



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2014/16

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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)**

**(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the services listed hereunder:

**RFQ: CORP (HR) 09/2012**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP JOB PROFILING AND IMPLEMENT A PERFORMANCE MANAGEMENT SYSTEM FROM LEVEL 4 TO ALL LEVELS IN THE MUNICIPALITY.**

**Advertising date: Friday 8 June 2012**

**Closing date and time: Monday 18 June 2012 @ 11:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

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**The following conditions will apply:**

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- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
  - The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
  - To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
  - No late quotations delivered after the official closing date and time will be accepted.
  - **Price(s) quoted must be valid for at least sixty (60) 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.
  - A valid, original tax clearance certificate must be attached.
  - **All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
    - **MBD 4. Declaration of Interest**
    - **MBD 6.1 B-BBEE Status Level of Contribution.**
    - **MBD 8: Declaration of bidders past supply chain management practices**
    - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.**
- No quotation will be considered from persons in service of the state (MDB 4)
  - **Electronic submission will not be accepted**

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points  
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	CORP (HR) 09/2012 For the appointment of a Service Provider to Develop Job Profiling and Implement a Performance Management System from Level 4 to all other levels in the Municipality
<b>ADVERTISING DATE:</b>	Friday 8 June 2012
<b>DEPARTMENT</b>	Department and Division: Corporate Support Services: Human Capital Division
<b>DESCRIPTION OF SERVICES</b>	<p><b><u>SCOPE OF WORK</u></b></p> <p><b>1. PERFORMANCE MANAGEMENT SYSTEM: IMPLEMENTING THE PERFORMANCE MANAGEMENT SYSTEM BY CASCADING IT DOWN THROUGHOUT THE MUNICIPALITY.</b></p> <p>The Performance Management System has been implemented at Levels 1, 2, and 3 (i.e. Municipal Manager and his Executive Managers and the Managers) since the 2007/8 financial year. The need has now arisen to cascade down from Level 4 to all the Levels throughout the Municipality in order to enhance service delivery.</p>

## **2. THE INTENDED OBJECTIVE OF IMPLEMENTING PERFORMANCE MANAGEMENT SYSTEM (PMS).**

To initiate this process we would like to ensure the Performance Management System defines the steps that must occur in determining an employee performance rating and when appropriate recognition. This process should encompass the following:

- 1.1 Four Performance Levels:** Describe and define the four differentiated performance levels.( Significantly above expectation, Fully effective, Not fully effective and Unacceptable performance)
- 1.2 Alignment of Performance Plan:** Align individual performance plan critical elements with the Departmental priorities; hold the executive managers accountable for the rigorous assessment of subordinates.
- 1.3 Performance Review:** Determine the format and the process to be followed in conducting the performance reviews of the individuals. (Design the relevant templates etc.)
- 1.4 Individual Assessments:** Ensure that the individual ratings and recognition are broadly consistent with the organizational assessment.
- 1.5 Critical Performance Elements:** Determine the unique rating on all the critical performance critical elements.
- 1.6 Poor Performance:** Design remedial work for poor and unsatisfactory performance. (Training, reassignment or other to be appropriate to the Department performance requirement)

## **3. EXPECTED DELIVERABLES**

- 3.1 Workshops on performance management to all staff**
- 3.2 Individual scorecards**
- 3.3 Signed Performance Agreement/ Contracts with all appointed employees (+/- 1600 employees)**

## **4.JOB PROFILING AND JOB EVALUATION**

The MCLM has embarked on a project to profile all jobs within the Municipality. The Municipality needs to appoint a service provider to profile approximately 80% of the approved jobs.

<p><b>EVALUATION CRITERIA</b></p>	<p><b>5. EXPECTED DELIVERABLES</b></p> <p><b>5.1 Signed and approved job profiles for +/- 1280 employees</b>  <b>5.2 Updated status update on all approved job profiles</b>  <b>5.3 Approved report on all profiled jobs</b></p> <p><b>6. PROJECT COSTING</b></p> <p>In terms of the Municipality's procurement procedures proposals are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential service providers are required to prepare a plan of work with clear cost estimates based on the information provided in this Terms of Reference, as this will facilitates a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the tasks and disbursements. All assumptions made in preparing the cost estimate must be clearly indicated in the proposal</p> <p><b>FUNCTIONALITY SCORING</b></p> <p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.</p> <p>A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p>	
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	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE																					
	1.	<ul style="list-style-type: none"><li>Qualification, experience and expertise of the service provider in relation to the requirements set out within these terms of reference 1-2 years = 3 points 3 -5 years =5 points 6 years plus = 10points</li></ul>	10																						
	2.	<ul style="list-style-type: none"><li>The service providers experienced and track record of similar or relevant works Please attach the company profile. 1-2 years = 3 points 3 -5 years =5 points 6 years plus = 10points</li></ul>	10																						
		TOTAL	20	12																					
EVALUATION OF QUOTATION	All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below: <table><tr><th>BBBEE Status level of contributor</th><th>Number of points(80/20 system)</th></tr><tr><td>1</td><td>20</td></tr><tr><td>2</td><td>18</td></tr><tr><td>3</td><td>16</td></tr><tr><td>4</td><td>12</td></tr><tr><td>5</td><td>8</td></tr><tr><td>6</td><td>6</td></tr><tr><td>7</td><td>4</td></tr><tr><td>8</td><td>2</td></tr><tr><td>Non –complaint contributor</td><td>0</td></tr></table>				BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	Non –complaint contributor	0	
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5	8																								
6	6																								
7	4																								
8	2																								
Non –complaint contributor	0																								
OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"><li>Original, valid tax clearance certificate</li><li>Company registration documents</li><li>Copies of ID’s of shareholders</li><li>Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li><li>Copy of latest municipal account</li><li>Price schedule (fixed prices including Vat)</li></ul>																								
TURNAROUND TIMES	Turnaround time from receipt of official order will be ..... days																								

<b>CLOSING DATE AND TIME</b>	Monday 18 June 2012 at 11.00am
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Monamodi Matsapola (011 951 2003/7/ 083 763 9866) for Performance Management System. Dijeng Sebusi (011 951 2050) or Palesa Kobuoe (011 951 2099) for Job Profiling and Job Evaluation.

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

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SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER

