



TENDERERS ARE HEREBY INVITED TO TENDER FOR: - TENDER 8/2/1/UMH841-20/21: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE HUMAN RESOURCE GENERIC AND SPECIALISED ADVICE FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS.

Tenderers are hereby invited from suitably qualified suppliers for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Compulsory Briefing Session Date, Time and Venue	Opening Date for Bid Document Collection	Bid Closing date and time
8/2/1/UMH841-20/21	Appointment of a Service Provider for the Development and / Review Human Resource Policies, Systems and Procedures in line with Municipal Staff Regulations made in terms of the Municipal Systems Act, 2000 (Act no 32 of 2000)	R 520.00	Functional Criteria only for tender evaluation 80:20 principle applied to Requests for Quotations to Panel	N/A	17 October 2022	22 November 2022 at 12:00

- Note: Mandatory requirements for tenders:**
- Prequalification Criteria:** In terms of PPPFA Regulations 2017, Clause 4 Training Providers to be accredited with the relevant ETQA OHS Providers must be Department of Employment and Labour Approved Inspection Authority (AIA)
Mental Health and Wellness practitioners registered under HPCSA
Financial Advisors and Financial management workshop providers registered with relevant financial body or accredited with relevant Seta for rendering financial advisory service or facilitation of Financial management workshops
Biokineticists, Qualified Dieticians and others registered with relevant Professional Boards
Psychologist or Psychometrics registered with HPCSA
 - Regulation 44 of the Supply Chain Management Regulations states that the municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the municipality or municipal entity.
 - All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement, including the City of uMhlathuze's policies
 - uMhlathuze Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.

- Submission of bids**
- Sealed bids, clearly endorsed: **“TENDER 8/2/1/UMH841-20/21: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE HUMAN RESOURCE GENERIC AND SPECIALISED ADVICE FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS** must be placed in the Bid box at the Sealed bids, clearly endorsed: **“TENDER NO 8/2/1/UMH841-20/21: must be placed in the Bid box at the Supply Chain Management Offices, Alton, Richards Bay before 12:00 noon on 17 October 2022.**
 - The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited, this is required for the purposes of returning tenders in cases where it may be required.
 - Only tender documents purchased from the municipality will be considered for evaluation.

Tender Documents will be available from the **Civic Centre, 5 Mark Strasse, Richards Bay** as from **17 October 2022 at 12:00, up to the bid closing date. Please note that in order to obtain a Tender Document payment of the non- refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: ABSA Richards Bay Account number 2150000095.**

Reference: **“Tender No: , Name of Company:”**

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to **ShabalalaNT@umhlathuze.gov.za, Lungi.Mbatha@umhlathuze.gov.za and Faith.Mkhwanazi@umhlathuze.gov.za**

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed to **Andries Lombaard** at email address **LombaardAL@umhlathuze.gov.za** or **Gugu Mthembu** at email address **Gugu.mthembu@umhlathuze.gov.za**.

It is the requirement of this tender that the successful bidder must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.