



## **MATJHABENG LOCAL MUNICIPALITY**

### **REQUEST FOR PROPOSALS REVIEW & REFINING OF HR POLICIES, PROCEDURES, PROCESSES AND ENABLERS TO SUPPORT THE OVERALL SERVICE DELIVERY STRATEGY**

#### **1. INVITATION**

Tenders are hereby invited from reputable, suitably qualified and experienced service providers either individuals and or consulting firms, to review and refine HR policies, procedures, processes and enablers to support the overall services delivery strategy of the Matjhabeng Local Municipality.

#### **2. BACKGROUND**

The amalgamation of the six former TLC's into Matjhabeng Local Municipality has resulted into various HR policies being applied inconsistently . As a result a need has arisen to review and refine the HR to accommodate all areas of the Matjhabeng Local Municipality.

#### **3. SCOPE OF WORK**

Reviewing all existing HR Policies and proposing of new HR policies for the municipality

All policies must be provided electronically in MS Word

#### **4. INFORMATION REQUIRED**

You are required to submit the following information in your proposal:

##### **4.1 Pricing**

Fees must include disbursements.

##### **4.2 Supply Chain Management (SCM) Requirements**

All quotations must be accompanied by a completed SCM application form, available from the SCM Office on 057 3913911, or the proposed suppliers of the service must already be registered on the SCM approved list of service providers.

#### **5. TIME FRAMES**

Tender of invitation 22 May 2009

Deadline for receipt of proposals 5 June 2009 .

Review of proposals & appointment of provider 19 June 2009

Final date for project completion 31 July 2009

#### **6. ENQUIRIES**

All enquiries should be addressed to the;  
Chief Financial Officer: Mr. T Kometsi,  
057 391 3911

## **7. CLOSING DATE**

Proposals must be delivered to the Municipal Offices, Civic Centre, Stateway Welkom by 12h00 on Friday, 5 June 2009 and will be opened in public on the same day at 12h00.

No faxed or electronic tenders will be accepted. Council does not bind itself to accept the lowest or any tender and Council reserves the right to negotiate with the successful Contractor.

Tenderers are further advised that the adjudication will be done in terms of the spirit of Matjhabeng Municipality's Supply Chain Management Policy.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOW:**

Lowest Price substantially to specification 80 points

Involvement of bidder in local economy 06 points

PDI status 14 points

**TOTAL 100 points**

**TENDERERS ARE ADVISED THAT ONLY TENDERS FROM COMPANIES REGISTERED ON OUR DATA BASE WILL QUALIFY.**

**TENDERS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED**



**T.H.E PIETERSEN**

**MUNICIPAL MANAGER**

Notice: 22/2009.