



Date of advert: **25 May 2018**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/843/17-18

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Friday, 31 May 2018 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD4 (**Declaration of Interest**) form obtainable from the municipal SCM office and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

NB: No quotations will be considered from persons in the service of the state!

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6108

| ITEM No. | DESCRIPTION OF GOODS /SERVICES | QUANTITY |
|----------|--|----------|
| | Request service provider to Review, formulate and analyse our Human Resource Policies and HR Strategy. | |
| 1 | NQUTHU LOCAL MUNICIPALITY REQUIRES THE SERVICE OF THE SUITABLE AND QUALIFIED SERVICE PROVIDER TO REVIEW, FORMULATE AND ANALYSE OUR HUMAN RESOURCE POLICIES AND HR STRATEGY. | |
| | <p><u>TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER ON HUMAN RESOURCES POLICIES FORMULATION AND/ OR REVIEW</u></p> <p>The Supply Chain Management is requested to source a reputable service provider who will do work associated with the formulation and/ or reviewing of the Nquthu Local Municipality Human Resources Policies.</p> <p><u>REQUIREMENTS:</u></p> <ul style="list-style-type: none"> • 5 OR More years of experience as Human Resource Policy Practitioner • Accreditation by services by LGSETA and other relevant bodies • Service provider must have in depth knowledge and understanding of policy formulation, translation and implementation • Must be familiar with other Local Government policies, legislations and regulations. • Must be able to develop, interpret, and present the policy in general and Human resource strategy. <p><u>Scope of Work</u></p> <p>The service provider will do the following among other things:</p> <ul style="list-style-type: none"> • Formulate the appropriate Human Resources Policies in line with current legislation and Collective Agreements. • Review the existing municipality policies to be in line with the current Human Resource best practice. • Analyze the implementation process of the policies with a view to aligning them with the general rules of the administrative justice and the municipal employees general code of good practice • Assist in communicating the policies to the relevant council structures including staff members at presentation of draft • Complete the formulation and/ or review work within 30 days. | |

| <u>LIST OF HUMAN RESOURCES POLICIES FOR FORUMULATION AND REVIEW</u> | | |
|--|---|--|
| | <ul style="list-style-type: none"> ● Procedure on Recruitment, Selection, Placement, Probation, Promotion, Transfer and Demotion of Staff Policy ● Remuneration Management Policy ● Training and Development Policy ● Job Evaluation Policy ● HIV and Aids in the Workplace Policy ● Employee Assistance Wellness Program Policy ● Procedure on Sexual Harassment and Intimidation Policy ● Procedure on Internal Staff Leave Management Policy ● Procedure on Smoking in the Workplace Policy ● Procedure on Staff Payroll Deductions Policy ● Procedure on Overtime and Standby Services Policy ● Induction Policy ● Allowances Policy ● Succession Plan Policy ● Human Resources Strategy ● Dress Code Policy ● Placement and Relocation Policy ● Work Attendance Policy ● Internal Staff Bursary Policy ● Students In-service Training Policy ● Exit Policy and Procedure ● Internet usage policy ● Diversity Management Policy ● Employment Equity Policy ● Affirmative Action Policy ● Human Resource Plan and Strategy | |
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DELIVERY ADDRESS:

NQUTHU LOCAL MUNICIPALITY

i * MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.
