



Reg No 2003/011612/30

RFP30/2023

**REQUEST FOR PROPOSAL FOR A SERVICE
PROVIDER TO COMPREHENSIVELY DEVELOP
HUMAN RESOURCES STRATEGY AND PLAN IN
LINE WITH THE ENTITY'S BUSINESS PLAN.**

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1. INVITATION

CENTLEC (SOC) Ltd a Municipal Entity distributing electricity in Mangaung, and other Municipalities invites bids to comprehensively develop human resources strategy and plan in line with the Entity's business plan for a period of twelve (12) months.

2. MINIMUM SUBMISSION REQUIREMENTS

- 2.1. Supply unique security personal identification number (PIN) from SARS for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. Submit proof of registration on the National Treasury Centralized Supplier's Database.
- 2.4. A valid letter of good standing from the Compensation Commissioner with the Department of Labour or from relevant bodies.
- 2.5. Registration with the HR professional bodies such as Institute of People Management, SA Board for People Practices, Human Resource Development Council of South Africa, or South African Collieries human resources association.
- 2.6. Please note that the Special Conditions table as per point 3 below, need to be met. All supporting documents needs to be submitted where applicable.

3. SPECIAL CONDITIONS

Take Note that it is compulsory for Bidders to complete the table in full.

Any omission or “no” will be an automatic disqualification.

Description	Yes	No	Submit Documentation
Please note that CENTLEC (SOC) Ltd reserves the right to appoint more than one bidder.			N/A
The successful bidder will be expected to enter into a Service Level Agreement (SLA) with CENTLEC (SOC) Ltd.			On appointment
All files, document, documentary evidence, and any aspect of the matter associated with the file shall always remain the property of CENTLEC (SOC) Ltd.			N/A
The successful Bidder shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC as the work will be carried out in a National Key Point area.			N/A
No fees shall be paid to any Bidder in advance. Fees and disbursements shall be paid only for work completed and billed on the agreed applicable tariff.			N/A
Records must be kept of all referrals and other elements of			N/A

work. Monthly reports will be required to enable the volumes of work and timescales within the contract to be monitored. The detail of the reports will be agreed between CENTLEC (SOC) Ltd and the Bidder.			
At the end of the contract/or termination of the contract, the Bidder will ensure that the findings & records are passed on to CENTLEC (SOC) Ltd at no cost.			N/A
The successful bidder will be expected to transfer skills to HR officials during the duration of their contract with CENTLEC (SOC) Ltd.			On appointment (Training Plan)

Table 1: Special Conditions

4. SCOPE OF WORK

4.1 The successful bidder will be responsible for the following activities:

- a) To assist the Entity with the Human Resource Strategy in line with the business plan
- b) The strategy should indicate Human Resource's short-, medium-, and long-term plans, focusing on Human Resource (HR) divisions which amongst others, Labour relations, Benefits, Wellness, Employment Equity, Recruitment, Performance Management, Training & Development.
- c) To develop a comprehensive training and development strategy that outlines long-term development, recruitment, and retention of talent,
- d) To assist in formulating the turnaround strategy for changing the Entity's culture which will improve staff morale and increase productivity,
- e) Assist in drafting the HR Plan in line with the recommended HR Strategy.

5. EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity. The most suitable candidate will then be selected. Please note that CENTLEC is not bound to select any bidders submitting proposals.

Furthermore, technical competence is the principal selection criterion. CENTLEC will evaluate the technical criteria first and will only look at the price and Specified Goals of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

The relative technical weighting of the criteria is as follows:

5.1 The relative specific goal criteria are as follows:

No.	Criteria	Description	Points
5.1.1	Track Record	Bidders are required to submit a list of Company experience in Human Resource projects completed successfully with signed reference letters on the companies' letterhead. The bidder is required to have at least a minimum of five (5) years in the practice. a) Two (2) letters = 30 points b) Three (3) or more letters= 40 points	40
5.1.2	Competency (Human Resource specialist)	Provide CV and proof of qualifications, and expertise for relevant HR specialist to be used: a) Between 5-9 years of working experience as an HR specialist in the field = 30 Points b) Qualifications of the HR Specialist in the field = 40 Points	40
5.1.3	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability? (a) Existing and established local office = 20 points (b) If not, but within RSA = 10 points	20
	TOTAL		100

Table 2: Evaluation criteria

A bidder who scores above minimum points per criteria, as well as 70 or more points in total, shall qualify for the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must also score minimum points as follows:

Item 1 – 30 points

Item 2 – 30 points

Item 3 - 10 points in the Evaluation Criteria

5.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals requirement)

All Bidders that have passed the technical evaluation threshold of 70 points would also be scored based on the 80/20 principle where 80 Points are for the Price and 20 points for specified goals as per the detail given below:

5.3 Points awarded for price.

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

P_s = Points Scored for the comparative price of a bid under consideration

P_t = Comparative Price of a bid under consideration

$P_{\min}$ = Comparative Price of lowest acceptable bid

5.4 Points awarded for Specified Goals Requirement

In terms of Regulation 3. (1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6, or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Specified Goals	Points Allocation
50% Black owned	10
50% Women-owned	5
50% of Youth owned <35 years	5
Total Points	20

Table 3: Specified Goals for Preferential Point System

6. PRICING SCHEDULE

	ACTIVITY	PROFESSIONAL FEES
1.	Develop HR Strategy	
2.	Develop a Comprehensive training and development strategy	
3.	Formulating the turnaround strategy for changing the Entity's culture	
4.	Drafting the Human Resource Plan in line with recommended HR Strategy	

Table 4: Pricing Schedule

7. CONTACT DETAILS

7.1 For any further technical information regarding the document contents please contact Me Thuli Kareli on e-mail: Thulisiwe.Zimba@centlec.co.za. Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.

7.2 For Supply Chain Related questions, Please contact Ms. Palesa Makhele at 051 412 2753 or at Palesa.Makhele@centlec.co.za.