



Ref: Ofentse Matsose: (SCM)
Tel: (011) 951-2541/2014/2177

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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 goods listed hereunder:

RFQ: CORP (HR) 14/2016

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDER
FOR THE PROCUREMENT OF AN ORGANIZATIONAL SURVEY TOOL.**

Advertising date: Tuesday 28 June 2016

Closing date and time: Wednesday 6 July 2016 @ 14:00

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

The following conditions will apply:

- Quotation documents can be downloaded from the website 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.**
- **According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less and level of Black ownership to claim BEE points.**
- 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.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: Preference Points Claim Form in terms of the preferential procurement regulations 2011**
 - **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)

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

Mogale City Local Municipality requests a quotation on the goods 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.

RFQ NUMBER:	CORP (HR)14/2016 For procurement of an organizational survey tool.
ADVERTISING DATE:	Tuesday 28 June 2016
DEPARTMENT:	Corporate Support Services: Human Capital Management
DESCRIPTION OF SERVICES	<p style="text-align: center;">PROJECT SPECIFICATIONS</p> <p><u>SCOPE OF WORK</u></p> <p>1. Purpose</p> <p>The purpose of this quotation is to appoint a service provider for the procurement of an organizational survey tool that can assist the Municipality with conducting a needs analysis and identifying organizational development interventions required for an effective and healthy organization.</p> <p>2. Project Deliverables</p> <p>The procured survey tool should enable the Municipality to conduct organizational surveys in a simple and economical way that would help to understand what perceptions individuals within the Municipality hold and how that may impact their behaviours.</p> <p>The procured oorganizational survey tool should garner varying amounts of interest from employees and should cover many areas of working in Mogale City Local Municipality (MCLM), including:</p> <ul style="list-style-type: none"> ▪ Expected behaviour within the organization ▪ Values ▪ Intention to stay ▪ Satisfaction with pay <p>It should also measure general areas such as lack of communication, retention, team relationships, etc.</p>

2.1 The Procured Survey Tool MUST BE ABLE TO CONDUCT:

2.1.1 Satisfaction Surveys

Should be able to measure a number of areas. These include motivation, engagement, intention to stay and general satisfaction with the work conditions.

Outcomes: Get a snapshot view of employees' perceptions about the workplace, including:

- Relationships with colleagues
- Training needs required
- Perceptions about pay and working conditions

2.1.2 Engagement Surveys

Should be able to measure the *degree to which the individuals in an organisation are involved, committed and psychologically invested in their work, their job, and their organization* (Denison Model). It should look at the individuals' perception of their work and how they feel about the Municipality.

Outcomes: Taking action on the results of an engagement survey should have an impact on:

- Retaining valued employees
- Allowing the Municipality to recruit from a wider pool of good candidates by having staff act as unofficial spokespeople for the Municipality
- Enabling employees to understand the vision and strategy of the organization and empowering them to play their role in executing the strategy.

2.1.3 Cultural Survey

Should be able to measure the *behavioural norms and expectations that have a well-documented impact (positive and negative) on performance* (Human Synergistic Model). It should look at the individuals' perception of their work and how they feel within the Municipality.

Outcomes: The actions which can be taken as a result of critical analysis of a culture survey should be very broad and include but not limited to:

- Create and monitor organizational development programs to improve performance
- Design supporting programs to enhance strategy implementation, employee engagement, organizational learning, quality and reliability, or customer service
- Facilitate mergers, acquisitions and strategic alliances and achieve the desired synergies
- Enhance managers' understanding of culture and sustainability and thereby their ability to lead and manage their teams
- Manage diversity and corporate responsibility

2.2 Specifications of the Survey Tool :

The procured survey tool would need to:

- Conduct annual surveys
- Ensure accurate data collection and analysis
- Conduct Survey Programming
- Design survey questionnaires
- Ensure Distribution via emails
- Ensure Tracking of emails responses
- Populate reports

2.3 Organizational Culture survey

The appointed service provider will be expected to:

- Conduct an organizational culture survey
- Develop a culture strategy for the Municipality
- Sell the Municipality an organizational Survey Tool
- The survey will be facilitated electronically to nine hundred (900) and manually to one thousand one hundred (1 100) employees.

SPECIAL CONDITIONS

1. The appointed service provider should be able to provide the required support services and skills transfer for nine (9) users.
2. License will be required for two users.

POINT SCORING

FUNCTIONALITY SCORING

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points for Price
- 20 points for BBBEE level of contribution

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:

BBBEE Status level of contributor	Number of points(80/20 system)
1	20
2	18
3	16
4	12
5	8

FUNCTIONALITY EVALUATION CRITERIA		6	6																
		7	4																
		8	2																
		Non –complaint contributor	0																
	The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 15 points is not scored for functionality the proposal will be rejected. A bidder that scores less than 15 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 15 out of 20 points are achieved.																		
	<table><tr><th>NO.</th><th>DESCRIPTION</th><th>WEIGHTS</th><th>MINIMUM SCORE</th></tr><tr><td>1</td><td><ul style="list-style-type: none">Experience, specialists in organizational surveys, knowledge in a variety of organizational survey types (i.e. an engagement surveys, cultural surveys and satisfaction survey) and the survey too should make allowance for survey questions to be changed and created online. (please attach two (2) CV's) (Five points per CV).</td><td>10</td><td>10</td></tr><tr><td>2.</td><td><ul style="list-style-type: none">The potential service provider's track record of similar or relevant work<ul style="list-style-type: none">4-5 clients + reference letters from organizations where the tool was implemented) =5 points6 clients and above + reference letters from organizations where the tool was implemented) = 10 points</td><td>10</td><td>5</td></tr><tr><td></td><td>TOTAL</td><td>20</td><td>15</td></tr></table>	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none">Experience, specialists in organizational surveys, knowledge in a variety of organizational survey types (i.e. an engagement surveys, cultural surveys and satisfaction survey) and the survey too should make allowance for survey questions to be changed and created online. (please attach two (2) CV's) (Five points per CV).	10	10	2.	<ul style="list-style-type: none">The potential service provider's track record of similar or relevant work<ul style="list-style-type: none">4-5 clients + reference letters from organizations where the tool was implemented) =5 points6 clients and above + reference letters from organizations where the tool was implemented) = 10 points	10	5		TOTAL	20	15		
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PROJECT COSTING	<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.</p> <p>The plan of work is to include detailed tasks to be carried out, how long it will take to complete the tasks, person allocated to each task, hourly rate to be charged and number of hours allocated for each task and disbursements.</p> <p>All assumptions made in preparing the cost estimate must be clearly indicated in the proposal.</p>																		

OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Wednesday 6 July 2016 @ 14:00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	mercy.mtjekelo@mogalecity.gov.za at 011 951 2442 /071 851 2340

Conditions:

- All prices quoted must be **inclusive of VAT**.
- Price(s) quoted must be valid for at least **sixty (60) days** from date of your offer.
- 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.

Name of Bidder: Tel No/ Cell No:

Contact Person Fax Number

Residential Address

Postal Address

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E-mail address:

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Signature

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Date

