



**PROJECT NAME: QUALIFIED BIDDERS ARE HERE BY  
INVITED TO PROVIDE HUMAN RESOUCES SUPPORT  
SERVICES FOR LEPELLE NORTHERN WATER FOR 6  
MONTHS.**

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**RFQ NO: Re 10049157**

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**USER DEPARTMENT: HUMAN CAPITAL**

## **1 PURPOSE**

The purpose of this RFQ is to appoint a suitable, flexible and efficient Service Provider to render Human Resource support services across the various HR functions on an as and when required basis for Lepelle Northern Water (LNW) for a period of Six months.

The appointed service providers will be required to provide the following functions within the HR unit:

1. Recruitment management
2. Performance management
3. General HR administration and management
4. Ad-hoc support service withing HR sub-sections (to be communicated when required)

## **2 BACKGROUND**

Lepelle Northern Water (LNW) is a water utility providing water and sanitation services across the Limpopo province. The organization seeks to appoint a qualified and experience service provider to deliver comprehensive Human Resource (HR) support services.

## **3 SCOPE OF WORK**

The appointed service provider will be required to support all aspects of HR, including but not limited to:

### **3.1 Recruitment**

1. Assess approved staffing structures within the organisation and capacitate the departments with the required officials
2. Conduct a job grading (or source 3rd party to conduct job grading) for new positions
3. Advertise, capture, shortlist, interview and recommend candidates (together with

LWN officials as part of the committee members)

4. Conduct vetting of new employees through the 3rd party vetting company appointed by LNW.
5. Write reports for head of departments' recommendations and CE's approval on the recruitment process.
6. Offer management
7. Other duties affecting recruitment process to be required on an ad-hoc basis (i.e handle internal transfer processes in line with LNW policies)
8. Monthly/quarterly reporting (progress against approved structures, and strategic plans to address backlogs)
9. Objective is to significantly reduce the recruitment turnaround time while efficiently capacitating the organisation with required officials.

### **3.2 Performance Management**

1. Facilitation of Performance Goal setting within all the departments
2. Administration of performance contracting and record keeping
3. Arranged Committees meetings to discuss performance ratings per unit/department
4. Facilitation of Mid-year reviews
5. Ensure on time submission of final performance report to ensure on time approvals and payments
6. Other performance management duties

### **3.3 Risk and Performance Management**

1. HR risk assessments
2. Implementation of mitigation strategies

3. Monitoring and reporting on HR performance

### **3.4 Compliance and Governance**

1. Ensuring compliance with all applicable legislation, policies, procedures
2. Development and review of policies and SOPs
3. Implementation/improvement of internal controls
4. Review of documents to monitor compliance

### **3.5 Audit Support**

1. Preparation for internal and external audits
2. implementation of resolution from audit findings
3. Development of audit action plans
4. Support during audit engagements
5. Availing of documents required for audit

## **4 RESOURCE REQUIREMENTS**

The service provider must deploy as and when required, qualified and experienced personnel across various HR levels (all officials must bring their own working tools compatible with our systems i.e SAP, Sage VIP, SharePoint, Docuware.)

### **4.1 Manager Human Resources**

1. 8 years' experience with 5 years in a Managerial Position within Human Resources (Generalist))
2. NQF Level 7 Human Resources Qualifications (BCom in Human Resources Management , Industrial Psychology and Business Administration)
3. Industry Association Certificate will be added advantage.
4. Preference will be given to CVs of Candidates that have experience in the Water Industry.

The HR Manager will be expected to play the role of a leader, who will manage the project or Services and will be in communication with the LNW Executive Manager: Corporates Services be monitoring performance of the team, and must make changes, when necessary, to continue to feed the LNW needs and meet the objectives of the project.

#### **4.2 Senior H.R Officer Level (Supervisor)**

1. At least 5 years' experience in Human Resources Administration and Support services.
2. NQF Level 6 Human Resources Qualifications (National Diploma: Human Resources or Social Sciences)
3. Industry Association Certificate will be added advantage.
4. Preference will be given to CVs of Candidates that have experience in the Water Industry.

#### **4.3 Intermediate Level H.R Officers**

1. At least 3 years' experience in Human Resources Administration and support services.
2. NQF Level 6 Human Resources Qualifications (National Diploma: Human Resources or Social Sciences)
3. Industry Association Certificate will be added advantage.
4. Preference will be given to CVs of Candidates that have experience in the Water Industry.

### **5 DURATION**

Period of the contract is **Six (6) months**, and an order will be issued to the successful Service Provider. It should be noted that LNW reserves the right to terminate the contract at any point deemed fit.

## 6 PROCUREMENT PROCESS

The normal Procurement process will be followed in line with LNW's SCM policy and procedures with no deviations from the normal anticipated process at this stage.

Validity of RFQ	:	60 days
Contract Period	:	6 months
Date Advert Published	:	13/04/2026
RFQ Document available	:	10049157
Closing date of advert:	:	Extension 20/04/2026
Time of closing	:	11h00am
Document Submission	:	<SCMRFQ2@lepelle.co.za>
Enquiry Mr Maenetja at	:	<a href="mailto:khomotsoma@lepelle.co.za">khomotsoma@lepelle.co.za</a> or 015 295 1800

## 7 EVALUATION CRITERIA

***The Preferential Points System will be used to evaluate this bid in line with the Preferential Procurement Policy Framework Act, 2022.***

THIS RFQ WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Bids that meet the specifications
2. Value for money
3. LNW SCM Policy
4. PPPFA and associated regulations

### 7.1 Bid Evaluation Method

Bids will be evaluated in terms of the following four stages:

- Stage 1: Administrative Compliance
- Stage 2: Mandatory Requirements
- Stage 3: Functionality: Technical Evaluation

- Stage 4: 80/20 preferential points system (Price and Specific Goals).

### 7.1.1 Stage 1. Administrative Compliance

MINIMUM DOCUMENTS REQUIRED FOR THIS BID	SUBMITTED (YES /NO)
Certified ID copies of the company's directors for less than three (3) months	
Complete all SBD forms including SBD 6.1	
Valid SARS Tax PIN	
Company registration documents / CIPC (CK)	
Valid B-BBEE Certificate / Sworn Affidavit	
Letter of Good standing, COIDA	
Municipal current rates account not older than three months	

### 7.1.2 Stage 2 : Mandatory Requirements

DOCUMENTS REQUIRED	SUBMITTED (YES /NO)
1. The JV agreement for JV partners to be submitted indicating percentage split for partners to render the requested services.	
2. Proof of registration on the Central Suppliers Database (CSD), verification will be done online	
3. Directors must be professionally registered with a professional body ( <u>South African Board for People Practices (SABPP)</u> )	
4. Completed and signed SBD forms (SBD 4)	

**NB: Failure to comply with any of the above requirements will lead to disqualification.**

### 7.1.3 Stage 3: Evaluation on Functionality

Under quality/functionality, service providers must achieve a minimum of 70 points out of 100 quality/functionality points to be considered (70%) for further evaluation in stage 3 (Evaluation on Price and Specific Goals).

<b>EVALUATION CRITERIA</b>	<b>Points/Weight</b>
All bidders who make it through mandatory will be evaluated on functionality. The evaluation criteria and weighting for measuring functionality are indicated.	100
<b>1. Company Experience</b>	50
<p><b>Projects Completed in Secondment/Support services</b></p> <p>The service provider must provide a list of projects completed in rendering support services with the names of the clients and contactable reference within the HR Department, this list must be accompanied by signed reference letters, only completed projects will be considered.</p> <ul style="list-style-type: none"> <li>• 2 reference letters = 25 points</li> <li>• More than 2 to 5 reference letters = 40 Points</li> <li>• More than 5 reference letters = 50 points</li> </ul> <p><b>NB: Only one reference letter and appointment letters per project will be scored</b></p>	50 points
<b>2. Team Capacity</b>	50
<p>The Service Provider must provide the CV of the following resources who will be deployed to render the required service to Lepelle Northern Water.</p> <p><b>HR Manager</b></p> <ol style="list-style-type: none"> <li>1. 5-8 years working experience and monitored coupled with 5 years in a Managerial Position = 10 points</li> <li>2. Above 8 - 11 years' experience and monitored coupled with 5 years in a Managerial Position = 15 points</li> <li>3. More than 11 years' experience and monitored coupled with 5 years in a Managerial Position = 20 points</li> </ol> <p>A detailed CV of the HR Manager must be submitted, clearly indicating their years of working experience.</p> <p><b>Senior HR Officer</b></p> <ol style="list-style-type: none"> <li>1. 3-5 years working experience = 5 points</li> </ol>	50 Points

<p>2. Above 5-7 years' experience = 10 points 3. More than 7 years' experience = 15 points</p> <p>A detailed CV of the Senior HR Officer must be submitted, clearly indicating their years of working experience.</p> <p><b>Intermediate H.R Officer</b></p> <p>1. 1-3 years working experience = 5 points 2. 3-5 years' experience = 10 points 3. More than 5 years' experience = 15 points</p> <p>A detailed CV of the Intermediate HR Officer must be submitted, clearly indicating their years of working experience.</p> <p><b>NOTE: The points allocated will be linked to the years of experience. Failure to submit certified copies of the</b></p>	
TOTAL	100

A bidder must score a minimum of 70 points to be considered for the next stage of evaluation

#### 7.1.4 Stage 4: Evaluation on Price and Specific Goals 80/20

**NB:**

- Only the combined Price & Specific Goals points will determine the highest point scoring service providers to be awarded the contract.

Financial offer and Preference Points Allocation

- 1) Score tender evaluation points for financial offer.
- 2) Confirm that tenderers are eligible for the Preference Points Allocation (As per the Preferential Procurement regulations 2022) claimed, and if so, score tender evaluation points.
- 3) Calculate total quotation evaluation points using estimated rates total and preference points.

- 4) Rank bidders offered from the highest points scorer of tender evaluation points to the lowest.
- 5) Recommend the bidders with the highest number of quotation evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on SBD 4 attached)**

### Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

Formula	As when required for comparison	
1	Highest price or discount	$(1 + \frac{(P - P_m)}{P_m})$
2	Lowest price or percentage commission/fee	$(1 - \frac{(P - P_m)}{P_m})$

where:

$P_m$  = the comparative offer of the most favorable tender offer.

$P$  = the comparative offer of tender offer under consideration.

**The 80/20 Preferential Point System** will be used to evaluate the bid.

**Table 2: Preference Points Allocation (As per the Preferential Procurement regulations 2022)**

#	Specific Goals	Means of verification	80/20 Points
1	SMME (Small Medium Micro Enterprise)	CSD Report	5

2	Black women (100% Black women ownership in the company)	CSD Report	5
3	Black ownership (100% black ownership in the company)	CSD Report	5
4	Black Youth (Minimum of 1 shareholder Black youth ownership in the company)	CSD Report	5
Total Points			20

**The points scored by the tenderer with respect to the level of Preference Points Allocation must be added to the points scored for price.**

**9. PRICING SCHEDULE**

**SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES**

**(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

**Pricing & Payment Terms**

Payment milestones as agreed. 80/20 preferential points system (Price and Specific Goals). The pricing schedule below must be completed fully (both daily and monthly rates)

Position (point 4 above indicated)	Daily Rate	Monthly Rate
Intermediate level		
Senior level		
HR Manager role		
<b>Total</b>		

Note: Daily rates will be used in cases where some assistance is required for less than a month. Rates quoted must be all inclusive (applicable taxes, and all disbursements), no payment will be made outside of the rates quoted.

**Notes:**

1. The client reserves the right to verify any information provided on the quotation
2. The bidders must comply with all the terms and conditions including requirements as stipulated in the Quotation Documents to be evaluated.
3. LNW is not compelled to accept the lowest or any quotation
4. Lepelle Northern Water reserves the right to verify any information provided by the service provider.
5. LNW reserves the rights to negotiate pricing or rates with the recommended service provider.
6. The bidder must comply with all terms and conditions including requirements as stipulated in the RFQ to be evaluated further.
7. LNW reserves the right to increase or reduce the scope of the project.