

# RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000  
Fax: 018 330 7047  
www.ratlou.gov.za

Postal Address  
Private Bag X209  
Madibogo  
2772

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: REVIEW OF HUMAN RESOURCE MANAGEMENT POLICIES
TENDER NO	: NW381/CORPS28-03/2016/2017
DATE PUBLISHED	: 28 MARCH 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 06 APRIL 2017
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

**NB No copies of certified copies will be accepted.**

**All certified copies should not be more than three months from the date of the advertisement.**

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

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**N.B** Failure to comply with these conditions may invalidate your offer.

### HUMAN RESOURCE POLICES TO BE REVIEWED

1. Subsistence and Travelling Policy
2. Recruitment and Selection Policy
3. Bursary Policy
4. Overtime Policy
5. Education and Training Development Policy
6. Chronic Policy
7. Complains Handling Policy
8. Funeral Assistance Policy
9. Leave Policy
10. Occupational Health and Safety Policy
11. Sexually Harassment Policy
12. Employee Wellness Policy
13. Employment Equity Policy
14. Human Resource Strategy
15. Retirement Policy
16. Performance Management Policy
17. Cell-phone Policy
18. Internship and Experiential Training
19. Placement Policy
20. Fleet Management Policy
21. Smoking Policy
22. Substance Abuse Policy
23. Succession Policy

**Functionality points will be awarded as follows**

<b>1. Confirmation letters of similar work conducted (confirmation letter should be in a letter head of your previous clients)</b>	<b>(50)</b>
1.1.1. 6 Confirmation letters	50
1.1.2. 5 Confirmation letters	40
1.1.3. 4 confirmation letters	30
1.1.4. 3 Confirmation letters	20
1.1.5. 2 Confirmation letters	10
1.1.6. 1 Confirmation letter	05
1.1.7. No confirmation letters	0

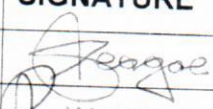
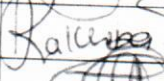

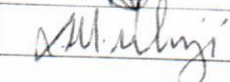
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**2. Experience of the bidder in similar field (CV of key personnel to be attached) (50)**

- 2.1. 08 years and above 50
- 2.2. 6 years – 7 years 40
- 2.3. 4 years – 5 years 30
- 2.4. 1 years – 3 years 10
- 2.5. Less than a 1 year 0

**NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.**

**MEMBERS OF THE SPECIFICATION COMMITTEE**

NAME & SURNAME	DESIGNATION	SIGNATURE
K. Phutieagae	Chairperson	
R Rakuba	Member	
C Tjale	Member	
L Muji	Requesting Department	

**Approved / Disapproved**


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**Glen Lekomanyane**  
**Municipal Manager**