



DIKGATLONG LOCAL MUNICIPALITY

QUOTATIONS FOR COMPILATION OF JOB DESCRIPTIONS WRITING WITH TASK GRADES

Notice is hereby given to all suitable service providers to quote the Dikgatlong Municipality for the writing and compilation of 112 job descriptions with task grading system and training of Supervisors on Job Description writing.

The following conditions will apply:

1. Price quoted must be firm and VAT inclusive
2. Bidder must be registered on CSD
3. Proof of municipal account
4. BEE Certificate
5. The following MBD documents must be fully completed (available at the municipality or website)

MBD 4, MBD 6.1, MBD 7.2, MBD 8 and MBD 9

The 80/20 preference point system will apply.

Functionality

- 3 Completed projects for Compiling Job Descriptions in a Task Format experience.
- Qualifications of a Project Manager in terms Job Descriptions compilation.

The points will be allocated as follows:

- One (1) completed projects: 10
- Two (2) completed project: 20
- Three (3) completed project: 30

Experience of the Project Manager:

- 3 years' experience: 10
- 5 years' experience: 20
- More the 5 years' experience: 30

Bidders must score a minimum of 40 points

Fully completed and sealed quotations must be placed in the tender box at the Municipality, 33 Campbell Street, Barkly-West, not later than 27 March 2020 After which the quotations will be opened in public.

The Municipality does not bind itself to accept the lowest or any quotation. Council reserves the right to accept the whole or part of any quotation. No late, faxed, e-mailed or telephonic quotation will be accepted.

Closing date: 20 March 2020

Quotations should be posted, hand delivered to:

Registry	or	Civic Centre
Dikgatlong Municipality		33 Campbell Street
Private Bag X5		Barkly West
Barkly West		8375
8375		

Enquiries can be addressed to Mr. L. Kesekile – 053 531 6528 during working hours only