



ADVERT

SERVICE PROVIDER TO CONDUCT HUMAN RESOURCE ANALYSIS AND ORGANIZATIONAL DESIGN FOR THE DURATION OF 3 MONTHS

QUOTE NO: CORP-Q010/25/26

REQUEST FOR QUOTATIONS: MUNICIPALITY

Dr Nkosazana Dlamini Zuma Municipality is requesting quotes from suitably qualified and experienced service provider to service provider to conduct human resource analysis and organizational design for the duration of 3 months.

This quote will be evaluated in terms of the ability and capability and 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 – SPECIFIC GOALS.**

Specific Goals:

| | POINTS | SUPPORTING DOCUMENTS |
|---|--------|---|
| PRICE | 80 | |
| SPECIFIC GOALS | (20) | |
| Company operating within the Jurisdiction Dr NDZ LM | 10 | CIPC Document reflecting NDZ company physical Address |
| Company operating within the jurisdiction of Harry Gwala District Municipality | 5 | CIPC Document reflecting Harry Gwala District Municipality company physical Address |
| Company operating within the jurisdiction of KwaZulu-Natal Province | 2 | CIPC Document reflecting KwaZulu-Natal Province company physical Address |
| Company operating outside of KwaZulu Natal Province | 0 | CIPC Document reflecting outside of KwaZulu Natal Province company physical Address |
| Company 100% owned by black South African | 2.5 | Summary of CSD reflecting Race and Identity document or Drivers Licence |

| | | |
|---|------------|---|
| African women | | company owned by black (Women) Gender and Identity document or Drivers Licence |
| Company 100% owned by black South African youth | 2.5 | 1.Summary of CSD reflecting 100% company owned by black (youth) Gender and Identity document or Drivers Licence. |
| Company 50% owned by South African with disability | 2.5 | 2.Summary of CSD reflecting 50% owned by a black South African with (Disability), a proof of medical certificate and an Identity document or Drivers Licence |
| Total points for Price and SPECIFIC GOALS | 100 | |

DOCUMENTS AVAILABILITY

Quote documents will be available at the Creighton Office from **09 September 2025** during office hours until **17 September 2025**. The cost of the quotation document is **R174.00** which is non-refundable. An Electronic copy is available on our website (www.ndz.gov.za) for **FREE**.

DOCUMENTS TO BE SUBMITTED WITH THE BID:

- Valid tax clearance certificate or Tax Compliance Status PIN
- Submit proof that the bidders (Company) and its directors are not owing municipal services.
- Copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Specific Goals supporting documents
- Certified copies of ID's.
- Form of offer
- MDB 1, 4, 6.1, 8 and 9 must be fully completed.
- Registration with CSD

N.B: Forms are obtained from our website : www.ndz.gov.za under **SCM** section must be fully completed and emailed to scmdatabase@ndz.gov.za

CLOSING DATE:

Quote documents must be submitted in a sealed envelope clearly marked with the quotation number and closing date and dropped off in the tender box at the **Dr Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** by no later than the, **17 September 2025 before 12h00**. Late or faxed quotations will not be accepted. Failure to comply with the above conditions will invalidate your offer.

The Dr Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment.

NB: Quote will remain valid for a period of 60 days from date of the closing of the Quote.

Enquiries may be directed to the following persons during office hours (08:00 – 16:30)

Procedure related enquires: Ms. L. Mhlamvu (039) 833 1038

Technical Enquiries: Mr S Radebe (039) 833 1038



N.C. YEZI
Municipal Manager

ENTERED 09 SEP 2025