



# MHLONTLO MUNICIPALITY

	<input type="checkbox"/>
<b>POSTAL ADDRESS</b> P.O. Box 31 Qumbu 5180	



	<input type="checkbox"/>
<b>PHYSICAL ADDRESS</b> 96 Lungile General Mabindla Street Qumbu 5180	

Enquiries: T.Mbono  
Tel: 047-553 7000  
31 August 2017

Fax: 047-5530189

## REQUEST FOR QUOTATIONS

CONTRACT NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
COR-CM-MHLM17-18	<ul style="list-style-type: none"><li>To Facilitate the Performance Management System</li></ul>	31 August 2017	08 September 2017 <b>Time:12:00</b>

### SUPPLY CHAIN MANAGEMENT (SCM) REQUIREMENTS

The tender will be evaluated on the 80/20 Preference Point System as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000, and Points will be awarded to a bidder for attaining the B-BBEE status level of contribution.

- Preference will be given to Mhlontlo Local Municipality Service Providers

### BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Company Profile with contactable references
- Certified B-BBEE Certificate issued by either verification agencies accredited by SANAS or sworn affidavit
- Proof of Municipal Rates not later than three months
- CSD Report not later than one month from the Tender Closing date
- MBD4
- SARS Status Compliance Pin

Failure to supply all supplementary information may result in the tender being deemed an incomplete tender and may not be considered forward

Bids submitted are to hold good for a period of 120 days.

Must be deposited in the tender Box at the Mhlontlo Local Municipality 96 church Street Qumbu 5180, by no later. Faxed or electronic submission of documents will not be accepted.

Mhlontlo Local Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it.  
The Municipality does not bind itself to accepting the lowest tender or any tender

#### **4. ENQUIRES**

Any queries for further information relating to this advert must be directed to Mr. M Matiwane on 047 553 7000 and SCM queries to be forwarded to Mr. T Mbono at 047 553 7000.

  
**MR S.G SOTSHONGAYE**  
**MUNICIPAL MANAGER**

## **TERMS OF REFERENCE**

### **NAME OF THE PROJECT**

#### **Facilitation of Performance Management Process**

### **1. INTRODUCTION OF THE PROJECT**

Mhlontlo Local Municipality (MLM) seeks to obtain the services of a suitably qualified service provider to facilitate its performance management process, which will lead to the following deliverables

### **2. SPECIFIC ACTIVITIES**

- a) Reviewed municipality's Performance Management Policy to align with legislation and industry benchmarks;
- b) Included in the policy, the cascading of the performance management system to levels lower than the Section 56/57 Managers;
- c) Recalibrated and aligned indicators in the municipality's Service Delivery and Budget Implementation Plan (SDBIP) with the IDP;
- d) Recalibrated indicators in the municipality's SDBIP to achieve SMARTness;
- e) Developed performance agreements for the municipality's Section 56/57 Managers for the Financial Year 2017/2018;
- f) Aligned performance agreements with the 2017/2018 Service Delivery Budget Implementation Plan (SDBIP);
- g) Facilitated mid-term and end-of-the-year performance evaluations;
- h) Compiled performance report for inclusion in the municipality's overall performance report;
- i) Computed and recommended performance rewarding in line with the Performance Regulations; and
- j) Devised and recommended mechanism for the use of performance information, derived from the implementation of the performance management system.

### **3. KEY DELIVERABLES**

- (a) Reviewed Municipality's performance management policy
- (b) Aligned indicators in the municipality's SDBIP with IDP
- (c) Performance agreements for Section 54 and 56 Managers for the financial year 2017/2018
- (d) Aligned performance agreements with the 2017/2018 SDBIP
- (e) Facilitation of the mid-term and end of the year performance evaluations for 2017/2018
- (f) Computed and recommended performance rewarding in line with the Performance Regulations
- (g) Devised and recommended mechanism for the use of performance information, derived from the implementation of the performance management system

### **4. KEY COMPETENCIES**

- a) A proven track record in performance management.
- b) Knowledge and understanding of corporate governance and reporting
- c) In-depth understanding of the municipal sector legislation and related performance reporting standards.
- d) The service provider must have in-depth understanding and knowledge of Provincial and National Treasury financial reporting processes.
- e) The service provider must demonstrate possession of a high-level skill, qualification and experience in performance management.
- f) The service provider must demonstrate ability to meet deadlines.