

REQUEST FOR QUOTATIONS

POLICY REVIEW AND UPDATING

SCM CONTACT PERSON:	Mr. T. Lebete
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TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Ms. LG Ceba Director: Corporate Services lulamaceba@gmail.com (073) 650-2900
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/07/RFQ/2026 POLICY REVIEW AND UPDATING", can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950 Bid documents must reach the Municipal Tender Box before the Closing date and time.
REFERENCE NUMBER:	SCM/MOH/07/RFQ/2026
BID VALIDITY PERIOD:	90 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	23/01/2026
CLOSING DATE:	02/02/2026
CLOSING TIME:	16:30
COMPULSORY SITE MEETING:	None

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2022. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.

Scope of Work

POLICY REVIEW AND UPDATING

Policy Review:

1. Appointment of a professional consultant for a comprehensive review of the municipality's internal policy documents.
2. Updating and consolidating related policies
3. Drafting new policies where applicable

Pricing Schedule:

1. Review and update of all current policies (see the attached annexure)
2. Include subsistence and travel in the quotation.

The following conditions will apply:

- The quoted price must be firm and inclusive of VAT, when applicable.
- Quotations must be submitted on your company's official documentation with a letterhead, and must be signed and stamped.
- Provide proof that the supplier meets the criteria of specific goals listed below to qualify for points.
- An original Tax Clearance Certificate or sufficient evidence that tax matters are in order with SARS must be attached.
- Attach a CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website
(Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

NB: The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.
- (d) Tenders listed in the National Treasury's register of defaulters

Evaluation Criteria

- Submit proof of related projects previously completed
- The final evaluation will be done in terms of the Mohokare's Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

Evaluation Criteria for Specific goals

Specific Goals will be awarded as follows

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Mohokare local municipality	10	5
Within the boundaries of Xhariep District	6	3
Within the boundaries of the Free State	4	2
Outside of the boundaries of the Free State	2	1

Municipal Account or Lease Agreement of Company to be obtained as evidence

Black owned	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100%	10	5
51% and above but less than 100 %	8	4
less than 51%	6	3
not black owned	4	2

There will be **no public opening** of the quotations received and there will be no discussions with any bidder until evaluation of the bid has been completed.

Vendors Registration:

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

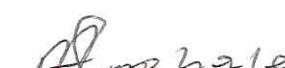
NB: *No quotations will be considered from persons in the service of the state*

*MSCM 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 PFMA, 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

Recommended / Not Recommended

Approved / Not Approved


 Mr. V. Litabe
 Acting - Chief Financial Officer


 Mr. M. Mohale
 Acting-Municipal Manager

"Annexure"

CORPORATE SERVICES DIRECTORATE

LIST OF HUMAN RESOURCE POLICIES DUE FOR REVIEW-2025/6 FINANCIAL YEAR

1. Purpose

The purpose of this report is to submit to the Corporate Services Portfolio Committee the Human Resource (HR) policies that are due for review during the 2025/26 financial year, for consideration, noting, and recommendation to Council. The review process aims to ensure that the municipality's HR policies remain relevant, compliant with current legislation, aligned with best practices, and responsive to the operational and strategic needs of the municipality.

2. Background

The municipality is required to regularly review its HR policies to ensure alignment with prevailing labour legislation, regulations governing local government, and evolving organizational and workforce needs. Legislative and policy changes, including amendments to labour laws and public sector regulations, necessitate periodic policy reviews to ensure continued compliance, effective governance, and sound human resource management. In this regard, a number of existing HR policies have reached their review period and are due for revision in the 2025/26 financial year.

Below are the HR policies in compliance with legislation (e.g. Constitution, Labour Relations Act, Basic Conditions of Employment Act, Municipal Systems Act, Municipal Staff Regulations, Employment Equity Act, MFMA, etc.) which also enable effective workforce management.

Here's a comprehensive list of core HR policies grouped by category:

2.1 Recruitment, Appointment & Placement

- Recruitment and Selection Policy
- Placement Policy
- Probation Policy
- Acting Appointment and Allowance Policy
- Succession and Retention Policy
- Internship, Learner ship and In-Service Training Policy

2.2 Conditions of Service & Benefits

- Conditions of Service Policy
- Employee Benefits and Allowances Policy (can cover car allowance, relocation, housing, medical aid subsidy, study assistance, Cellphone allowance, Danger Allowance- etc.)
- Overtime, Standby and Job Card Management Policy
- Leave Policy (annual, sick, family responsibility, study, maternity/paternity, special leave, etc.)
- Working Hours and Attendance Policy (including time-off, flexitime, clocking systems)

2.3 Remuneration & Performance

- Remuneration and Grading Policy
- Performance Management Policy (employees below Section 56 managers)
- Recognition and Reward Policy (incentives, long-service awards)

2.4 Learning & Development

- Skills Development and Training Policy
- Bursary/Study Assistance Policy
- Workplace Skills Plan and Implementation Policy (aligned to SETA requirements)

2.5 Employee Relations & Conduct

- Employee Relations Policy
- Code of Conduct (aligned with Municipal Systems Act, Schedule 2)
- Disciplinary Code and Procedure
- Grievance Policy and Procedure
- Occupational Health and Safety Policy
- HIV/AIDS and Communicable Diseases Policy
- Substance and Alcohol Abuse Policy

2.6 Organizational Development & Workforce Planning

- Organizational Development and Change Management Policy
- Employment Equity and Diversity Policy
- Talent Management Policy (if not merged with succession & retention)
- Job Evaluation and Grading Policy
- Staff Establishment and Organizational Design Policy

2.7 Employee Wellness & Support

- Employee Wellness Policy (including Employee Assistance Programme)
- Incapacity and Disability Management Policy
- Retirement and Exit Management Policy
- Sexual Harassment and Workplace Harassment Policy
- Gender Mainstreaming Policy

2.8 HR Governance & Compliance

- HR Strategy and Planning Framework
- HR Records Management and Confidentiality Policy
- HR Delegations Framework (who approves what in HR processes)

The comprehensive list above can be consolidated (HR core policies), to reduce overlap (e.g. merging Placement, Succession & Retention; merging Benefits, Car Allowance & Relocation; or having one Overtime & Standby Policy etc.).

3. Importance of Policy Reviews

The review of HR policies is critical for the following reasons:

- 3.1 To ensure compliance with applicable labour and local government legislation and regulations.
- 3.2 To align HR policies with current organizational structures, strategic objectives, and service delivery priorities.

- 3.3 To address operational challenges, emerging labour relations issues, and workforce management trends.
- 3.4 To promote consistency, fairness, transparency, and accountability in the management of human resources.
- 3.5 To mitigate legal and labour-related risks arising from outdated or non-compliant policies.
- 3.6 To improve employee relations, productivity, and organizational performance.

Compiled by:



LG Ceba
Director Corporate Services