoft Teams, no certificates and workbooks required- 3hrs session. Training will be conducted in two groups, the first group (ten employees) will attend the training before the end of September 2026 and the second group will attend the training before end of March 2027. OBJECTIVES The session should enable managers and supervisors to: • Understand their legal duties as employers, managers and supervisors. • Understand personal accountability and liability arising from non-compliance with OHS legislation • Understand the consequences of failing to discharge OHS responsibilities. • Promote proactive leadership in creating a safe and healthy workplace. • Improve compliance with the Occupational Health and Safety Act and applicable regulations. • Strengthen the department's safety culture	
2		COURSE CONTENT The awareness session should cover, but not be limited to, the following: • Overview of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). • Duties of the Employer. • Duties of Managers and Supervisors. • Duties of Employees. • Legal appointments and delegated responsibilities. • Sections 8, 14, 16, 37 and 38 of the OHS Act. • General Administrative Regulations. •	

		Criminal liability. • Civil liability. • Personal liability of managers. • Employer liability. • Negligence and due diligence. • Recent South African legal cases involving OHS failures. • Practical steps managers should implement to ensure compliance Questions and answers.	
3			
4			
5			
6		Vat @ 15% if applicable	
7		Total amount including Vat	
Compulsory documents to be returned.		(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1 (b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth. To claim points following should be provided. i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit, ii. A Confirmation of SMMEs, take note of the above table (business classification) iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months	

SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million

Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million