



NKANDLA MUNICIPALITY

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NKANDLA
3855

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Lot 292
NKANDLA

☎ 035-833 2000
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Ref: HR Strategy

Enquiries: HR/Corporate Service

REQUEST FOR PROPOSALS AND QUOTATIONS

Nkandla Municipality invites qualified and experienced bidders to submit proposals for the review and planning of Human Resources Management (HRM) Strategy. The HRM Strategy required by the Municipality focused on unlocking workforce capabilities at all levels to deliver more effectively on the goals of the municipal Integrated Development Plan (IDP), within more engaged and performance-driven organisational culture. The municipality also seeks to derive improved value from the HRM Department represented by more strategic, responsive and compliant HR service delivery.

SCOPE OF WORK

In presenting their proposals, bidders will be required to articulate their:

- methodology for facilitating review and planning workshop: process, tools and techniques;
- means to achieving an enabling, practical and inclusive HRM Strategy;
- approach to documenting HRM Strategy and Plan;
- model for evaluating success.

Nkandla Municipality will be responsible for providing:

- the venue and other logistical support;
- relevant HR and municipal performance information (KPA's)

OTHER REQUIREMENTS:

- The proposal must include the following:
- the credentials of individual(s) undertaking the project;
- details of similar previous work undertaken with at least three (3) contactable references;
- a short motivation (not more than one page) for appointment

SUPPORTING DOCUMENTS AND CONDITIONS

- ▲ **Original Tax Clearance Certificate/SARS Pin, Company Founding Documents, Proof of registration on the NT CSD and B-BBEE Certificate must be submitted with a quotation.**
- ▲ **MBD4, MBD7.2 & MBD8 must be submitted.(available from municipal website www.nkandla.org.za)**
- ▲ The successful service provider will be required to register on the municipal database; Database Forms are available on request.
- ▲ The Nkandla Local Municipality Supply Chain Management Policy will apply.
- ▲ The Council reserves the right to negotiate further conditions and requirements with the successful bidder. And reserve the right not to appoint.
- ▲ Quotations that are late, incomplete, unsigned or stamped, will not be accepted or considered. The municipality will accept no responsibility for the late delivery of quotations by courier services or any other forms of mailing.
- ▲ The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- ▲ Bids shall remain valid for 60 . 90 days from the closing date (**24 FEBRUARY 2017**).
- ▲ All prices should be inclusive of Value Added Tax (VAT).

HUMAN RESOURCE MANAGEMENT STRATEGY

All Completed quotations, proposal and supporting documents must be submitted in a sealed envelope clearly marked with their quotation names as above and must be *and deposited in the municipal tender box situated at the reception area of the Nkandla Municipality, Lot 292, Maree Road, Nkandla 3855 by Friday the 24th of February 2017 at 10h00.*

EVALUATION CRITERIA:

Nkandla Municipality subscribes to the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The 80/20 preference point system shall be applicable during the evaluation and adjudication of bids. The amended PPPFA regulation.

- First Stage: Functionality, 100% (Minimum threshold of 70%) being 50% for Experience and 50% for Capacity (minimum of 2 Completed projects).
- Second Stage: Preferential Points System (80/20); 80 for Price and 20 for BBEE Contribution. Only bidders who pass the first stage with a minimum of 70% will then be evaluated further in the second stage.

BID ENQUIRIES

All enquiries should be directed to the Human Resource Manager, Mr LD Khanyile on (035) 833 2021 during office hours.

Mr. NM Mnyandu
ACTING MUNICIPAL MANAGER
17/02/2017