



(RFP) DEVELOPMENT OF PROCEDURE MANUAL
BLM/EQ/000000/2014/15

Development of best practice procedure manuals on behalf of Bushbuckridge Local Municipality in line with the approved Council Policies, legislations and regulations for the following directorates:

1. **Office of the Municipal Manager**
 - Integrated Development Plan
 - Risk Management
 - Internal Audit
 - Performance Management
2. **Finance Directorate**
 - Budget
 - Expenditure
 - Supply Chain Management Unit
 - Revenue
 - Assets Management
3. **Corporate Directorate**
 - Auxiliary
 - Council Support
 - Human Resource
 - Information Technology
 - Communications
 - Legal
4. **Community Services Directorate**
 - Traffic
 - Transversal
 - Fire & Disaster
 - Licensing
5. **EDPE Directorate**
 - Town Planning
 - Local Economic Development
 - Environment
 - Waste Management
 - Human Settlement & Building
6. **Technical Services Directorate**
 - Roads & Storm water
 - Electrical & Mechanical Services
 - Water Services
 - Project Management Unit
 - Water Services Authority

DURATION

The duration of the contract shall be for a maximum of **six (06) months**.

SCOPE OF SERVICE

The appointed service provider shall develop procedure manuals on behalf of Bushbuckridge Local Municipality for all above mentioned Directorates' sub-sections, in line with the approved Council Policies, legislations and regulations.

QUALIFICATIONS & MEMBERSHIP WITH PROFESSIONAL BODIES

The service provider should consist of qualified and experienced personnel that would be directly involved with the project. The company should also be registered with a professional body(ies), preferably SAICA/IRB.

PAYMENT

The Municipality will only effect payment once the job has been completed and all the necessary documentations have been handed over to the municipality and the receipt of the Tax Invoice with all supporting documentations.

EVALUATION OF THE PROPOSALS

Phase 1: Administrative requirements

Phase 2: Functionality:

- | | |
|--|------------------|
| ❖ Proven track record | 25 Points |
| ❖ Relevant Experience | 25 Points |
| ❖ Methodology | 25 Points |
| ❖ Proposed Project Team's qualifications | 25 Points |

A **minimum of 65%** must be scored in the pre-qualification to proceed to the price evaluation.

Phase 3: **80/20** points system will be used to evaluate proposals. The **80** points shall be for **price** and **20** points for **BBBEE** goals.

COMPULSORY DOCUMENTS TO BE SUBMITTED TOGETHER WITH PROPOSALS

- ❖ Original Valid Tax Clearance Certificate;
- ❖ Company profile (with details of directors and management);
- ❖ Certified copies of identity documents of directors and management;
- ❖ Certified copies of company registration documents;
- ❖ Valid municipal account not older than three months/ lease agreement; and
- ❖ Certified copy of B-BBEE Certificate.
- ❖ MBD 1, MBD 4, MBD 6.1, MBD 8 AND MBD 9

*ALL MBD FORMS CAN BE DOWNLOADED FROM THE MUNICIPAL WEBSITE:
www.bushbuckridge.gov.za*

Validity

The tendered prices shall be valid for **60 days (02 months)**.

Enquiries should be directed to:

Technical

Procurement

Corporate: Mr. R. Khoza

SCM: Mr. S.C. Gana

Office of the Municipal Manager: Mgiba A.

Technical Services: Mr. E. Mashava

EDPE: Ms. S. Mogakane

Community Services: Mr. Z. Mkhabela

Finance: Mr. T. Maake / Mrs. C.A. Nkuna

Tel: 013 799 1851/57

Fax: 013 799 1865

NB: MBD 7.2 should be completed by the successful bidder.

CLOSING DATE: 08 DECEMBER 2014