
ADVERTISEMENT

**HUMAN RESOURCES CONSULTING SERVICES
FOR THE DEVELOPMENT OF A STRATEGIC
HUMAN RESOURCES PLAN
MSI 005/1718
20 November 2017**

NAME & ADDRESS OF BIDDER

Name: _____

Tel: _____

Address: _____

Fax: _____

Cell: _____

E-mail: _____

Postal code: _____

INVITATION FOR QUOTATIONS

Msinsi Holdings (SOC) LTD invites quotations from suitably qualified and experienced service providers to submit proposals to compile the Strategic Human Resources Plan for Msinsi Holdings SOC Ltd.

Bid no: **MSI 005/1718**

Closing date: **01 December 2017**

Closing time: **16:00**

HUMAN RESOURCES CONSULTATION SERVICES (1 YEAR PROJECT)

- Only suppliers who have the relevant experience and capacity to provide this service will be considered.
- The invitation is limited to service providers registered on the Central Supplier Database and/or Msinsi Supplier database.
- Suppliers who wish to register on the CSD database can access it via www.csd.gov.za. The CSD registration summary report to be submitted together with the quotation.
- **The 80/20 preference point system shall be applicable during the evaluation of this bid.**
- Each service provider must submit a quotation clearly marked “**STRATEGIC HUMAN RESOURCES PLAN**”. Quotations need to be addressed to Ms Lungile Nyuswa and submitted to:
Unit 1 and 2 BLOCK C, 18 Old Main Road, Hillcrest, 3610.
- Suppliers should ensure that the quotations are delivered timeously to the correct address. Proposals submitted after the submission dead line shall not be considered.
- Quotations must be valid for a period of 90 days.
- Msinsi will not be responsible for documents delivered via courier service.
- The quotations will be evaluated according to the following criteria: relevant specification, value for money, capability to execute the contract, PPPFA & associated regulations.

THE CLOSING DATE FOR SUBMISSION OF QUOTATIONS IS THE 01st DECEMBER 2017 at 16:00 p.m.

Enquiries regarding quotations may be directed to Ms Lungile Nyuswa during office hours (8:00 – 16:30) - Lunqi.nyuswa@msinsi.co.za

All technical queries to be directed to Mrs Happy Ndlovu - happy.ndlovu@msinsi.co.za

Msinsi Holdings does not bind itself to accepting the lowest quotation; and reserves the right to accept part of the bid, cancel the assignment or withdraw the appointment of the consultant.

Canvassing in respect of this advertisement will lead to the disqualification of the applicants.

Mr M. Dlamini

Managing Director

COMPULSORY DOCUMENTS

Failure to submit the following documents will invalidate proposals submitted:

- Original tax clearance certificate
- Company registration certificate (e.g. CK registration)
- Original or certified copy of B-BBEE certificate / affidavit
(No points will be allocated to bidders who fail to submit a certificate)
- Vat registration certificate (if applicable)
- List of references including their contact details
- Full company contact details
- Quotation to be in a stamped company letter head
- SDB 4, SDB 6.1, SDB 8 and SDB 9 forms

REFERENCES

RELEVANT EXPERIENCE

No.	NAME OF CLIENT (e.g. Institution)	CONTACT PERSON AND NUMBER	SERVICE PROVIDED	VALUE	YEAR
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Date: _____ Name of bidder: _____

Print Name: _____ Signature: _____

NB: References must be clearly for the relevant services and failure to do so will invalidate your bid.

SPECIFICATION

1. Formulation of the HR project plan

- Provide methodology to be followed to craft the Strategic HR Plan.
- Provide project plan with milestones towards crafting the aforementioned document.

2. Conduct HR Audit

Assess HR holistic system relative to desired state and best HR practices. Produce detailed report of findings and clear recommendations for gap closure in relation to the following areas / processes:

- Remuneration
- Workforce planning
- Performance management
- Succession planning
- Learning and development
- Talent management
- Organisational Development
- Leadership development
- Employee wellness
- HR Risk management
- HR Information Technology
- HR Administration processes
- Employee Relations

3. Focus Areas of the Strategic HR Plan:

- **Remuneration**
 - Conduct salary survey and benchmarking
 - Develop the industry related salary scales
 - Develop a Remuneration policy and procedure
- **Workforce Planning**
 - Formulate a succession planning plan
- **Skills Audit**
 - Conduct skills audit
 - Formulate a report
- **Learning & Development**
 - Investigate and recommend the occupational related and other learning activities to enhance employee skills based on their level of education.

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- **Employee Wellness**
 - Develop the Employee wellness policy
 - Formulate employee wellness plan
 - Recommend wellness good practices in support of employee performance
 - **Performance Management**
 - Recommend principles of a performance management procedure including performance metrics and evaluation.
 - **Talent Management**
 - Develop a workforce plan
 - Identify appropriate talent requirements as identified in the workforce plan to ensure sustainability of the organisation.
 - **Organisational Development**
 - Formulate the HR organisational development plan based on the findings / diagnosis and recommendations of the OD analysis i.e. structure, culture, conditions of service and working hours of the operations division in the industry etc.
 - **Workforce planning**
 - Recommend a workforce plan that meets the needs of the organisation
 - Align the workforce planning cycle with the strategic planning and budgeting cycle as well as talent management where possible
 - **Organisational Design**
 - Conduct individual employee proficiency testing and produce results / report
 - Recommend interventions where necessary
 - Recommend effective organisational structure and head count
 - **HR Technology**
 - Review and streamline the HR management systems and its associated processes for effective and efficient use.
4. Recommend policy principles for all focus areas of the Strategic HR Plan
 5. Where the service provider submits an alternative proposal, such proposal must be in addition to the proposal for the scope / specification outlined in this specification document.