



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 04 September 2019

UMZ/2019-20/HUMAN RESOURCE/02

SERVICE PROVIDER TO DO TRANSLATION OF HUMAN RESOURCE POLICIES

Bidders are hereby invited to submit proposals/Quotations for translation of human resource policies as per spec.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 17 September 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: / All technical enquiries may be directed to Ms N Xangayi & Mr T. Mbukushe (SCM Manager) 039 255 8531/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

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GPT NOTA (MUNICIPAL MANAGER)

TRANSLATION OF HUMAN RESOURCES POLICIES



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**TRANSLATION OF HUMAN RESOURCES
POLICIES**

2019-2020 FY

**TRANSLATION OF HUMAN
RESOURCES POLICIES**

TRANSLATION OF HUMAN RESOURCES POLICIES

TERMS OF REFERENCE

1. BACKGROUND

Umzimvubu Local Municipality seeks to acquire services from reputable company for translation of ten (10) Human Resource policies from English to IsiXhosa language.

2. AIM OF THE PROJECT

To ensure that Umzimvubu Local Municipality, HR policies are translated to a language that every employee within the Municipality can understand.

3. SCOPE OF WORK

3.1 An appointed services provider will be expected to translate HR policies as indicated hereunder.

3.2 Once finalised the appointed service provider is expected to deliver the hard and soft copy for each translated policy to Mount Frere Municipal Offices.

HUMAN RESOURCE POLICIES			
NO.	NAME OF THE POLICY	NO. OF (INCLUDING PAGE)	PAGES COVER
1.	Acting Policy	07	
2.	Leave Policy	15	
3.	Termination of service policy	09	
4.	Code of conduct for officials	07	
5.	Bereavement policy	06	
6.	Individual Performance management system (PMS) policy	26	
7.	Employee Assistance Policy	15	
8.	Sexual Harassment Policy	11	
9.	Labour Relations Office	42	

TRANSLATION OF HUMAN RESOURCES POLICIES

10	Training and Development Policy	07
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4. DURATION

Policy translation has to be done and completed within a maximum period of one (1) month.

5. PROPOSAL/ SUBMISSION REQUIREMENTS

5.1 List of Contents

All proposals must cover the following aspects of importance:

5.1.1 A detailed Company Profile

Including brief history, field of expertise, staff resources, a proven tracking record of translating policies, where the main office is based as well as any other offices and a list of recently completed projects, similar to the one required in this document.

5.1.2 Processed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

5.1.3 Proposed Cost Structure

Detailed breakdown of proposed fee structure should be clearly stated and whether it is inclusive of VAT or not.

5.2 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the Umzimvubu Local Municipality with the duly completed documents mentioned from 5.1.1 to 5.1.3 above. In the event that a proposal is submitted by a consortium/joint venture must complete each of the documents mentioned below:

- a) Proof of ownership
- b) Declaration of interests
- c) Tax Certificate

5.3 The consortium submitting the proposal must declare any conflict of interests that it may have.

5.4 The Umzimvubu Local Municipality reserve the rights, not to accept any proposals in part or in whole.

TRANSLATION OF HUMAN RESOURCES POLICIES

- 5.5 The Umzimvubu Local Municipality reserves the rights to suggest partnership or joint venture to be performed between bidders, or that the assignment must be awarded to an exclusive BEE firm.
- 5.6 The Umzimvubu Local Municipality 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 equitable.
- 5.7 Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the tender.
- 5.8 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply

6. WHERE TO SUBMIT:

- 6.1 All submissions must be clearly marked:

“TRANSLATION OF HUMAN RESOURCES POLICES”

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

- 6.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.
- 6.3 **Due date for the submission of proposal is on the closing date of an advert at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

7. INFORMATION AND ENQUIRIES

7.1 TECHNICAL ENQUIRIES

To the attention of Ms T. Ngcongca – Assistant Manager Human Resources and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8561/8555

Fax : +2739 255 0167

Email : Ngcongca.Thozama@umzimvubu.gov.za.

TRANSLATION OF HUMAN RESOURCES POLICIES

7.2 OTHER ENQUERIES

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

813 Main Street
Private Bag X 9020

MOUNT FRERE

5090

Phone : +2739 255 8500/61

Fax : +2739 255 0167



MRS N ZEMBE

ACTING MANAGER: CORPORATE SEVICRES