

**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) 23/2016**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A QUALIFIED, EXPERIENCED AND ACCREDITED REMUNERATION SERVICE PROVIDER TO REVIEW REMUNERATION STRUCTURE OF FORTY-ONE (41) MANAGERS, SEVENTY-EIGHT (78) SPECIALIST ON LEVEL (3 AND 5-4) RESPECTIVELY AND INCENTIVE, OVERTIME PAID AND PERFORMANCE RELATED PAY PROGRESSION.**

**Advertising date: Tuesday 28 June 2016**

**Closing date and time: Thursday 7 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](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.
- **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.**
- 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.

<b>RFQ NUMBER:</b>	CORP (HR) 23/2016 For the appointment of a qualified, experienced and accredited remuneration service provider to review remuneration structure of 78 specialist and 41 managers on (level 3 and 5 – 4 respectively), incentive and overtime paid, performance related pay progression
<b>ADVERTISING DATE:</b>	Tuesday 28 June 2016
<b>DEPARTMENT:</b>	Corporate Support Services: Human Capital Management Division
<b>DESCRIPTION OF SERVICES</b>	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p>Mogale City Local Municipality established a need to constrict the salary gap between 78 (Specialist) and 41 (Managers). The project is only confined to level (3) and Level (5 – 4).</p> <p style="text-align: center;"><b>1. SCOPE OF WORK</b></p> <p>The successful service provider will be expected to review the current remuneration structure, incentive and overtime paid to Specialist and Managers, look into performance related pay progression and methods determining progression.</p> <p>Demonstrate Knowledge and understanding of the current practices, legislation, policies and practices within the Mogale City Local Municipality.</p> <p style="text-align: center;"><b>2. EXPECTED DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Thorough understanding of the current practices, legislation, policies and practices within the Mogale City Local Municipality.</li> <li>• Sample employees for auditing and give Audit Report of their Salary Data</li> <li>• Written Report containing the Gap Analysis of the Specialist and Managers as well as the Best Fit Recommendations taking into account the Municipal Best Practices.</li> <li>• Presentation of the final Report to the Municipality Executive Committee.</li> </ul> <p style="text-align: center;"><b>3. TIME FRAME</b></p> <p>The project is intended to commence as soon as the service provider is appointed.</p> <p style="text-align: center;"><b>4. MINIMUM REQUIREMENTS OF THE SERVICE PROVIDER</b></p> <p>The successful service provider is expected to:</p> <ul style="list-style-type: none"> <li>• Accredited through the South African Reward Association.</li> <li>• Service provider team must amongst others include Reward Specialists, Global Remuneration Professionals and Certified Financial Planners.</li> <li>• Have Knowledge of Local Government Environment.</li> </ul>

#### **4.1 THE TECHNICAL REQUIREMENTS OF THE PROPOSAL**

The proposal must:

- Demonstrate the understanding of the scope of work.
- Demonstrate experience / track record in undertaking similar assignments. Add at least three current contactable clients.
- Include the proposed methodology or approach envisaged in addressing the requirement in the Scope of Work.
- Include an abridged company profile with
- References
- Provider Track Record
- CVs of Team Members
- Accreditation Certificate.

#### **POINT 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:

<b>BBBEE Status level of contributor</b>	<b>Number of points(80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
<b>Non –compliant contributor</b>	<b>0</b>

#### **FUNCTIONALITY EVALUATION CRITERIA**

The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 14 points is not scored for functionality the proposal will be rejected.

A bidder that scores less than 14 points in respect of functionality will be disqualified.

If any criterion is rated zero points, the tenderer will be rejected, even if the required 14 out of 25 points are achieved.

	<b>NO.</b>	<b>DESCRIPTION</b>	<b>WEIGHTS</b>	<b>MINIMUM SCORE</b>
	1	<ul style="list-style-type: none"> <li>Qualifications, experience and expertise of the service provider and team members in relation to the requirements set out within these terms of reference.</li> </ul> 2- 3 years = 4 points 4 – 5 years = 5 points 6 years and above = 10 points	10	4
	2.	<ul style="list-style-type: none"> <li>The service provider to provide relevant proof of accreditation with a relevant Professional Association or Body.</li> </ul>	5	5
	3.	The potential service provider must furnish a track record of similar or relevant work 2 – 3 clients = 5 point 4 clients and above = 10 points	10	5
		<b>TOTAL</b>	<b>25</b>	<b>14</b>
<p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned.</p> <p>A bidder that scores less than 14 points in respect of functionality will be disqualified.</p>				
<b>PROJECT COSTING</b>	<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>			
<b>OTHER DOCUMENTS REQUIRED:</b>	<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>Schedule (fixed prices including Vat)</li> </ul>			
<b>CLOSING DATE AND TIME:</b>	Thursday 7 July 2016 @ 14:00			
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp			
<b>ENQUIRIES</b>	<a href="mailto:Stanley.Maleka@mogalecity.gov.za">Stanley.Maleka@mogalecity.gov.za</a> at 011 951 2468 / 083 764 0258 <a href="mailto:Monamodi.Matsapola@mogalecity.gov.za">Monamodi.Matsapola@mogalecity.gov.za</a> at 011 951 2007 / 083 763 9866			

**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