



## C.2.2 BILL OF QUANTITIES

NO	PARTICULARS	AMOUNT PER YEAR		
		YEAR 1	YEAR 2	YEAR 3
1	<b>Appointment of the service provider for provision of web-based performance management system for organizational and individual:</b> <b>Development, Implementation, and Licensing of a Web-Based Performance Management System (PMS)</b> <ul style="list-style-type: none"> <li>System must comply with the Municipal Systems Act (No. 32 of 2000) and Municipal Planning and Performance Management Regulations (2001) and other relevant prescripts.</li> <li>Must support performance planning, monitoring, evaluation, auditing and reporting at both organizational and individual levels.</li> <li>Ensure system security, role-based access, and cloud/data backup capability.</li> </ul>			
	<b>Training of Users: Performance Management System</b> <ul style="list-style-type: none"> <li>Conduct structured training for various user groups:</li> <li>Executive Management and Senior Managers (strategic performance module)</li> <li>Line Managers and Supervisors (operational performance module)</li> <li>All Employees (individual performance module)</li> <li>Internal Audit and Performance Management Officials (monitoring, verification, and reporting)</li> <li>Provide training manuals, user guides, and attendance certificates.</li> </ul>			




	<ul style="list-style-type: none"> <li>• Training to include change management and system adoption workshops.</li> <li>• Training must align with the Municipal Staff Regulations (2021) provisions for performance management capacity-building.</li> </ul>			
2	<b>Training of Users: Performance Management System</b> <ul style="list-style-type: none"> <li>• Conduct structured training for various user groups:</li> <li>• Executive Management and Senior Managers (strategic performance module)Line Managers and Supervisors (operational performance module)</li> <li>• All Employees (individual performance module)</li> <li>• Internal Audit and Performance Management Officials (monitoring, verification, and reporting)</li> <li>• Provide training manuals, user guides, and attendance certificates.</li> <li>• Training to include change management and system adoption workshops.</li> <li>• Training must align with the Municipal Staff Regulations (2021) provisions for performance management capacity-building.</li> </ul>			
3	<b>Customization of the Web-Based PMS</b> <ul style="list-style-type: none"> <li>• Configure the PMS in line with Nkangala District Municipality's approved Performance Management Framework, PMS Policy, and IDP objectives.</li> <li>• Incorporate customized Key Performance Areas (KPA's), Key Performance Indicators (KPI's), Job Specific Competencies (JSC's) and scoring methodologies (Self scoring, line manager scoring, group assessment, evaluation and moderation scoring).</li> </ul>			



	<ul style="list-style-type: none"> <li>• Enable automated performance scorecards for all employees, linked to departmental SDBIP targets.</li> <li>• Provide dashboards for management, Council, and audit committee use.</li> <li>• Align OPMS with IPMS.</li> </ul>			
4	<p><b>Generate automated monthly, quarterly, midyear and annual reports.</b></p> <p>Reports to be compatible with regulatory reporting templates for:</p> <ul style="list-style-type: none"> <li>• OPMS and IPMS</li> <li>• Circular 88</li> <li>• Internal Audit</li> <li>• Council and Portfolio Committees</li> <li>• Auditor-General's Office</li> <li>• Provide performance dashboards, trend analysis, and compliance tracking reports.</li> </ul>			
5	<p><b>On-going Technical Support and System Maintenance</b></p> <ul style="list-style-type: none"> <li>• Provide remote and on-site support during the full contract period.</li> <li>• Ensure system uptime of at least 98% per annum.</li> <li>• Conduct regular system upgrades, backups, and patching.</li> <li>• Include user support desk services, ticket tracking, and SLA compliance reports.</li> </ul>			
6	<p><b>System Integration and Data Migration</b></p> <ul style="list-style-type: none"> <li>• Integrate PMS with existing municipal systems such as HR, Payroll, and Financial Systems (where applicable).</li> <li>• Conduct data migration of existing performance records and ensure accuracy, data integrity, and traceability.</li> <li>• Conduct validation tests and provide sign-off reports.</li> </ul>			



	<ul style="list-style-type: none"> <li>Align OPMS with IPMS.</li> </ul>			
7	<b>Provision of Dedicated On-Site Support Personnel</b> <ul style="list-style-type: none"> <li>Deploy permanent technical and administrative support personnel stationed at Nkangala District Municipality (Middelburg).</li> <li>Support to cover configuration adjustments, user queries, troubleshooting, and reporting assistance.</li> <li>Provide monthly activity and performance reports on system usage and support metrics.</li> </ul>			
8	<b>Compliance, Quality Assurance, and Governance Support</b> <ul style="list-style-type: none"> <li>Ensure system outputs comply with the <i>Municipal Systems Act</i>, <i>MFMA</i>, <i>Municipal Staff Regulation</i> and <i>Municipal Planning and Performance Management Regulations</i>.</li> <li>Assist the Municipality with audit preparation and data verification.</li> <li>Provide annual compliance review and recommendations for continuous improvement.</li> <li>Maintain audit trails for all performance-related transactions.</li> </ul>			
9	<b>System Hosting and Data Security</b> <ul style="list-style-type: none"> <li>Provide secure cloud hosting or on-premises deployment, as per municipal ICT policy.</li> <li>Ensure compliance with POPIA (Protection of Personal Information Act) and municipal data protection standards.</li> <li>Implement encryption, access control, and regular data backups.</li> <li>Provide system recovery plan and disaster recovery testing.</li> </ul>			
<b>TOTAL FEES (per Year)</b>				

	PROJECT NUMBER: 23253 - APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF WEB-BASED PERFORMANCE MANAGEMENT SYSTEM FOR ORGANIZATIONAL AND INDIVIDUAL FOR A PERIOD OF 36 (THIRTY – SIX) MONTHS FOR NKANGALA DISTRICT MUNICIPALITY
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GRAND TOTAL			
VAT @ 15%			
TOTAL (Including VAT)			
GRAND TOTAL FOR ALL THREE (03) YRS			

**NB: THE GRAND TOTAL FOR THE DURATION OF 03 (THREE) YEARS MUST BE CARRIED /FORWARDED TO THE FORM OF OFFER. FAILURE TO FORWARD THE GRAND TOTAL TO THE FORM OF OFFER SHALL LEAD TO A DISQUALIFICATION.**