



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**RE- REQUEST FOR QUOTATION**

ADVERT DATE: 15 May 2019

**Translation of 32 HR policies**

Bidders are hereby Requested To Submit Quotations for translation of 32 Human Resource Policies

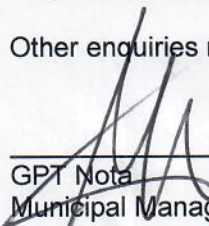
MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL RESULT IN THE BID BEING DEMEED TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management Policy Will Apply. A Confirmation From SARS With A Verification Pin, Certified Copy Of Company Registration/Founding Statement/CIPC Document. Certified BBBEE Or Sworn Affidavits, Exempt 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. Compulsory Submission MBD Forms 4, 8 And 9 And Billing Clearance Certificate Or Statement Of Municipal Accounts. No Couriered, Faxed, E-Mailed And Late Tenders Will Be Accepted. Certification Of Documents Must Be Within A Period Of 90 Days. Bidders Must Be Registered On CSD And Provide Confirmation Of Registration. Umzimvubu Local Municipality Reserves The Right Not To Appoint And Value For Money Will Be The Key Determinant Of Appointment. All Tenders Must Be Deposited In The Tender Box Situated At The Supply Chain Offices At 813 Main Street, Mt Frere on the **23 May 2019** Not Later Than 12:00 On The above mentioned date, Where They Will Be Opened In Public. All Tenders Must Be Clearly Marked "Name Of The Project Indicated Above. The Municipality Will Not Make Any Award To A Person Or Persons Working For The State.

Enquiries:

All SCM related enquiries can be directed to Mr T Mbukushe at: (039) 255 8500 and Technical Enquiries to: Mrs.T.Ngcongca Tel: 039 255 8512 Fax: 039 255 8506

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

  
\_\_\_\_\_  
GPT Noto  
Municipal Manager



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**UMZIMVUBU LOCAL MUNICIPALITY**

**2018 - 2019 FY**

**TRANSLATION OF HUMAN RESOURCES  
POLICIES**





# TRANSLATION OF HUMAN RESOURCES POLICIES

## TERMS OF REFERENCE

### TRANSLATION OF HUMAN RESOURCES POLICIES

#### 1. BACKGROUND

Umzimvubu Local Municipality seeks to acquire services from a reputable company for translation of Thirty Two (32) Human Resources 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 service provider will be expected to translate HR policies as indicated hereunder.

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

<b>Human Resources Policies</b>		
<b>NO.</b>	<b>NAME OF POLICY</b>	<b>NO. OF PAGES (INCLUDING COVER PAGE)</b>
1	Employment Policy	21
2	Remuneration Policy	10
3	Acting Policy	07
4	Employee Relocation Policy	08
5	Leave Policy	15
6	Leave Encashment policy	05
7	Retention Strategy policy	11
8	Termination of Service policy	09
9	Overtime Policy	07



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No.	NAME OF POLICY	NO. OF PAGES(INCLUDING COVER PAGE)
10	Standby Policy	05
11	Night Work and Shift Allowance Policy	05
12	Bereavement Policy	06
13	Individual performance management system(PMS) policy	26
14	Occupational Health and Safety Policy	07
15	Dress Code, Uniform and Protective clothing policy	05
16	Inclement Weather Policy	05
17	HIV & AIDS policy	11
18	Substance Abuse Policy	10
19	Employee Assistance Policy	16
20	Sexual Harassment policy	11
21	Labour Relations Policy	35
22	Staff Housing Policy	05
23	HRM Strategy policy	29
24	Employment Equity and Affirmative Action policy	09
25	Smoking Policy	06
26	Training and Development policy	20
27	Experiential Training policy	07
28	Organizational Establishment and Job Evaluation grading policy	11
29	Bursary for student trainees in rare skills policy	10
30	Code of Conduct for Officials	07
31	Code of Conduct for Councilors	17
32	Capacity Building for Councilors	16



## TRANSLATION OF HUMAN RESOURCES POLICIES

### 4. DURATION

Policy translation has to be done and completed within a maximum 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 Proposed 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's inclusive of VAT or not.

#### 5.2 Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM 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, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-

- a) Proof 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 ULM reserve the rights, not to accept any proposals in part or in whole

## **TRANSLATION OF HUMAN RESOURCES POLICIES**

5.5 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

5.6 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 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.



## TRANSLATION OF HUMAN RESOURCES POLICIES

### 6. EVALUATION CRITERIA

Proposals that have gone through the pre-qualification stage shall be evaluated in terms of the following parameters:

**Stage 1 : Functionality - 100% (A minimum of 75% should be achieved to be deemed responsive)**

1. Experience - 50%  
(0-5 years = 10 points; 6-10 years = 30 points; 11-20 years = 50 points)
2. Credential of the Translator - 30%  
(0-5 years = 10; 6-10 years = 20 points; 11-20 years = 30 points)
3. Letter of confirmation of service - 10%  
(1 letter – 2 points; 2 letters = 8 points; 3 letters = 10 points)
4. Completeness of the proposal with implementation plan - 10%

**Stage 2: PPPFA Evaluation Criteria (Rates will be negotiated and applied uniformly on a particular category)**

**Price – 80/20 (Assumes all Service Providers will use gazetted or industry related rates)**

To be quoted in ZAR and must be exclusive of VAT.

- The BIDDER must provide an all inclusive detailed proposal indicating the envisaged scope of activities, and the costs associated with the same.
- Fees must be quoted in South African Rands and must be VAT exclusive, indicating any escalation or any other potential future alteration required. Prices are to remain fixed and valid for the entire contract period. All figures to be entered without alteration.
- The BIDDER is responsible for any costs associated with this proposal.
- Specify any exclusion from the proposal.
- Describe the required payment terms and schedules, and your proposed conditions associated with these.

**Empowerment (BBBEE) – 20**

This will be evaluated with regards to the information to be provided with your response in relation to **Section 3** which entails the extent to which previously disadvantaged people are to be involved especially the Priority Population Group (PPG). A BBBEE certificate from South African Accreditation System (SANAS) / a sworn affidavit by the Commissioner of Oath, for SMEs, must be attached.



## TRANSLATION OF HUMAN RESOURCES POLICIES

### 7. WHERE TO SUBMIT:

7.1 All submissions must be clearly marked:

**“TRANSLATION OF HUMAN RESOURCES POLICIES”**

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

7.2 Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

7.3 **Due date for the submission of proposal is ..... of July 2018 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED**

### 8. INFORMATION AND ENQUIRIES

#### 8.1 TECHNICAL ENQUIRIES

To the attention of Ms B. Koti – Employee Relations Office and Mr T Mbukushe –Supply Chain Management office

Phone : +2739 255 8561/8555

Fax : +2739 255 0167

Email : [Koti.Babalwa@umzimvubu.gov.za](mailto:Koti.Babalwa@umzimvubu.gov.za).

#### 8.2 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 KUBONE**

**MANAGER: CORPORATE SEVICRES**