



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

RFQ NO: 10049157

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:	:	16/04/2026
Time of closing	:	11h00am
Document Submission	:	SCMRFQ2@LEPELLE.CO.ZA
Enquiry Mr Kgasago at	:	oupak@lepelle.co.za 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).

EVALUATION CRITERIA	Points/Weight
All bidders who make it through mandatory will be evaluated on functionality. The evaluation criteria and weighting for measuring functionality are indicated.	100
1. Company Experience	50
<p>Projects Completed in Secondment/Support services</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"> • 2 reference letters = 25 points • More than 2 to 5 reference letters = 40 Points • More than 5 reference letters = 50 points <p>NB: Only one reference letter and appointment letters per project will be scored</p>	50 points
2. Team Capacity	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>HR Manager</p> <ol style="list-style-type: none"> 1. 5-8 years working experience and monitored coupled with 5 years in a Managerial Position = 10 points 2. Above 8 - 11 years' experience and monitored coupled with 5 years in a Managerial Position = 15 points 3. More than 11 years' experience and monitored coupled with 5 years in a Managerial Position = 20 points <p>A detailed CV of the HR Manager must be submitted, clearly indicating their years of working experience.</p> <p>Senior HR Officer</p> <ol style="list-style-type: none"> 1. 3-5 years working experience = 5 points 	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>Intermediate H.R Officer</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>NOTE: The points allocated will be linked to the years of experience. Failure to submit certified copies of the</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		
Total		

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.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	100
SPECIFIC GOALS	100
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Small Medium Macro	2.5	5		
2. Black women (100% Black women ownership in the company)	2	5		
3. Black ownership (100% black ownership in the company)	2	5		
4. Black Youth (100% Black youth ownership in the company)	3	5		
Total	10	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

- Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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