



**UMZIMVUBU**  
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi Date: 01/09/2015

**Request for Quotation REF NO 084**

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation: A SERVICE PROVIDER TO TRANSLATE 15 HR POLICIES INTO isiXhosa.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:**

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 11/09/2015 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

***NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.***

***THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, , DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION. CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE FAIL TO SUBMIT WILL RESULT IN A BIDDER SCORING ZERO POINTS.***

***SUBMISSIONS ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.***

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MR GPT/NOTA

MUNICIPAL MANAGER

813 Main Street, Mount Frere  
P/Bag 9020, Mt Frere, 5090  
T. 039 255 0166| F. 039 255 0167  
www.umzimvubu.gov.za

**UPHULISO KUMNTU WONKE**



## TERMS OF REFERENCE

### TRANSLATION OF HUMAN RESOURCES (HR) POLICIES INTO ISIXHOSA

#### 1. Background

- 1.1 Umzimvubu Local Municipality has a number of policies (including HR) were adopted by the Council over the years.
- 1.2 The Corporate Services Department: Human Resources Division would like to solicit the services of a service provider to translate the policies into isiXhosa, which is the primary or one of the commonly spoken languages within the Municipality.

#### 2. Duration

- 2.1 This project or exercise should be conducted or implemented over a period of four (04) weeks.

#### 3. Scope of Work

- 3.1 A total of fifteen (15) policies with an average of eight (08) pages (excluding the cover page) each, excluding the cover, should be translated.
- 3.2 The following policies should be translated (word by word) into isiXhosa:
  - i) Leave Management Policy
  - ii) Performance Management Policy
  - iii) Training & Development Policy
  - iv) Policy on Code of conduct
  - v) Municipal Occupational Health and Safety
  - vi) Municipal Bereavement Policy
  - vii) Remuneration Policy
  - viii) Labour Relations Policy
  - ix) Policy on Organisational Establishment and Job Evaluation & Grading
  - x) Employment Policy
  - xi) Termination of service Policy
  - xii) Leave encashment Policy
  - xiii) Employee Relocation Policy
  - xiv) Fleet Management policy
  - xv) Land line telephone usage Policy

#### 4. PROPOSAL/ SUBMISSION REQUIREMENTS

##### 4.1 List of Contents

All proposals must cover the following aspects of importance:



#### **4.1.1 A Detailed Company Profile**

Including brief history, field of expertise, staff resources, a proven tracking record of conducting translations or interpretations, where the main office is based as well as any other offices and a list of recently completed projects.

#### **4.1.2 Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above, taking into cognisance clause 3 and 4 above.

#### **4.1.3 Registration**

4.1.3.1 Each training provider must be registered by the relevant authority.

4.1.3.2 A copy of registration certificate, preferable a letter from the registering authority.

#### **4.1.4 Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure, and there should be a clearly stated whether its inclusive of VAT or not.

#### **4.1.5 Compulsory Terms and Conditions**

4.1.4.1 A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below and 5.1.3 above. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a. Technical proposal include quality control, job creation and accountability.
- b. The cost for both direct and in direct.
- c. The capacity of the organisation to handle the project i.e. previous similar project done, project leader, C.V. of prominent individuals that are proposed to be involved in this project.

4.1.4.2 Bidders are required to submit the following documents (copies (*except tax certificate*) must be certified):-

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.

- Bidders **must** submit a **valid original SARS Tax Clearance Certificate**; failure to submit will result in disqualification.
  - Declaration of interest (MBD8)
  - Completed and signed MBD 8 and MBD 9.
  - BBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.
  - A proposed project team, their CV's of Directors and proof of relevant accreditation, must be submitted.
  - A letter from the manufacturers/developers if the tenderer is an authorized supplier/dealer.
  - A proposed work programme, or implementation plan *etc.*).
  - Pricing must be on the company letter head and be priced in different columns reflecting the total estimated budget for translation.
  - Failure to supply all mandatory documents will result in the proposal/quote being deemed non-responsive; and therefore the quote will not be considered for award.
  - Proposals/quotes which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
  - Documents to be filled with black ink.
  - Quotes submitted are to hold good for a period of **90 days**.
  - Billing clearance certificate or statement of municipal accounts must be attached to and be returned with the tender documents.
  - Bidders or service providers must be registered as a supplier/service provider on the Umzimvubu Local Municipality supplier/service provider database, if not already registered.
- 4.1.4.3 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitably.
- 4.1.4.4 Successful bidders will need to be prepared to commence work within 14 working days upon receipt of purchase order or being informed of the award.



4.1.4.5 Successful bidder will be required to submit a detailed close-out report.

**4.2.1 Where to Submit:**

4.2.1 All submissions must be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota** and clearly marked:

**“TRANSLATION OF HUMAN RESOURCES (HR) POLICIES INTO ISIXHOSA”**

4.2.2 Submissions must be hand delivered to the Municipal Offices in Mount Frere at Erf 813 Main Street, Mount Frere.

**4.2.3 Due date for the submission of proposal is 21 August 2015 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

**5. INFORMATION AND QUERIES**

**5.1 TECHNICAL QUERIES**

To the attention of Mrs Z Mbhele - Human Resources office and Ms. Nkosinathi Duze – Supply Chain Management office.

Phone: +27 (39) 255 8564/8556 Facsimile: +27 (39) 255 0167

Email: [Mbhele.Zuziwe@umzimvubu.gov.za](mailto:Mbhele.Zuziwe@umzimvubu.gov.za).

**5.2 OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

Erf 813 Main Street

Private Bag X 9020

**MOUNT FRERE**

5090

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