



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

REFERENCE NO. UTDM/SCM/1534/2019

**PROVISION OF THE ORGANISATIONAL DEVELOPMENT AND
LABOUR RELATIONS SUPPORT FOR UTHUKELA DISTRICT
MUNICIPALITY**

15 OCTOBER 2019

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

Item No.	Specifications	Quantity
1	<p>The municipality aims to ensure the approval of the reviewed organisational structure, with job descriptions for each post on the approved structure and recommendations for the implementation thereof. In order to achieve this the Municipality requires the services of a professional with their own resources to assist with the following services:</p> <ul style="list-style-type: none"> ➤ Ensure the Approval of the Reviewed Organisational Structure in MS Visio; ➤ Completion of Job Descriptions for each post on the structure in the TASK Grading System format; ➤ Recommend how the reviewed structure should be implemented. <p>The municipality aims to ensure staff grievances are considered appropriately with sound recommendations for approval for implementation</p>	01

SPECIAL CONDITIONS:

1. Not adhering to the specifications, will result in the quotation not being considered.
2. Service must commence within 14 days of receiving official order.
3. The service provider is required to meet the following criteria:
 1. Appropriate Tertiary Qualification in organisational development, organisational/industrial psychology, human resource management and Public Administration. A minimum of a Relevant Bachelor's Degree (with courses and majors in the mentioned specialised areas) with added-advantage for relevant post-graduate degree.
 2. Relevant Experience in the abovementioned areas within a local government environment. A minimum of five year's experience in local government organisational development, design and implementation and human resources and labour relations. An added-advantage being the number of examples of such experience i.e. number of municipalities experience.
 3. Required Skills and Knowledge:
communication: excellent written and verbal communication skills;
negotiation, conflict-resolution and limited mediation skills;
planning and coordination skills;
MS Visio Skills;
Thorough Knowledge of local government and labour-related legislation; and
In-depth understanding of municipal working environments.

The following is to be provided:

1. Detailed Curriculum Vitae with certified copies of qualifications and at least three (3) references for similar OD related work;
2. Valid Driver's Licence;
3. Confirmation of own resources to undertake the work;
4. Prices must be valid for at least thirty (30) days from date of offer.
5. Faxed or e-mailed quotations will not be accepted.
6. Service providers should be Accredited by Department of Higher Education and South African Qualifications Authority

GENERAL CONDITIONS:

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

- 1. Sealed quotations outwardly marked: Ref. No. UTDM/SCM/1534/2019: PROVISION OF THE ORGAISATIONAL DEVELOPMENT AND LABOUR RELATIONS SUPPORT must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Wednesday 23 October 2019** .**
- 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, 2011.**
- 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.**

**Enquiries may be directed to: Mr Mondli Mkhize (Labour Relations Office)
Tell: 036 638 5100**

**SN KUNENE
MUNICIPAL MANAGER**