

REQUEST FOR QUOTATIONS

02 SEPTEMBER 2026

**REQUEST FOR QUOTATIONS FOR RFQ TO CONDUCT
AN OCCUPATIONAL HEALTH AND SAFETY BASELINE RISK ASSESSMENT FOR THE RSR**

1. Purpose

- 1.1. To invite service providers to send quotations to Conduct an Occupational Health and Safety Baseline Risk Assessment for the RSR

2. Considerations/background

- 2.1. The Railway Safety Regulator (RSR) is a statutory organisation established in terms of the Railway Safety Act No. 30 of 2024 (previously the National Railway Safety Regulator Act No. 16 of 2002), with a mandate to oversee and promote railway safety within the Republic of South Africa.
- 2.2. The RSR is committed to maintaining a safe, healthy, and environmentally responsible working environment for all employees, contractors, stakeholders, and members of the public. This commitment is aligned with applicable legislative requirements, including the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), the National Environmental Management Act, 1998 (Act No. 107 of 1998), the Compensation for Occupational Injuries and Diseases Act (COIDA), and other relevant regulations, codes of practice, and recognised standards.
- 2.3. In accordance with Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) obligation, every employer is required to identify workplace hazards, assess associated risks, and implement suitable control measures to ensure, as far as reasonably practicable, a working environment that is safe and without risk to health and safety. To fulfil this obligation, the RSR requires the undertaking of an Safety, Health and Environmental (SHE) Baseline Risk Assessment to systematically identify, analyse, and evaluate hazards and risks associated with

its operational activities, including office-based functions, , travel-related activities, and field operations undertaken within railway environments (railway safety inspections and/or occurrence investigation).

- 2.4. The Baseline Risk Assessment will provide the RSR with a comprehensive organisational risk profile to support informed decision-making, strengthen legal and regulatory compliance, evaluate the effectiveness of existing controls, and identify improvement opportunities aligned with best practice risk management principles and continuous improvement methodologies. The assessment will further support the enhancement of organisational resilience, business continuity, and proactive risk management, while reducing the potential for workplace incidents, occupational diseases, environmental impacts, financial losses, reputational harm, and operational disruptions that may affect service delivery and organisational performance.

3. Scope of work / Specification

Specifications are as follows: RFQ to to Conduct an Occupational Health and Safety Baseline Risk Assessment for the RSR

- 3.1. The Railway Safety Regulator (RSR) hereby requests the services of a competent and suitably qualified service provider, duly registered with a recognised South African professional regulatory body, including but not limited to the South African Institute of Occupational Safety and Health (SAIOSH), Southern African Institute for Occupational Hygiene (SAIOH), Health Professions Council of South Africa (HPCSA), Engineering Council of South Africa (ECSA), and/or South African Council for the Project, to conduct a comprehensive baseline Safety, Health and Environmental Risk Assessment for the RSR.
- 3.2. The appointed service provider shall conduct the risk assessment in accordance with the provisions of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), all

applicable regulations, and other relevant South African legislation and standards (e.g ISO45001:2018) governing occupational health, safety and environmental risk management.

- 3.3. The purpose of this assessment is to identify, analyse and evaluate all existing and potential occupational health, safety and environmental hazards associated with the operational activities, workplace conditions, regulatory functions, inspectorate activities, and Selected off-site operations of the RSR.

4. MANDATORY REQUIREMENTS

- 4.1. The following documents must be submitted. Failure to submit any of the mandatory documents listed below **will result in disqualification** of the bid.

Requirements	Documents to be Submitted
Be accredited, or registered, or recognized by the South African Institute of Occupational Safety and Health (SAIOSH)	Submit valid proof of membership, or registration, issued by SAIOSH including proof that the registration is current and is in good standing.

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents

- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Functionality Evaluation Criteria - if applicable

- 6.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

No.	Criteria	Points Allocations	Weight
1.	REFERENCES: Previous SHE/OHS/SHEQ Risk assessment conducted by the Service Provider (i.e. Bidding Company).	• 30 Points = 4 and above relevant reference letters • 20 Points = 3 relevant reference letters	30

	The bidder must submit reference letters demonstrating previous experience in conducting SHE/OHS/SHEQ Risk assessment in the public sector or private sector environment. The reference letters should include: a) Must be on the company letterhead b) Nature of the work conducted c) Must have contactable details d) Must be dated and signed	• 10 Points = 1 to 2 relevant reference letters • 0 Points = No relevant reference letter or irrelevant	
2.	COMPETENCY: Capability to conduct SHE/OHS/SHEQ Risk Assessment. Competency: Project Lead must submit CVs detailing a minimum of 5 years of experience in SHE/OHS/SHEQ risk assessments. NB: The CV must clearly indicate the month and years of experience e.g. Jan 2016 to June 2026 and duties in full details (Summary of work without breakdown will not be considered)	• 30 Points = 5 years and more experience in conducting SHE/OHS/SHEQ Risk Assessment • 20 Points = More than 3 years to less than 5 years' experience in in conducting SHE/OHS/SHEQ Risk Assessment • 15 Points = From 2 years to 3 years' experience in conducting SHE/OHS/SHEQ risk assessments Risk Assessment.	30

		• 10 Points = From 1 to less than 2 years' experience in conducting SHE/OHS/SHEQ Risk Assessment • 0 Points = Less than 1 year experience in conducting SHE/OHS/SHEQ Risk Assessment	
3.	QUALIFICATIONS: The Project Lead must possess relevant qualifications in Occupational Health and Safety or Safety Management or Environmental Management or Environmental Science, or Environmental Health Certified copies of qualifications must be submitted as proof. (Qualifications must be certified in the last 6 months)	QUALIFICATION POINTS: 20 Points = Postgraduate degree in occupational health and safety or safety management or environmental management or environmental science, or Environmental Health • 15 Points = Degree in Occupational Health and Safety, Safety Management, Environmental Management or Environmental Science or Environmental Health • 10 points = National Diploma in Occupational Health and	20

		Safety or Safety Management, Environmental Management or Environmental Science or Environmental Health • 0 Points = No relevant qualification submitted.	
4.	METHODOLOGY The Service Provider must submit a detailed methodology outlining the approach to conduct the Baseline Occupational Health and Safety Risk Assessment. The methodology should demonstrate a clear understanding of hazard identification, risk analysis and evaluation, stakeholder engagement, site inspections, risk ranking, determination of existing controls, recommendations for additional controls, reporting, and development of a risk register.	• 20 Points = Provides a comprehensive, structured, and risk-based methodology demonstrating a clear understanding of baseline risk assessment principles. • 15 Points = Provides a clear methodology covering most key elements of a baseline risk assessment, with a logical approach and adequate detail. • 10 Points = Provides a basic methodology that addresses some aspects of the baseline risk assessment but lacks detail or a structured approach.	20

		• 5 Points = Provides a generic methodology with limited relevance to baseline risk assessments and insufficient detail. • 0 Points = No methodology submitted.	
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Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

7. Evaluation 80/20 Preference Point System

- 7.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 7.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 7.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black women</i>	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate

		• Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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7.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

8. Technical Enquiries

8.1. SCM Enquiries

Mr. Siphamandla Mbatha

siphamandla.mbatha@rsr.org.za

8.2. Project Manager Enquiries

Mr. Eric Gereda

ericg@rsr.org.za

9. Closing Date and Time for responses to this request for quotation

9.1. The request will be **closed on Monday 14 September 2026 at 10h00**. Responses may be emailed to Mr. Siphamandla Mbatha siphamandla.mbatha@rsr.org.za