



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
13 April 2021	N. Baleni 079 890 4517	PSJLM - 2020/21 Ref 46	21 – 04- 2021 @11:00 AM

ADVERT FOR STAFF ESTABLISHMENT SOFTWARE

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for Staff Establishment Software**.

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O.Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **21 - 04-2021 at 11h00 AM**.

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1 Form obtainable from SCM office or on google and MBD 4 Form**
- i) Attach Rates clearance statement which is not letter than 60 days obtained from your respective Municipality or lease agreement. If exempted please attach letter of exemption from your respective Municipality's revenue office to proof that the bidder as per the Municipality's valuation roll does not own any property.
- j) Attach Compliance Tax Pin for verification on SARS website
- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached. (Failing to attach will not lead to disqualification but will lose points of BBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

TERMS OF REFERENCE FOR REPORT WRITING

INTRODUCTION

To acquire a licensed organogram software for the Port St Johns Local Municipality for creation, maintenance and review of the Municipality's staff establishment as required by the section 66 of the Municipal Systems Act No 32 of 2000 as amended. The appointment of the service provider will be for a period of three years for the purpose of annual license renewals in the three year-period.

1. NUMBER OF LICENCES AND INFORMATION SECURITY

1. Three (03) licenses will be issued for Three (03) users.
2. The provided ICT programme shall have a room for upgrade and extension to cover other aspects of institution.
3. The system shall be backed up in the municipal server for information security purposes.

2. SCOPE OF THE WORK

The ICT programme will cover the following components

1. All existing and new posts within the municipality.
2. All departments of the municipality
3. Provision of necessary training to the corporate services officials.
4. The organogram development will be driven within the Corporate Services Department.
5. Department will provide secondary inputs on the staff establishment pertaining to other Departments.
6. Department will provide collective review of entire draft municipal staff establishment prior to finalization.
7. A reviewed draft municipal staff establishment will be submitted to all relevant governance structures including the Labour Forum for consultation and finalization accordingly.

3. KEY DELIVERIES

1. Signing of a service level agreement and the performance plan with the Municipality
2. Delivery and installation of the appropriate staff establishment ICT programmer
3. Training of Three (3) of staff members.
4. Facilitation for application and usage of the ICT Program.
5. Provision of maintenance and support in respect of the ICT Program usage by the Municipality.

4.EXPECTED OUTCOMES

- (a) Creation of uniform and solid data Base of Municipal Posts

- (b) Consolidation of Departmental staff Establishment.
- (c) Coherent and integrated Municipal Staff Establishment.
- (d) Consistent and uniform ranking and classification of posts.
- (e) New generation and modern Staff Establishment version.

5. KEY COMPETENCES

- (a). Sound proven record of dealing with HR issue
- (b). A sound approach and methodology for dealing with organization
- (c). Provision and knowledge of sound ICT software for development of problem.
- (d). Commitment to sound HR Management system and values.

Licence certificate for the product or software. (Failure to attach will lead to disqualification.)

6. PROJECT MANAGEMENT

The service provider will work very closely with the Port St Johns Municipality.

7. PROJECT TIMEFRAME

The Service provider to provide timeframes for the implementation of tasks.

8. PROJECT BUDGET

Service providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".

Functionality Assessment

Price Points: = 80

Preference Points =20

Technical / Functional = 100

NO.	ELEMENT	SUB TOTAL SCORE
1.	3 Letters of reference or confirmation of service rendered from previous or current clients (15 points per letter)	45
2.	3 members of personnel with Post grade 12 ICT qualifications (10 points per qualified staff member)	30
3.	Licence certification for the product or software	15
4.	Skills transfer plan to three staff members	10

A minimum threshold is 70 point

Enquiries regarding this advert must be directed to Mr L.T Somtseu on 082 774 6080 during office hours

Yours in developmental local government



Mr H.T Hlazo
Municipal Manager

Date 31/03/2021