

LEJWELEPUTSWA DISTRICT MUNICIPALITY



OFFICE OF THE ACTING DISTRICT MUNICIPAL MANAGER

REQUEST FOR TENDER

RFT NO: 39/08/2009

IMPLEMENTATION OF PERFORMANCE MANAGEMENT POLICY TO LOWER LEVEL STAFF MEMBERS OF LEJWELEPUTSWA DISTRICT MUNICIPALITY FOR 2009-10 FINANCIAL YEAR ONWARDS.

Tenders are hereby invited for the above service as follows:

Closing date : 17 September 2009

Closing time : 16H00

Tender box: Lejweleputswa District Municipality

Cnr. Tempest and Jan Hofmeyer Rd.

Welkom

9460

Please address all enquiries to **Mr. Tumelo Makofane** at **057 353 3094** during office hours only.

Please note that there are no documents for this tender.

The following are specifications for the tender:

1. Assist the District Municipality to develop a mechanism for implementation of departmental SDBIP by middle management and other staff members in the context of the policy.
2. Provide necessary advice regarding performance management policy assessment, gap identification and recommendations of policy review areas for improved performance monitoring.
3. Provide workshop on those areas that require improvements on the adopted policy for purposes of buy-in and ultimate adoption of the same amendments.
4. Review current job descriptions of middle management in line with requirements for the designations within respective departments as adopted in the IDP by council.

5. Link development of job descriptions/specifications with the municipality's skills development targets.
6. Institute in-house training on the use of the PM software by all managers in producing reports.

Instructions dealing with the depositing of tenders:

Address your to: Acting Municipal Manager, Lejweleputswa District Municipality, Cnr. Tempest and Jan Hofmeyer Rd. Welkom, 9460 and endorse the envelope with the tender details and closing date and time.

Note: Tenders must be delivered personally in the tender box.
No posted or faxed tenders will be accepted.
Late or telegraphic tenders will not be considered.

Evaluation criteria:

Tenders will be evaluated in terms of the 80/20 preference point system in terms of the Preferential Procurement Framework Act, Act 5 of 2000 and the Lejweleputswa District Municipality Procurement Policy.

MBD forms 1, 2, 4 and 6.1 are available from www.lejwe.co.za and further assistance in this regard can be requested from the Supply Chain Management Office (Me Monica Tyobeka).

Please note that:

The municipality is under no obligation to accept the lowest or any tender. No reason for declining of tenders will be furnished.

**Me. Nontsikelelo Aaron
Acting District Municipal Manager**

21 August 2009