



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTDM/SCM/1734/2020

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR
AN INVESTIGATION ON THE ESCALATION OF OVERTIME COSTS
IN THE ORGANISATION OF UTHUKELA DISTRICT
MUNICIPALITY.**

04 NOVEMBER 2020

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1.	1. PURPOSE The purpose of these terms of reference (ToR) is to invite prospective professional service providers to submit a quotation to render an investigation on the escalating overtime cost in the Uthukela District Municipality to be used as a basis for remedial action in the organisation.	

3. SCOPE OF WORK

The successful bidder will be required to:-

- Obtain full information about Uthukela District Municipality's position in respect of salaries and payment of overtime to Uthukela District Municipality workers;
- Benchmark payment of overtime to five day workers in accordance with applicable and relevant Legislation with legislation;
- Investigate and determine what salaries and overtime were paid since 01 July 2019 to
- Uthukela Municipal workers;
- Conduct a thorough Investigation in terms of authenticity of overtime claimed and paid to Uthukela District Municipality workers;
- Conduct a thorough Investigation in terms of correctness of the tariff or rate used in the payment of overtime worked on Saturday, Sunday and Public Holidays in terms of relevant legislation
- Conduct a thorough investigation and determine when, how and who authorised the overtime and the process followed in the approval of payment of such overtime to Uthukela District Municipality workers;
- Consult with Payroll staff from Finance Units on actual overtime claims processed and paid during the period of investigation (01 July 2019 to 30 September 2020).
- Consult with Corporate Services Department on tracker reports for vehicles used to compare with the actual overtime claims processed and paid during the period of investigation (01 July 2019 to 30 September 2020
- Advice in terms of best practice standard method that can be used by Municipality to calculate overtime for Sundays and Holidays
- Identify employees that may have claimed overtime for the normal workday that fall either on a weekend or holiday
- Prepare a submission to the Executive Management based on the outcome of the investigation/fact finding with regards to escalating overtime in the organisation.

Bidders are accordingly invited to provide Uthukela District Municipality with:

- a proposal of how the bidder would provide the required investigation with regards to
- escalating overtime cost in the organisation accompanied by a project plan; and
- a fee arrangement/ cost estimate that the bidder would require to render the services
- for this project.

4. TIMELINES

	<p>Time is of the essence in respect of this scope of work and the assistance is required immediately. The Successful service provider will be required to commence with work immediately after appointment and will be required to complete the exercise within a three weeks period.</p> <p><u>5. PROJECT MANAGEMENT TEAM AND EXECUTION</u></p> <p>The following are required from the service provider:</p> <ul style="list-style-type: none"> - Team Leader's experience, expertise, competence and more than 10 years practicing as Labour Specialist / Expert; - The team must also include an Accountant with a minimum of 6 years' experience - Attorney/ Practicing Lawyer with a minimum of 6 years' experience; - A project plan indicating key activities, milestones and deliverables; - CV's of Team Leader; Attorney/ Practicing Lawyer; - A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members to assignments should be based on the qualifications and experience of the proposed project personnel. <p>5.3 Qualifications and Experience</p> <p>The following are the minimum qualifications and experience expected of the service provider's key staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Qualifications and experience in relation to the scope of work; <input type="checkbox"/> Please enclose CV's that shows experience and qualifications; <input type="checkbox"/> Minimum of 10 years' experience in conducting similar or equivalent assignment; <input type="checkbox"/> Experience and knowledge of applicable Labour Relations Act, Basic Conditions of Employment and its related Legislation; <input type="checkbox"/> Minimum of 3 references of similar or equivalent experience relating to the scope of work completed in the last five years. 	
	<p><u>SPECIAL CONDITIONS:</u></p> <ol style="list-style-type: none"> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Faxed or e-mailed quotations will not be accepted. 4. 7 days urgent. 	

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room G 51.

Sealed quotations outwardly marked: **Ref. No. UTDM/SCM/1734/2020:**
APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR AN
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ORGANISATION

- 1. UThukela District Municipality** must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Wednesday, 11 November 2020.**
- 2. MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
- 3.** All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**
- 4.** In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
- 5.** Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
- 6. Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
- 7. Certified Copy of Sanas:** B-BBEE Certificated or Proof of Exemption **must** be included in the Bid document.
- 8. A valid original Tax clearance** certificate **must be** submitted together with the document.
- 9.** Prices altered by means of correction fluid **will not** be considered
- 10. Preference will be given to Database Suppliers**
- 11. A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
- 12.** Proof of registration, on the central supplier database for government.
- 13. Local Production and Content:**
 - 9.(1) An organ of state must, in the case of designated sectors, where in the award of tenders local production and content is of critical importance, advertise such tenders with a specific tendering condition that only locally produced goods, services or works or locally manufactured goods, with

stipulated minimum threshold for local production and content will be considered.

14. Pre-Qualification:

Only tenderers with B-BBEE Level 1 will qualify.

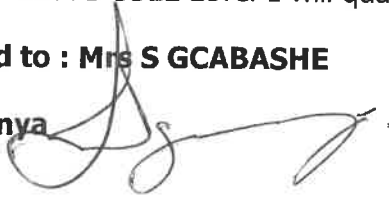
Enquiries may be directed to : Mrs S GCABASHE

Tell: 036 638 5134

Checked by: Lwazi Ngwenya



**M SITHOLE
MUNICIPAL MANAGER**



UTHUKELA DISTRICT MUNICIPALITY