

SIYATHEMBA MUNICIPALITY



INVITATION TO BID RFQ:26/2026(R30 000.00-R300 000.00)

REQUEST FOR THE APPOINTMENT OF AN ORGANIZATIONAL DEVELOPMENT CONSULTANT

Siyathemba Local Municipality hereby invites bidders to submit quotations for the Appointment of an Organizational development consultant.

SPECIFICATIONS / TERMS OF REFERENCE

APPOINTMENT OF AN ORGANIZATIONAL DEVELOPMENT CONSULTANT TO REALIGN THE ORGANIZATIONAL STRUCTURE OF SIYATHEMBA LOCAL MUNICIPALITY

1. BACKGROUND AND CONTEXT

Siyathemba Local Municipality is mandated, in terms of the Constitution of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), and the Municipal Structures Act, 1998 (Act 117 of 1998), to ensure effective, efficient, and economical administration that enables sustainable service delivery.

The Municipality has identified the need to review and realign its organizational structure to ensure alignment with:

- Its strategic objectives and Integrated Development Plan (IDP);
- Service delivery and budget implementation priorities (SDBIP);
- Financial sustainability and affordability;
- Legislative and regulatory prescripts; and
- Current and future operational demands.

The Municipality therefore seeks to appoint a suitably qualified and experienced Organizational Development Consultant to facilitate a organizational realignment process.

2. PURPOSE OF THE APPOINTMENT

The purpose of this assignment is to appoint an Organizational Development Consultant to review and realign the organizational structure of Siyathemba Local Municipality in order to:

- Improve operational efficiency and accountability;
- Clarify roles, responsibilities and reporting lines;
- Align the structure with the Municipality's strategic, financial and service delivery priorities; and

- Ensure compliance with applicable legislation and best practice in local government organizational design.

3. OBJECTIVES OF THE ASSIGNMENT

The specific objectives of the assignment are to:

- Assess the current organizational structure, staff establishment and functionality;
- Identify gaps, duplications, inefficiencies and misalignments;
- Ensure alignment between strategy, functions, resources and structure;
- Propose a cost-effective, sustainable and legally compliant organizational structure;
- Support management and Council through the approval and implementation readiness process.

4. SCOPE OF WORK / FUNCTIONS

The Consultant shall be required to perform, but not be limited to, the following functions:

4.1 Diagnostic and Assessment Phase

- Review existing organizational structure, organogram, staff establishment and job profiles;
- Assess alignment with:
 - IDP, SDBIP and strategic priorities;
 - Service delivery mandates and core functions;
 - Budget, affordability and financial sustainability;
- Evaluate reporting lines, spans of control and decision-making processes;
- Identify capacity gaps, duplicated functions, overstretched units and underutilized roles;
- Assess compliance with relevant legislation and guidelines, including:
 - Municipal Systems Act;
 - Municipal Structures Act;
 - MFMA;
 - SALGA and CoGTA guidelines on organizational design.

4.2 Stakeholder Engagement and Consultation

- Facilitate structured consultations with:
 - Municipal Manager and Senior Management;
 - Line managers and supervisors;
 - Organized labor and relevant internal stakeholders;
- Ensure the process complies with labor relations and change management principles.

4.3 Organizational Design and Realignment

- Develop a proposed organizational structure that:
 - Is fit-for-purpose and service delivery driven;
 - Supports accountability, performance management and good governance;
 - Is financially affordable and sustainable;
 - Clearly defines functions, roles and reporting lines;
- Review and align directorates, departments, units and posts;
- Propose revisions to job titles, job descriptions and role clarity where required;
- Ensure alignment between political oversight and administrative functions.

4.4 Costing and Affordability Analysis

- Conduct a detailed costing of the proposed organizational structure;
- Compare current versus proposed staff establishment costs;
- Provide affordability scenarios and implementation options.

4.5 Implementation Support and Reporting

- Prepare a Organizational Design Report, including:
 - Rationale for proposed changes;
 - Proposed organogram(s);
 - Costing and affordability analysis;
 - Implementation roadmap and timelines;
- Support management with presentations to:
 - Management structures;
 - Local Labor Forum (where applicable);
 - Council and/or relevant Council committees;
- Provide guidance on change management and implementation readiness.

5. DELIVERABLES

The Consultant shall deliver the following, as a minimum:

- Diagnostic and assessment report;
- Stakeholder consultation report;
- Proposed organizational structure and organogram;
- Costed staff establishment and affordability analysis;
- Implementation plan and change management considerations;
- Final consolidated Organizational Design Report suitable for Council approval.

6. DURATION OF THE ASSIGNMENT

The assignment is expected to be completed within 3 months from the date of appointment, subject to agreed milestones and deliverables.

7. REPORTING AND GOVERNANCE

- The Consultant will report to the Municipal Manager or a delegated official;
- Progress reports shall be submitted at agreed intervals;
- All deliverables remain the property of Siyathemba Local Municipality.

8. REQUIRED EXPERTISE AND COMPETENCIES

The Consultant or consulting firm must demonstrate:

- Proven experience in organizational development and design within South African local government;
- Sound knowledge of municipal legislation, governance and labor relations;
- Experience in organizational costing and staff establishment reviews;
- Strong facilitation, stakeholder engagement and change management skills.

9. MINIMUM REQUIREMENTS

- Letters of reference from at least 5 municipalities, not older than 3 years.
- The Consultant must be within the radius of 500 kilometres within Prieska town, in the Northern Cape Province.
- At least 5–10 years' proven experience in organizational design projects, preferably within municipalities.

10. EVALUATION CRITERIA

Proposals will be evaluated in accordance with the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Municipality's SCM Policy on the basis of the 80/20 preference point system.

Functionality, experience, accreditation and compliance will form part of the evaluation criteria.

POINTS	
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

SPECIFIC GOALS	20
HDI	10
Locality	6
Youth	4

Bidders shall take note of the following bid conditions:

- The Siyathemba Municipality Preferential Procurement Policy; Preferential Procurement Policy Framework Act (PPPFA) and Municipal Finance Management Act will apply;
- The Siyathemba Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late and incomplete will not be accepted;
- Bid's validity period will be taken as 90 days;
- All bidders must be registered on the National Treasury Central Supplier Database (CSD).
- BBBEE Certificates-certified copies will be accepted and Sworn Affidavits must be original

Tenders in a clearly marked, sealed envelope endorsed "**RFQ: 26/2026** REQUEST FOR THE APPOINTMENT OF AN ORGANIZATIONAL DEVELOPMENT CONSULTANT" must be deposited in the Tender Box at the offices of the Siyathemba Municipality, **Victoria Street, Po Box 16 Prieska 8940** no later than **16h00** on **13 May 2026** or via email before closing date and time to ryno@siyathemba.gov.za

Note: All Prices must include delivery to Siyathemba Municipality in Prieska
The request must be executed within 7 days after the award of the bid
The bid will be awarded to One Service Provider for the Supply and Delivery to
Siyathemba Municipality
Incomplete quotations and attach MBD forms will disqualify a bidder

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED

Contact Person: Mr Ryno Oor
Tel: (053) 492 3422
Email: ryno@siyathemba.gov.za



MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....
.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises

control over the company.

MBD 4

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
3.9.1 If yes, furnish particulars

.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / No**
3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

MBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

NOTICE

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

in response to the invitation for the bid made by:

SIYATHEMBA MUNICIPALITY

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____
that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexures

Attach all annexures and documents to this page

1. Tax Clearance certificate
2. CSD registration
3. B-BBEE Certificate
4. Municipal account

