



ADVERT
SERVICE PROVIDER TO DEVELOP STANDARD OPERATING PROCEDURES ON
HR POLICIES
QUOTE NO: CORP-Q051/22/23

REQUEST FOR QUOTATIONS: MUNICIPALITY

Dr Nkosazana Dlamini Zuma Municipality is requesting quotes from a suitably qualified and experienced service provider to develop standard operating procedures for HR policies.

This quote will be evaluated in terms of the 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 100% owned by black South African	5	Summary of CSD reflecting Race and Identity document or Drivers Licence
Company 60% owned by black South African women or company 50% owned by black South African with disability or company outside of Dr NDZ LM but within Harry Gwala District	5	1. Summary of CSD reflecting 60% company owned by black (Women) Gender and Identity document or Drivers Licence OR 2. Summary of CSD reflecting 50% owned by a black South

		African with (Disability) , a proof of medical certificate and Identity document or Drivers Licence OR 3.CIPC document reflecting physical address of a company outside of Dr NDZ LM but within Harry Gwala District
Total points for Price and SPECIFIC GOALS	100	

AVAILABILITY OF DOCUMENTS:

Quote documents will be available at the Creighton Office from the **11 May 2023** during office hours until **19 May 2023**. 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

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 **19th May 2023 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 Bid.

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.A Radebe (039) 833 1038



N.C. VEZI
Municipal Manager

ENTERED 17 MAY 2023