

LETSEMENG LOCAL MUNICIPALITY

Privaatsak / Private Bag X 3
KOFFIEFONTEIN
9986
Enquiries: Mieta Nkoki
053 205 9210



FOON / PHONE
(053) 205 9200
FAKS / FAX
(053) 205 0144

OFFICE OF THE MUNICIPAL MANAGER

ADVERT

Proposals are hereby invited from suitably qualified and experienced service providers for review performance management system.

Tenders must be in a sealed envelope; labelled and addressed to the Municipal Manager as indicated below and must be placed in the tender box strictly on or before 12H00, on the 01 June 2012 at the following address:

Performance Management System Review
Reception Area on the Ground Floor,
Letsemeng Local Municipality Offices,
7 Groottrek Street, Koffiefontein, 9986.

The tender will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the municipality using 80/20 preference point system in line with the Preferential Procurement Policy Framework Act.

The municipality is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof. Service providers are requested to download the terms of reference from the municipality's website at www.letsemeng.gov.za from 18 May 2012.

Enquiries can be directed to Acting PMS Officer: Mieta Nkoki at (053) 205 9200/9221 during office hours. Please note that short listed bidders may be invited to make presentations to the municipality.

Rev. IE. Poë
Municipal Manager

BACKGROUND

In terms of Chapter 6 of the Municipal Systems Act, a municipality must establish a performance management system that is commensurate with its resources; best suited to its circumstances; and in line with the priorities, objectives, indicators and targets contained in its integrated development plan.

The act further requires the municipality to promote a culture of performance management among its political structures; political office bearers and councillors and in its administration; and administer its affairs in an economical, effective, efficient and accountable.

SERVICES REQUIRED

To assist the municipality to undertake a review of its Performance management system (that is from the Integrated Development Planning till signing of Performance Agreements by MSA section 57 Managers). Refer to the detailed terms of reference below.

CURRENT STATUS

Letsemeng Local Municipality adopted its Performance Management System in 2004 and only some of the elements of the system have been implemented. The municipality will outline the key elements of its current system and its status to date as well as some of the challenges encountered with implementation.

TERMS OF REFERENCE

1. Development / review of Performance Management System in line with Municipal Systems Act (for consideration / adoption by Council) with the objective to cascaded below the MSA sec 57 Managers;
2. Ensure alignment of Integrated Development Plan with the Medium Term Revenue and Expenditure Framework;
3. Review of the 2012-13 Service Delivery Budget and Implementation Plan to ensure that the Service Delivery Budget and Implementation Plan is linked to both the Integrated Development Plan and Medium Term Revenue and Expenditure Framework;
4. Ensure that Key Performance Indicators in the Integrated Development Plan; Medium Term Revenue and Expenditure Framework and Service Delivery Budget and Implementation Plan are aligned to each other; consistent; quantifiable and can be measured;
5. Ensure that all Key Performance Indicators are allocated to a specific department / head of department and are part of the performance agreement of the head of department;

PMS REVIEW FOCUS AREAS

PMS Framework: Describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the roles of the different role-players.

Linked to this will be the regular testing of customer views through customer satisfaction surveys. The review should focus on assisting the municipality to establish normative standards for such surveys in terms survey content, cycles, data analysis and reporting.

Organizational Performance Management System – Allows for the planning, monitoring, measurement and reporting on performance at the level of the organization. This is more than just a sum total of performance of individual departments or units of the municipality. It should assist the municipality to plan, monitor and measure its performance.

Performance outcomes have to be linked to the mission, vision or goals of the municipality and the extent to which these are being achieved through such performance;

Employee Performance Appraisal System (EPAS) – EPAS was designed to include all staff members into a performance management environment but was never implemented at the level below Section 57 managers.

Public Participation – the review should analyse and recommend whether the IDP Representative Forum in its current form is the appropriate forum for public participation where the PMS is concerned. It should analyse other public communication mechanisms and advise the appropriate ways through which the communication of the PMS of the municipality could be undertaken.

DURATION AND DELIVERABLES

The process is expected to be finalised by the successful service provider by at least the 27 July 2012, however, an earlier date will be negotiated with the successful service provider. Prospective Service Providers are required to indicate whether they will be able to complete this project within this time frame taking using its own required resources.

The successful service provider will deliver to the municipality at least three professionally bound copies of the review document as well as the soft copies. The document will be a collation of various phases of the project as shall have been discussed and approved by the municipality;

COSTING

Prospective Service Provider must show the total cost of rendering this services to the municipality. The cost must be broken down per each main deliverable as per the terms of reference indicated in this document.

Prospective Service Provider must take note that there will be retention fee of between 10% - 20% (to be negotiated with the successful service provider) of the total fees payable. This amount will be paid after Council has approved the PMS.

SCHEDULE OF ACTIVITIES

Prospective Service Provider must include a schedule of key deadlines / dates clearly indicating all the steps that will be undertaken to render the services to the municipality, assuming that the successful Service Provider will be provided with an appointment letter by the 08 June 2012.

SUPPORTING DOCUMENTATION

Prospective Service Providers must submit their proposals together with the following documents:

1. Company registration documents;
2. Valid tax clearance certificate;
3. BEE certificate;
4. Statement showing the rates and taxes accounts are not in arrears for more than three months;
5. Company profiles clearly indicating experience where similar work has been undertaken, especially at a local municipality.

REGISTRATION ON LETSEMENG DATABASE

If a Prospective Service Provider is not yet registered on the database of suppliers of Letsemeng Municipality, Prospective Service Providers are requested to download the registration form from the municipality's website, complete it and return it together with their proposal in this regard.

SUBMISSION OF PROPOSAL

Proposal clearly showing the cost must be marked for the attention of the Municipal Manager and be deposited in the tender box situated at the municipal offices in Koffiefontein as follows:

Performance Management System Review
Reception Area on the Ground Floor,
Letsemeng Local Municipality Offices,

7 Groottrek Street, Koffiefontein, 9986.

CLOSING DATE

Proposal must be submitted **on or before 12H00 on Friday, 01 June 2012**. No late; faxed; and e-mailed proposals will be accepted.

ENQUIRIES

All enquiries must be directed to the acting PMS Officer: Mieta Nkoki at 053 205 9200 (9210) during office hours. Mr. Edward Visagie and Mr. Moletsane can assist with technical aspects of the proposal and can be contacted at 053 205 9200 during office hours.

Rev.IE. Poöe
Municipal Manager
18 May 2012