



NDWEDWE LOCAL MUNICIPALITY

PROPOSAL

PROPOSAL NUMBER: NDWP 58/17/18

PROVISION OF JOB ANALYSIS AND JOB DESCRIPTION DEVELOPMENT

Proposals are hereby invited from experienced and suitable qualified professional service providers to submit quotation to conduct job analysis and develop job description in accordance with the approved organogram of the Municipality. The municipality is located about 30 km north of Verulam within the jurisdiction of ILembe District Municipality in the Kwa Zulu Natal Province.

The full scope of work for this proposal will be available at Ndwedwe Municipal Offices (SCM) Office no: 5, Lot 47- 48, Road P100, Ndwedwe as from **FRIDAY, the 02nd of MARCH 2018** during office hours: **Monday to Friday 08H00 to 16H00.**

Enquiries regarding this notice may be directed as follows:

Ndwedwe Local Municipality
Private Bag X 503
Ndwedwe
4342

Attention: Ms Mati Nkabinde


Tel: 032 532 5021
Fax: 032 532 5032

Proposals are to be completed in accordance with the conditions attached to the Terms of reference document and must be sealed in an envelope and marked: **"PROVISION OF JOB ANALYSIS AND JOB DESCRIPTION DEVELOPMENT REF NO: NDWP 58/17/18"** and must be deposited in the box situated at the reception area of Ndwedwe Municipal offices, Lot 47-48, Road P100, Ndwedwe, **not later than 12H00, on FRIDAY the 09th of March 2018** and address of the bidder must be clearly written on the sealed envelope containing in the bid.

Late proposals received by way of post, facsimile or email will under no circumstances be considered.

The Ndwedwe Municipality subscribes to the Preferential Procurement Framework Act, Act 5 of 2000, new **80/20** preference points system will apply in terms of the Preferential Procurement Regulation 2017 (B-BBEE Status Level of Contribution) - **an original or certified copy of the certificate is required**. Quotations shall be valid for a period of 60 days. The Ndwedwe Local Municipality does not bind itself to accepting the lowest, or any quotations, either wholly or in part or give any reason for such action. **Bidders must be registered on Central Supplier Database (CSD)**

NDWEDWE LOCAL MUNICIPALITY DOES NOT CONSIDER OR AWARD ANY BID OR CONDUCT BUSINESS WITH SERVICE PROVIDERS NOT REGISTERED ON THE CSD.



MR T.P. CELE
MUNICIPAL MANAGER
02 MARCH 2018