



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa

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TENDER 09/2014 – REQUEST FOR INDUSTRIAL RELATIONS SERVICES SUPPORT CLOSING DATE 31 OCTOBER 2014 AT 12H00

Thembelihle Local Municipality, situated in the Northern Cape and covering the towns of Hopetown and Strydenburg, is committed to continuously improve the way that we do business. For this reason it was decided to request tenders from prospective Service Providers to provide specialist support in Industrial Relation matters **on an ad hoc basis**.

The support required is as follows:

- ✓ Drafting of new and/or review of existing service contracts.
- ✓ Provide a crisis team.
- ✓ Representation/Support at the CCMA/Labour Court (depending on the municipal agreement and consent).
- ✓ Do trade union negotiations on request by the Municipality.
- ✓ Representation in the workplace regarding labour problems.
- ✓ Collective negotiations as and when required.
- ✓ Training related to disciplinary and grievance procedures.
- ✓ Provision of appropriate legislation/s and Policies
- ✓ Keep employees informed of changes to labour laws and policies.
- ✓ Counselling of/between employees and employers.
- ✓ Conduct hearings and consultations with employers.
- ✓ Assistance with regards Unemployment Insurance and Compensation matters.

Before compiling your tender, please take cognisance of the following:

- ✓ Thembelihle Local Municipality's Database form must accompany the tender.
- ✓ Company profile and Tax Clearance Certificate for "Tender" must accompany the tender.
- ✓ Thembelihle Local Municipality does not bind itself to accept the lowest bid or any tender and reserves the right to accept the whole or part of a bid or to accept bids from more than one Service Provider.
- ✓ Late or incomplete; unsigned; electronically and faxed bids will not be accepted.

Prospective tenderers must provide full details on the costing of the support in such a way that it will be possible to fairly accurately determine the expected annual costs of services rendered.

Please note that the intention is to enter into a three year renewable contract with the successful service provider.

Tender documents are obtainable from Mrs. Walters or Ms. Jaxa at telephone 053 203 0005/8 at a non-refundable deposit of R200 (VAT inclusive).

A functionality assessment will be performed based on the following criteria:

Criteria	Points [10]
1. Experience	6
2. Track Record.	4

A minimum of 5 (Five) years practical and onsite experience will be required. You must clearly indicate in your response in exactly which fields within the Industrial Relations environment you have experience in to enable the Municipality to determine a score out of 6 for Experience. Enquiries will be made to organisations that need to be identified in the tender submitted (at least five contactable references will be required). The practical experience together with the reference checks will determine the scores out of 6 and 4 respectively. For a tender to be considered a minimum score of 8 out of 10 will be required.

The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000.

A M Mogale

Municipal Manager