PROVISION OF HUMAN RESOURCES MANAGEMENT SUPPORT SERVICES TO THE SENQU LOCAL MUNICIPALITY

SPECIFICATION

The Senqu Local Municipality ("the Municipality) wishes to invite bids for provision of human resources management support services and accordingly invites suitably qualified and experienced practitioners to apply for evaluation and appointment as service providers under the HR categories outlined below for a period of 3 years.

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1. The Municipality requires human resources management services in respect of the following categories:

1.1. Talent management;

Successful bidders will be required to develop a Talent Management Strategy that will assist the municipality in attracting and retaining the best talent.

1.2. Occupational Health and Safety (OHS)

Succesful bidders will be required to develop the following OHS plans for the Municipality;

1.2.1 Emergency Plan;
1.2.2 Hazard Identification and Risk Assessment Plan which will include Departmental risk assessments per activity and safety working procedures;
1.2.3 Health and Safety gap analysis throughout the Municipality and turn-around plan; and
1.2.4 Safety, Health and Environmental Management System.

Each applicant must indicate:

1.3. for which of the above categories it intends submitting a bid;

1.4. the experience it has in respect of the chosen category within the context of local government. For the sake of clarity, each applicant must provide at least 3 projects / tasks completed for each category, indicating the nature of the project / task, their understanding of the applicable registration, the methodology followed in implementing the aforesaid projects; the client and a contactable reference;

1.5. bidders who are interested in submitting bids for the Occupational Health and Safety category are required to be registered with the relevant professional body, viz the South African Qualification & Certification (SAQCC);

1.6. please note that each category will be evaluated separately.

2. The proposals to be submitted to the Municipality must include the following:

2.1. a profile of the applicant company;

2.2. the directors and partners;

2.3. the practitioners who will provide the services to the Municipality for each category, proof of their qualifications as they relate to the chosen category, professional registration with the recognised professional body (where required) , experience (in years), *curricula vitae* and traceable references;

2.4. the staffing composition;

2.5. pricing schedule for each category which is based on its hourly rates. The total amounts for the three years should be clearly indicated in the MBD 1.

2.6. details of the geographic location of the applicant's company and the office infrastructure supporting the practice including lease agreement and / or title deed;

3. The evaluation of submissions shall be subject to the following criteria and only applicants scoring a minimum of 70 points will be considered for appointment:

Functionality

Organisational experience in the provision of human resources services – proof of projects completed must be submitted through appointment letters with		

contact details(maximum points = 30 points)		
More than 5 projects but less than 10 projects' experience in providing human resources management services within the specified category shall be awarded	30 points	
3 projects and up to 5 projects' experience in providing human resources management services within the specified category shall be awarded	20 points	
Organisational experience in the provision of human resources services within local government - proof of projects completed must be submitted through appointment letters and contact numbers (maximum points = 20 points)		
More than 3 projects within the specified category in local government shall be awarded	20	
3 projects within the specified category in local government shall be awarded	10	

Level of expertise of key personnel delivering the human resources management services (maximum points = 30 points) One senior consultant with a postgraduate qualification in the relevant field and with 5 to 10 years demonstrable experience in the relevant field shall be awarded Senior consultant with an undergraduate degree qualification in the relevant field and with 5 to 10 years demonstrable experience in the relevant field shall be awarded Senior consultant with an undergraduate national diploma qualification in the relevant field and with 5 to 10 years demonstrable experience in the relevant field shall be awarded	30 points 20 points 10 points	
Verifiable References (maximum points = 20 points) 3 Verifiable references 2 Verifiable references	20 points 10 points	

Only bidders who score a minimum of 70 points will be considered		

7 Applicant's shall be awarded points for B-BBEE status level in accordance with the provisions of the Preferential Procurement Regulations, 2011 as amended:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8 Applicants must note that:

a. Appointment as a human resources management service provider does not guarantee that the services of the Applicant will be utilised; and

b. Appointment as a human resources management service provider shall be subject to the Applicant entering into a service level agreement with the Municipality upon terms and conditions in the sole discretion of the accounting officer of the Municipality.

M. P. Nonjola
Acting Municipal Manager
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