



REQUEST FOR PROPOSALS

The Municipality is calling for requests for proposals from suitably qualified and experienced service providers for the following services:

SCM/MOH/31/2011: REVIEW AND AMEND HR RELATED POLICIES

DESCRIPTION	CONTACT PERSON
<ol style="list-style-type: none">To review and amend where necessary the policies listed below:<ul style="list-style-type: none">❖ Recruitment, Selection, Appointment, Promotion, Demotion and Transfer;❖ Relocation Policy;❖ Labour Relations Policy;❖ Employee Remuneration Policy;❖ Allowances Policy;❖ Employee Benefit Scheme Policy;❖ Subsistence and Travelling Policy;❖ Legal Aid to Employees and Cession of Action Policy;❖ Working Hours and Attendance Policy;❖ Leave Policy;❖ Occupational Health, Employee Wellness and Workplace Safety Policy;❖ Private Work Policy;❖ Training and Development Policy;❖ Career Opportunities, Succession Planning and Rapid Progression Policy;❖ Use of Municipal Equipment and Vehicles Policy.The successful bidder will be expected to workshop the policies to both officials and Councillors.	<p>Me LV Nqoko Director: Corporate Services 051 673 9609 limakatson@mohokare.gov.za</p>

No site briefing will be conducted.

The proposals must be in a sealed envelope and clearly marked with the **bid name and number** and be deposited in the respective tender-boxes at the Municipal Offices, Hoofd Street, Zastron, not later **than 07th DECEMBER 2011 at 12:00 municipal clock.**

Please attach the following with the quotations:

- An original, valid tax clearance certificate
- Bidders are expected to be registered on Mohokare's supplier database.

The Municipality reserves the right not to appoint, or two withdraw the advert at any time. The lowest price will not necessarily be considered.

MR TC PANYANI
MUNICIPAL MANAGER



Vision

"We shall be a consistent municipality, with a natural base, offering the highest quality of life for all"