



REQUEST FOR QUOTATIONS

COMPILATION OF EMPLOYMENT EQUITY PLAN

SCM CONTACT PERSON:	Mr. PM Dyonase
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TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mrs. L.V. Nqoko-Rametse Director Corporate Services
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REFERENCE NUMBER:	SCM/MOH/50/2015
DESCRIPTION:	COMPILATION OF EMPLOYMENT EQUITY PLAN
ADVERTISEMENT DATE:	24/11/2015
CLOSING DATE:	03/12/2015
CLOSING TIME:	14:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE:	N/A
SITE MEETING DATE:	N/A
SITE MEETING TIME:	N/A
PUBLIC OPENING:	No

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, 2011. 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 TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

Quotations must make provision for the following:

A. Analysis (Section 19)

The following aspects must be taken into account:

- Do an analysis of the workplace profile and environment in order to identify the existing barriers and come up with measures to address those barriers. The outcome of this analysis must be used to inform the content of the EE Plan.



- An audit and analysis of the workforce profile and environment, including policies, procedures and practices, must be conducted in order to identify barriers and develop measures to address them in the Plan.
- The EEA1 form of the regulations must be used to collect information from employees to determine the degree to which groups are under represented.

B. Employment Equity Plan (Section 20) :

- Preparation of EE Plan in compliance with section 20 of the Act and its regulations. The Code of Code Practice: Preparation, Implementation and Monitoring of Employment Equity Plans and all other relevant Codes may also be used for guidance in preparing the Plan. The EE Plan must include the following:
 - o The duration of the plan must be for five years
 - o The Plan must be informed by a proper audit and analysis
 - o The objectives to be achieved and the affirmative action measures to be implemented for each year of the Plan
 - o Numerical goals and annual targets to achieve the equitable representation of suitable qualified people from designated groups. This should be recorded in the Plan in the same format as outlined in the EE regulations in terms of race and gender
 - o Numerical goals and annual targets should be set by taking both the national and regional demographics of the economically active population of the various groups
 - o A timetable for each year of the Plan for the achievement of goals, including measures to eliminate unfair discrimination
 - o Monitoring and evaluation mechanism for the implementation of the Plan
 - o Procedures to resolve any disputes that may arise on the interpretation or implementation of the Plan

NB:

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Attach all required documentation e.g. Tax Clearance, company registration certificate, declaration of interest (obtainable from the Municipality's website) and BBBEE certificate

Failure to comply with the above **will invalidate** the Quotation, leading to an automatic disqualification.

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.

Vendors Registration:

Prospective vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

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

Yours Faithfully

Mr TC Panyani
Municipal Manager