



MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1550
E-mail: info@mohokare.co.za
www.mohokare.co.za

REQUEST FOR PROPOSAL

NOTCH PROGRESSION CONSULTANT

SCM CONTACT PERSON:	Mr. P Lesenyeho
TELEPHONE NUMBER:	(051) 673-9600
E-MAIL ADDRESS:	pule@mohokare.gov.za
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Ms. D Matsoso dipolelo@mohokare.gov.za (051) 967-9600
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/01/RFP/2022 "NOTCH PROGRESSION CONSULTANT" can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950 Or emailed to thabiso@mohokare.gov.za , pule@mohokare.gov.za , aphane@mohokare.gov.za and Kgotso.masunyane@mohokare.gov.za Bid documents must reach the Municipal before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/01/RFP/2022
BID VALIDITY PERIOD:	120 days (Commencing from the RFP closing date)
ADVERTISEMENT DATE:	22/07/2022
CLOSING DATE:	01/08/2022
CLOSING TIME:	16:30
COMPULSORY SITE MEETING :	None
<u>PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000</u>	
<i>This request for proposal is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2017 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).</i>	
NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.	

Scope Of Work

Notch Progression Consultant

The consultant will be required to:

1. Help in establishing a temporary remuneration committee
2. Guide the remuneration policy in determining the north review process and monitor progress
3. Offer expertise and guidance in the following
 - Consultation with stakeholders
 - Conducting a Job Analysis
 - Ranking Positions Using a Job Evaluation Method
 - Creating Job Grades
 - Creating a Salary Range
4. Assist in reviewing and implementing the car allowance incentive
5. Assist with Human Resource Regulations
6. Offer services incidental to north review and implementation process.

Employment Equity Consultant

The Employment Equity Consultant will:

1. Review the progress made in implementation of the Employment Equity Act in the municipality
2. Assess and ascertain the level of compliance to the Act
3. Review and update the Employment Equity Plan or develop a new plan
4. Make recommendations to the Employment Equity Committee to ensure continued compliance.

Bill of quantities:

- 1 The cost should include professional rate per hour, number of consultants that will work on a project, travelling fees and accommodation.

The following conditions will apply:

- The price quoted must be firm and must be inclusive of VAT when applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certifite Sworn Affidavit when applicable to qualify for points.
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website
(Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

NB: The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.
- (d) Tenders listed in the National Treasury's register of defaulters

Evaluation Criteria

- Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Council's Supply Chain Management Policy which states 80 for price and the remaining 20 for B-BBEE.

Functionality Score:

- Experience of key personnel – attach Curriculum Vitae together with certified relevant Qualifications, at least 2 years experience on Local Government (40 points).
- Experience of the bidder – attach reference letters from at least 2 Local Municipalities (60 points).
- A bidder that score a minimum of 70 points will be considered functional.

There will be **no public opening** of the bids received and there will be no discussions with any bidder until evaluation of the bid has been completed.

Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

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

**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 PFMA, 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

Yours Faithfully

Mr. S. Selepe
Municipal Manager