

Kareeberg



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Munisipaliteit / Municipality

(Carnarvon, Vanwyksblei, Vosburg)

QUOTE RFQ 61/2023: REQUEST FOR FORMAL WRITTEN PRICE:

APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER: ORGANISATIONAL REVIEW AND MUNICIPAL STAFF ESTABLISHMENT

Kindly furnish Kareeberg Municipality with a written quotation for the appointment of **Professional Service Provider: Organisational Review and Municipal Staff Establishment**

The written RFQ must be delivered by hand to our offices in Carnarvon or emailed to roderick@kareeberg.co.za or deweegaynor@gmail.com on or before 12H00, Wednesday 13 December 2023.

The following terms and conditions will apply.

- Clear description of the approach to review the organisational structure as prescribed by Staff Regulations.
- Certified copy of Municipal Account not older than 90 days or Lease Agreement
- The price quotation is expected to be within a threshold of **R 30 000 and R200 000** incl VAT.
- For this purpose, the enclosed Price Schedule must outline the different functional areas clearly.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in Preferential Policy Framework Act (No. 5 of 200) and; **where 20 points will be divided in to 10 points for BBBEE Contributor Level and 10 for Locality. Locality is subdivided into 7 points for entities who official registration address is with Kareeberg Municipal Area and 3 points Northern Cape.**
- The successful provider will be the one scoring the highest point and will not be always the lowest bidder
- The bid is subject to regulation 5 of the Preferential Procurement Regulations as amended.
- **All certified copies should not be more than three months from the date of the advertisement.**

SPECIFIC CONDITIONS OF FORMAL WRITTEN PRICE QUOTATIONS

1. ORGANISATIONAL REVIEW AND MUNICIPAL STAFF ESTABLISHMENT

- (a) Conduct a review of the Municipality's staff establishment in line with and as prescribed by the regulations, which will provide the basis for each departments' strategic workforce



- and human resource planning, taking into account race, gender, disability, occupational level and grade with reference to competencies, training needs and capacities.
- (b) Determine the staff establishment necessary to perform the Municipality's functions which will guide the staff demand planning, with particular reference to:
- (i) The number of staff members required;
 - (ii) The minimum competencies which the staff members must possess;
 - (iii) The posts and post levels in which each of the staff members will be appointed; and
 - (iv) Plan for the recruitment, retention and development of staff members according to the Municipality's requirements within the available budgeted funds, including funds for the remaining period of the relevant medium-term revenue and expenditure framework.
- (c) The plan in (b)(iv) above must –
- (i) Further to staff establishments, be aligned to the Municipality's integrated development plan, budget, employment equity plan, skills development strategy.
- (d) Review and align staff establishment to prescribed organisational design principles and to the service delivery model and functional operating model.
- (e) Develop an implementation plan to support the outcomes of the organisational review.
- (f) Develop guiding principles for future review of the staff establishment.
- (g) Review existing job descriptions and develop new job descriptions for all posts on the staff establishment.
- (h) Develop a strategy to –
- (i) Fill funded vacancies; and
 - (ii) Address and assist to reduce the recruitment and selection turnaround times for filling of all approved vacant funded posts on the staff establishment within 6 months of a funded post becoming vacant in compliance with the requirements of the Kareeberg's employment equity plan.

Deliverables	Deliverables per phase
Deliverable 1	Strategic Intent <ul style="list-style-type: none"> • Strategic Intent: Confirm the main purpose and intent of the redesign. • Identify the triggers: New Boundaries/New council/5 year IDP/Material changes to the powers & functions of the Municipality. • Value of the new staff establishment • IDP and strategy inline
Deliverable 2	Determine Competency frameworks for all local new establishment positions. Design competency profile formats and PDPs.
Deliverable 4	Reconcile staff establishment, new staff positions and current staff database.
Deliverable 5	Task Based - Job Descriptions and Job profiles.

Yours truly



MF Manuel
Municipal Manager