



045 932 8125



1, Seller Street, Maclear, 5480



045 9321 094



[kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **12 April 2018**. For **queries** please email to at [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

**For Technical Queries: Mr. P Mosiane**

**Tel: 045 932 8113**

**For Supply Chain Queries: Mr. K Sobekwa**

**Tel: 045 932 8134**

## RE-ADVERT OF PROVISION FOR TALENT MANAGEMENT STRATEGY - ELM-4/020/2017-2018

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

### 1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> / ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and
  - c) letter of signatory.

**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached
- 5) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp) or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php) )

**3. Returnable schedules required for tender evaluation processes**

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

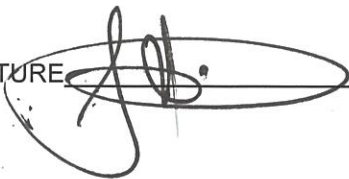
MBD 9: Certificate of Independent Bid Determination

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

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE \_\_\_\_\_



DATE 05-04-2018

## TERMS OF REFERENCE OF TALENT MANAGEMENT STRATEGY AND GOVERNANCE

### 1. PROPOSED SCOPE OF WORK:

Elundini Municipality [ELM] requires the services of a qualified service provide the following

- 2.1 **Define Talent Management within the context of the ELM**  
Conducting a Talent Management Audit - Develop a Talent Management Framework and Strategy
- 2.2 **Define Talent Analytics** (i.e. methods, processes and procedures for identification and classification and management of High Performing Individuals within ELM and the leadership pipeline).
- 2.3 **Develop the Talent Management Score Card**  
Locate and integrate knowledge management within the talent management strategy
- 2.4 **Recommend Systems**, processes and tools for implementation of the Talent Management Strategy developed.
- 2.5 **Recommend a Change** Management Process to be adopted in the implementation of the strategy.

### 2. BACKGROUND:

Talent Management Strategy and Governance Frameworks are aimed at strategically influencing Elundini Municipality's end-to-end people management practices. A holistic approach to the organisation's talent life-cycle management is deemed to be a prudent and systematic way of effectively addressing ongoing needs for human capital provisioning and responding properly to talent risks as they emerge. Achieving success in this regard will assist the organisation in securing the right talent, at the right time, for the right purpose; and further safeguard business continuity objectives and uninterrupted municipal service delivery.

### 3. SCOPE OF SERVICES:

Proposals are invited from qualifying service providers, outlining their strategic facilitation methodology (tools, processes and techniques) towards the development of the following dimensions of the Talent Management service:

- 4.1. Talent Management Strategy, comprising the following sub-strategies;
  - Talent Attraction and Selection Strategy;
  - Talent Development Strategy;
  - Human Resources Development Strategy;
  - Retention Strategy , and
  - Deployment / Redeployment Strategy (Talent Mobility).
- 4.2. Talent Management Policies and Procedures. These are to be developed in line with the principles set out in the strategic baselines:
  - Talent Sourcing and Selection;
  - Talent Identification, Profiling and Development;
  - Retention Management , and
  - Deployment / Redeployment (Talent Mobility).

In undertaking this task, it is expected that the successful service provider will conduct a comprehensive contextual analysis aimed at obtaining understanding of the organisation's state of readiness to roll-out talent management practices. Insights gained from the preliminary organisational analysis are expected to influence the strategy design and specific solutions

adopted by the stakeholders. A Talent Risk Assessment and other associated strategic inputs may need to be reviewed in order to identify high priority areas to be set at the forefront of the talent management agenda.

## **5. TALENT MANAGEMENT INDUCTION:**

Conduct Talent Management Induction Workshop aimed at developing administrative and facilitation capacity of the HR Personnel, Executive Management, Line Management, Organised Labour and Councillors on the critical Talent Management tools and techniques.

## **6. PROJECT DELIVERABLES:**

### **6.1. Talent Management Strategy:**

Document set consisting of the elements specified in section 4.1 and 4.2 above, amongst other strategic inputs;

### **6.2. Talent Management Policies and Procedures:**

Document set structured in accordance with the items listed in section 4.2 above.

### **6.3. Talent Management Process Maps (covering each Talent Management sub-discipline)**

### **6.4. Project Report:**

Expert advisory report on insights, engagement processes undertaken, considerations made and management guidelines for implementation;

### **6.5. Talent Management Induction Manual:**

Content to cover strategic, operational and administrative guidelines – making reference to developed strategy, policy and procedures;

*A final close up report to be presented to Human Resources at the conclusion of the project.*

## **7. SERVICE PROVIDER REQUIREMENTS:**

In addition to the standard information of practitioner credentials, the consultants bidding for this opportunity are required to give emphasis to the following:

### **7.1. Talent Consulting and Advisory:**

The process of developing the Talent Management Strategy, Policies and Procedures will depend on the guidance provided by the consultant. In presenting their profiles, the bidders are required to indicate their experience in advising other organisations in this area of HR practice.

### **7.2. Professional Writing Skills:**

The documents developed from this project are expected to be of a high professional standard. They need to be strategic, user-friendly and contextually relevant. Proven professional writing skills; especially applied to documenting organisational strategies, policies and procedures; will be set as one of the selection criteria.

### **7.1. Management Decision Support:**

The nature of this project may require several iterations of document reviews, as well as testing and reflection on possible policy decisions. This may necessitate preparation of management presentations and other forms of inputs aimed at assisting the organisation in taking informed decisions pertaining to talent strategy and operations. The appointed service provider should be prepared to cater for this requirement during its delivery of the project.

## 8. Functionality Evaluation Score Card

*Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive*

DESCRIPTION	DELIVERABLES	SCORING CRITERIA
Tenderer has experience in successfully completing projects of similar value and complexity to this project	Submission of the Project Reference Returnable completed, 3 three projects executed by the tenderer. The municipality will contact your referees to request project performance ratings. Verification of completed projects to be submitted in the form of Appointment Letter or reference letter from the previous employer (it must be in the letter head of the previous employer and signed for)	1 x project = 10 points 2 x projects = 20 points 3 x Projects =30 points
		30 points
<b>Project Leaders</b>	Registration with the South African Board for People Practice (SABPP) as Chartered HR Professional, generalist and must also be Register with the Health Professional Council of South Africa (HPCSA).The tenderer must specialist in talent management and must have experience.	10 years and above= 20 points 5 to 9 years and above = 15 points Less than 5 years= 10 points
<b>Other Members</b>	At least one member, inclusive of the project leader must have a B degree in Industrial Psychology. At least 5 years' practical experience in HR processes	5 years and above = 10 points Less than 5 years= 0
The service provider approach to providing sound talent management strategy	The proposal of the service provider must include the following: <ul style="list-style-type: none"> <li>Talent Management Strategy: Document set consisting of the elements specified in section 4.1 and 4.2 above, amongst other strategic inputs. = 4 points</li> <li>Talent Management Policies and Procedures: Document set structured in accordance with the items listed in section 4.2 above. = 4 points</li> <li>Talent Management Process Maps (covering each Talent Management sub-discipline)= 4 points</li> <li>Project Report: Expert advisory report on insights, engagement processes undertaken, considerations made and management guidelines for implementation. = 4 points</li> <li>Talent Management Induction</li> </ul>	

	<p><b>Manual:</b></p> <p>Content to cover strategic, operational and administrative guidelines – making reference to developed strategy, policy and procedures;</p> <p>A final close up report to be presented to Human Resources at the conclusion of the project. = 4 points</p>	
The service providers timelines to provide talent management strategy	A detailed timelines for this project not exceeding 1 month.	<p>One(1) month or less = 20 points</p> <p>More than 1 month =0 point</p>

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30,000.00

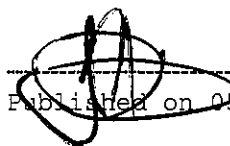
- Price - 80 points
- B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-compliant</b>	<b>0</b>

**DELIVERY ADDRESS:**

Elundini Local Municipality  
 No.1 Seller Street,  
 Maclear  
 5480

  
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