



## WEST RAND DISTRICT MUNICIPALITY



**AIDS HELPLINE**  
0800-012-322

### TERMS OF REFERENCE REQUEST FOR QUOTATIONS

<b>Requested by:</b>	Wisani Tshitangu
<b>Telephone number:</b>	(011) 411 5074
<b>Fax number:</b>	086 516 2648
<b>E-mail:</b>	<a href="mailto:wtshitangu@wrdm.gov.za">wtshitangu@wrdm.gov.za</a>
<b>TECHNICAL DESCRIPTION OF SERVICES REQUIRED</b>	
<b>Description:</b>	<p><b>Scope of Work: <u>RE- RFQ:WR/HR/60/2011</u></b></p> <p>The survey should include areas such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Satisfaction with the direction/Strategy of the organization</li> <li>• Employee/Management relations</li> <li>• Interpersonal worker relations</li> <li>• Communication</li> <li>• Job satisfaction &amp; morale</li> <li>• Culture/work environment</li> <li>• Career development, including training and skills development</li> <li>• Compensation</li> <li>• Performance/Reward systems</li> <li>• Quality of services rendered</li> </ul>
<b>Quantity/number of employees:</b>	<ul style="list-style-type: none"> <li>• 398 WRDM employees</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Survey must be conducted for all levels of employees in the WRDM.</li> <li>• Survey must provide for questionnaires to be completed as well as inter-actionary sessions with employees/groups of employees.</li> <li>• Comprehensive proposed plan/program must be forwarded with quotation.</li> <li>• Quotations must provide for consultation with the Municipal Manager (or his designate) on the proposed implementation plan and the terms of reference.</li> <li>• Period of survey not to exceed 1 month after appointment of service provider.</li> <li>• Service Provider to provide all the necessary administrative aids such as questionnaires, etc.</li> <li>• Upon completion of the survey a comprehensive report with proposed action plans to be submitted to the Municipal Manager</li> </ul>
<b>Evaluation Criteria:</b>	<ul style="list-style-type: none"> <li>• The 80/20 preferential point system to be utilized in the evaluation of received quotations.</li> <li>• Standard Forms (MBD 2, 4 and 6.1) to be completed and submitted with quotations</li> </ul>
<b>Other RFQ Information:</b>	<ul style="list-style-type: none"> <li>• A compulsory briefing session will be held on the 27<sup>th</sup> of February 2012 @ 09:00, at the West Rand District Municipality C/O Six and</li> </ul>

	<p><b>Park Streets, Randfontein.</b></p> <ul style="list-style-type: none"> <li>• Further enquiries can be directed to the Manager HRM &amp; D, Dr. Dalene Pretorius at telephone number 011 – 411 5095, or email address dpretorius@wrwm.gov.za</li> <li>• Standard Bid Documents are obtainable from the SCMU. Contact Mr. Wisani Tshitangu @ 011 411 5074.</li> <li>• Completed RFQ documents must be deposited in the Tender Box at C/O Six &amp; Park Streets, Randfontein.</li> <li>• The WRDM reserves the right to appoint or not to appoint the lowest or any service provider.</li> </ul>
<b>Documents Required:</b>	<ul style="list-style-type: none"> <li>• Tax clearance certificate</li> <li>• Company profile</li> <li>• Proof of payment for municipal services</li> <li>• Standard Bid Documents (MDB's)</li> <li>• N.B : Non-submission of the above mentioned documents will result to automatic disqualification</li> </ul>
<b>Closing Date &amp; Time</b>	<ul style="list-style-type: none"> <li>• 02 March 2012 @ 14:00</li> </ul>

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**M.D. MOKOENA**  
**MUNICIPAL MANAGER**