

**TERMS OF REFERENCE FOR THE SERVICING OF THE EMERGENCY
EVACUATION CHAIRS AT THE W&RSETA HEAD OFFICE AND 10 (TEN)
W&RSETA REGIONAL OFFICES**



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1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The objective of TOR is to procure an EVAC+CHAIR approved service provider to service the Emergency Evacuation Chairs at the W&RSETA head office and 10 (ten) Regional Offices as well as to provide refresher training on the use of the Emergency Evacuation Chairs.

3. SCOPE OF SERVICES

- 3.1. The W&RSETA has the EVAC+CHAIR 300H Emergency Evacuation Chair at all its offices.
- 3.2. The bidder must be approved by EVAC+CHAIR as service provider to service the Emergency Evacuation Chairs for the following offices:

Office	Address
Eastern Cape Regional Office	3 Surrey Road, Vincent, East London
Free State Regional Office	8 Barnes Street, Westdene, Bloemfontein
Gauteng North Regional Office	1 st Floor, Egret Place, Hillcrest Office Park, 189 Lunnun Road, Hillcrest, Pretoria
Gauteng South Regional Office	1 st Floor, Building A, Hill on Empire 16 Empire Road Parktown, Johannesburg
Head Office	Hennops House, Riverside Office Park, 1303 Heuwel Avenue, Centurion
KwaZulu Natal Regional Office	3rd Floor, Clifton Place, 19 Hurst Grove, Musgrave, Durban
Limpopo Regional Office	4th Floor, Thabakgolo Building, 60 Schoeman St, Polokwane
Mpumalanga Regional Office	Suite 201, Parkmed Centre, 64 Mandela Street, Emalahleni
North West Regional Office	155a Kruger Street Rustenburg
Northern Cape Regional Office	Building 6, Monridge Office Park, 2 Kekewich Drive, Monument Heights, Kimberley
Western Cape	Building 5, 4th Floor, Tyger Valley Chambers, 27 Willie van Schoor Avenue Tyger Valley, Bellville

- 3.3. Provision of mounting brackets for Emergency Evacuation Chairs where brackets have been lost.
- 3.4. Provision of refresher training for the Health and Safety Officials.

4. CONTRACT MANAGEMENT

- 4.1. On an ongoing basis, the W&RSETA shall monitor and evaluate the performance against the deliverables outlined in the General Conditions of Contracting (GCC) and the Purchase Order (PO).

5. PRICING

5.1. Proposals must include all costing inclusive of VAT, which must be in line with market-related rates.

5.2. All bidders are required to submit their cost breakdown in the table below marked as A and B.

A. Servicing the Evacuation Chairs			
Office	Unit Cost	Vat	Total
Eastern Cape Regional Office			
Free State Regional Office			
Gauteng North Regional Office			
Gauteng South Regional Office			
Head Office			
KwaZulu Natal Regional Office			
Limpopo Regional Office			
Mpumalanga Regional Office			
North West Regional Office			
Northern Cape Regional Office			
Western Cape			
Total			

B. Miscellaneous			
Description	Unit Cost	Vat	Total
Mounting Bracket			
Refresher Training per person			