



**THEMBISILE HANI LOCAL MUNCIIAPALITY
SPECIFICATION**

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE JOB EVALUATION AND JOB GRADING SERVICES AS AND WHEN REQUIRED TO THE MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

TERMS OF REFERENCE	
PROJECT TITLE	APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE JOB EVALUATION AND JOB GRADING SERVICES AS AND WHEN REQUIRED TO THE MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

1. OBJECTIVE

The municipality seeks to procure the services of a suitably qualified service provider to provide job evaluation and grading service;

- a) Development of job description(s) and alignment to competencies in line with the competency framework as outlined in the municipal staff regulations.
- b) Evaluation or reevaluation of position(s) new or old
- c) Grading of position(s)

Proposals are to be submitted in line with this terms of reference and the total number of jobs that exist in the municipality is 198.

2. PURPOSE

The purpose of this submission is to procure the services of a suitably qualified service provider to provide job evaluation and grading service as and when required for Thembisile Hani Local Municipality for a period of 36 months

3. SCOPE OF WORK

Thembisile Hani local municipality requires a reputable and experienced service provider to conduct and provide a job evaluation and job grading on the approved organizational structure.

The service provider is required to perform the following activities:

- a) Evaluate and grade the functions of positions based on the job descriptions as and when required
- b) Job grading according to **TASK** grading system
- c) Provide reports that sets out methodology that was followed, the recommended grade and motivation for the recommendation.
- d) Physical presentations of the outcomes of the evaluation, grades recommendations as an when required.

4. PROJECT DELIVERABLES

The service provider will be appointed on a 36 months' period, however as an when required the project must be completed within the specified timelines as communicated.

Jobs must be graded in line with the Tas grading system from task grade 1 -25.

5. EVALUATION CRITERIA

EVALUATION SCHEDULE: BIDDING COMPANY COMPLIANCE

Bidder Compliance

It must be noted that a total of **35 points** must be obtained by the Contracting Firm in relation to the

requirements as mentioned on the table below failure which a tender shall be automatically eliminated

from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	A letter of signatory/authority authorizing the nominated person to sign the document	Yes	5	
Completing MBD document (Note 02)	Must initial every page in the document, signing the document in full	Yes	5	

Company registration (Note 03)	Proof of Company Registration with Company Intellectual Property Registration Office (CIPRO) and proof of shareholding	Yes	5	
Tax Verification Pin (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 05)	A statement of the municipal account or Lease Agreement must be attached.	Yes	5	
Registration on Central Supplier's Database (Note 06)	CSD report must be provided	Yes	5	
Professional Membership with regulatory body e.g. SABPP or APSO (Any other related membership) (Note 07)	Professional Membership with regulatory body must be attached	Yes	5	
			Total 35 points	

6. Note 01: Delegation of Authority

A letter of signatory/authority authorizing the nominated person to sign the document.

7. Note 02: Completing bid document

As stipulated in the tender rules or in addition thereto, a document shall be completed in full with all the provided spaces signed, every page initialed accordingly and required documentation attached. Failure which shall warrant an automatic elimination for any further evaluation.

8. Note 03: Company registration

A proof of company registration in the form of a copy from Company Intellectual Property Registration Office (CIPRO) shall be attached including a copy of a certificate for proof of shareholding. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

9. Note 04: SARS Verification Pin

A proof of tax registration and compliance with relevant tax legislation in the form of an original tax clearance certificate shall be attached. An attached tax clearance certificate must be original and valid at the time of closing of tenders. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

10. Note 05: Municipal Account Statement

Municipal Statement not older than 3 months and not in arrears has to be provided or a rental/lease agreement which is a contract, usually written, between the owner of a property and a renter who desires to have temporary possession of the property.

11. Note 06: Registration on Central Suppliers Database

The Central Supplier Database maintains a database of organizations, institutions and individuals who can provide goods and services to government and failure to provide this will result in automatic disqualification.

12. Note 07: Professional Membership with regulatory body e.g. SABPP or APSO (Any other related membership)

Membership to the regulatory body is important to reduce inconsistencies in HR practice and to provide a common and standardized framework for sound HR practice. Any other related membership with the regulatory body will be accepted.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorized to sign:

FULL NAME:.....

SIGNATURE: DATE:.....

13. FUNCTIONALITY

Qualifying criteria the company must at least score a minimum of 80 out of 100 to be considered. (Maximum points 100)

DESCRIPTION OF EVALUATION AND EVIDENCE REQUIRED	POINTS ALLOCATED	POINTS SCORED	TOTAL
<p><u>KEY PERSONNEL</u> <u>(EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL PROVIDE DETAILED CV'S AND CERIFIED COPIES OF QUALIFICATIONS)</u></p> <p>PROJECT MANAGER NAME: _____ Degree in Human Resources or equivalent Honors in Human Resources or equivalent Masters in Human Resources or equivalent</p> <p><u>EXPERIENCE</u> 3-5 6-8 9 AND ABOVE</p> <p>Maximum points</p>	<p>5 8 10</p> <p>5 8 10</p> <p>20</p>		
<p><u>KEY PERSONNEL</u> <u>(EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL PROVIDE DETAILED CV'S AND CERIFIED COPIES OF QUALIFICATIONS)</u></p> <p>COORDINATOR NAME: _____ National Diploma in Human Resources or equivalent Degree in Human Resources or equivalent</p>	<p>4 6</p>		

<p><u>EXPERIENCE</u> 3-5 6-8 9 AND ABOVE</p> <p>Maximum points</p>	<p>4 6 8 12</p>		
<p><u>COMPANY EXPERIENCE IN JOB EVALUATION AND JOB GRADING</u> The company must provide reference letters or completion certificates of projects completed for job evaluation and job grading on Task grading system.</p> <p>EXPERIENCE 3-5 Reference letters 6-8 Reference letters 9 AND ABOVE Reference letters</p> <p>Maximum points</p>	<p>20 30 40 40</p>		
<p><u>ACCREDITATION WITH THE REGULATORY BODY</u> The company must attach proof of membership with the regulatory body i.e. SABPP, APSO or any other regulatory body</p> <p>Maximum points</p>	<p>10 10</p>		
<p><u>PROJECT METHODOLOGY</u> Prospective service providers are required to submit a clear project methodology with clear timelines on the deliverables as stated.</p> <p>Maximum points</p>	<p>18 18</p>		

TOTAL _____ 100

14. BILL OF QUANTITIES

ITEM DESCRIPTION	QTY	RATE	TOTAL PRICE
1. Development of a job description	1	R	R
2. Evaluation of a post (Off Site)	1	R	R
3. Evaluation of a post (On Site)	1	R	R
4. Reevaluation of a post (Off Site)	1	R	R
5. Reevaluation of a post (On Site)	1	R	R
6. Transport costs (as an when required)	Km	R	R
7. Presentation Costs	1	R	R
7. Any other Costs (Please list them)			
7.1 _____	1	R	R
7.2 _____	1	R	R
7.3 _____	1	R	R
7.4 _____	1	R	R
		TOTAL EXCLUDING VAT	
		VAT @ 15 %	
		TOTAL INCLUDING VAT	