



**MOHOKARE**  
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950  
Tel: 051 673 9600  
Fax: 051 673 1550  
E-mail: [info@mohokare.co.za](mailto:info@mohokare.co.za)  
[www.mohokare.co.za](http://www.mohokare.co.za)

## REQUEST FOR QUOTATIONS

### FIRST AID TRAINING

SCM CONTACT PERSON:	Mr. L.T.G Lebete
TELEPHONE NUMBER:	(064) 472 2549/(051) 673 9600
E-MAIL ADDRESS:	<a href="mailto:Thabiso@mohokare.gov.za">Thabiso@mohokare.gov.za</a>
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Ms. N.G Jam Jam Skills Development Officer <a href="mailto:Ntombanaj@gmail.com">Ntombanaj@gmail.com</a>  (074) 850 9718
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/03/RFQ/2026 FIRST AID TRAINING", can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950  Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/03/RFQ/2026
BID VALIDITY PERIOD:	90 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	23/01/2026
CLOSING DATE:	02/02/2026
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	None

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000**

*This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2022. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: [www.treasury.gov](http://www.treasury.gov)).*

**NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.**

## Scope of Work

### FIRST AID TRAINING

The Municipality wishes to appoint an accredited and suitable registered training provider(s) to train 20 learners on Level One First Aid. Main Focus areas are as follows:

ID	UNIT STANDARD TITLE	NQFL	Credits
119567	Perform basic life support and first aid procedures	1	5

#### Specific Outcomes

- Demonstrate an understanding of emergency scene management
- Demonstrate an understanding of elementary anatomy and physiology
- Assess an emergency situation
- Apply First Aid procedures to the life-threatening situation
- Treat common injuries

#### Essential Embedded knowledge

The following embedded knowledge is addressed in an integrated way in the unit standard:

##### 1. Names & functions of:

- Anatomy and physiology of the human body
- Primary and secondary examinations
- Scope of practice, consent, recording

##### 2. Attributes, descriptions, characteristics & properties:

- Confidence attained through repeated practical applications
- Willingness to assist in emergency situations

##### 3. Sensory cues:

- Effective diagnosis and treatment and safety of the accident scene and bystanders

##### 4. Purpose of:

- Precautionary measures for blood and body fluids
- Specific equipment and training aids
- Specific treatment

##### 5. Events, causes and effects, implications:

- Events relating to injury mechanisms
- Safety requirements relating to the situation
- Transportation of patients, services available and cost implications

##### 6. Categories:



- Adults, children and infants
- Sick or injured
- Emergency situations
- Disaster situations

#### **7. Procedures and techniques:**

- Evaluation of the patient's condition and severity of injuries e.g. critical, stable, level of consciousness etc.
- Basic communication skills

#### **8. Regulations, legislation, agreements, policies, standards:**

- Standards set according to legislation as per the Occupational Health and Safety Act and other related legislation and policies

#### **9. Theory, rules, principles, laws:**

- Interdependence of the various systems of the body
- Specific treatments

#### **10. Relationships, systems:**

- Family, community, colleagues
- Emergency and disaster services
- Facilitate the learning program
- Conduct assessments
- Moderate assessment and
- Issue the certificates.

A successful service providers will be expected to supply all the learning material for the program and must demonstrate this ability in the proposal. Interested consultants, individuals and organizations must prepare and submit the following:

#### **Requirements:**

- A detailed proposal
- Company profile (with CVs of lead consultants)
- Relevant experience
- Accreditation Certificate

The following conditions will apply:

- Valid Training provider Accreditation letter. Certified copies only.
- A valid original Tax Clearance certificate must accompany your quotation.
- BBBEE certificate must accompany your proposal
- If not registered in our Municipality supplier's database, your quotation must be accompanied by the applications forms.

Failure to comply with these conditions may invalidate your offer.

**The following conditions will apply:**

- The quoted price must be firm and inclusive of VAT, when applicable.
- Quotations must be submitted on your company's official documentation with a letterhead, and must be signed and stamped.
- Provide proof that the supplier meets the criteria of specific goals listed below to qualify for points.
- An original Tax Clearance Certificate or sufficient evidence that tax matters are in order with SARS must be attached.
- Attach a CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website  
(Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

**NB:** The following shall not be considered:-

- Quotations received after the closing date and time determined here-in.
- Quotations of which the envelopes have not been duly marked for identification.
- Telegraphic, faxed and telephonic tenders or those completed in pencil.
- Tenders listed in the National Treasury's register of defaulters

**Evaluation Criteria**

- Submit proof of related projects previous completed
- The final evaluation will be done in terms of the Mohokare's Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

**Evaluation Criteria for Specific goals**

Specific Goals will be awarded as follows

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Mohokare local municipality	10	5
Within the boundaries of Xhariep District	6	3
Within the boundaries of the Free State	4	2
Outside of the boundaries of the Free State	2	1

Municipal Account or Lease Agreement of Company to be obtained as evidence

Municipal Account or Lease Agreement of Company to be obtained as evidence

Black owned	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100%	10	5
51% and above but less than 100 %	8	4
less than 51%	6	3
not black owned	4	2

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

**Vendors Registration:**

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

**NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**

**NB:** No quotations will be considered from persons in the service of the state

*\*MSCM Regulations: "in the service of the state" means to be -*

(a) a member of -

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Recommended / Not Recommended

Approved / Not Approved

  
Mr. V. Litabe  
Acting - Chief Financial Officer

  
Mr. M. Mohale  
Acting-Municipal Manager