



on the Go for Growth

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Insertion date: 15/04/10

REQUEST FOR QUOTATIONS

Waterberg District Municipality is looking for a service provider to assess the employees and design a team building program and implement it before the end of May 2010.

PROGRAMME SPECIFICATIONS

The service provider will be required to do the following:-

- Assess the employees and the environment
- Design a 3 day program to teach participate the basics of working as a team.
- Identify and recommend at least 3 venues for teambuilding get away around Waterberg or Limpopo
- Submit a report on the findings and the recommendations or interventions strategies to be done.
- Service Provider must also provide a medic service for in case of injuries for at least the first two days during team building getaway.

A. EMPLOYEES & ENVIRONMENT ASSESSMENT

- Employee Assessment should analyze current practices and behaviours
- Analyse employees morals and team spirit
- Isolate key problem areas and ,
- Design a program to assist with the problem areas.

The analysis should include the following:

- ✓ A review of current methods used to gather, track and analyze employees.
- ✓ Evaluation of the effectiveness of existing methods that has to do with teamwork (Why should we change what we are doing & where do we start?)
- ✓ Analysis of connectivity between managers and their teams, at all levels and to identify opportunities for improvement.

- ✓ Examination of the level of buy-in and success at implementing the lessons learned from teambuilding exercises.
- ✓ Recommendations to improve on weaknesses and gaps in existing processes and frameworks.

B. TEAM BUILDING GET AWAY VENUE

- Identify 3 venues with accommodation and meals for at least 3 days within Waterberg District or location not exceeding 400 (km return) from Modimolle
- Accommodation must be able to accommodate at least 109 employees and managers sharing.
- The accommodation must have the braai facilities, swimming pool and games facilities.
- The accommodation must be outside town and must have night entertainment & activities

C. PROJECT PLAN

The proposal must also include a project plan with the following:-

- Team members that will be responsible for the project and their experience
- All activities that will be done from analysis stage till implementation & closure
- The service provider must submit a close up project report with all the findings, challenges, implementation and the future recommendations

D. DEVELOP TEAM BUILDING PROGRAMME

The Service Provider must design a program that must include or address the following:-

- Communication
- Trust
- Diversity
- Conflict Resolution
- Problem Solving
- Decision making styles
- Ethics and Integrity

E. PROJECT OBJECTIVES

- Reduce employee turnover
- Increase employee moral
- Improve service delivery time
- Increase teamwork
- Ensure excellent leadership skills
- Ensure adherence to applicable municipal values

EVALUATION CRITERIA OF THE QUOTATIONS IS THE 80/20 (PPPFA)

1. Functionality =45 points
2. Price =35 points
3. Preferential points=20 points

Evaluation Criteria for functionality assessment is as follows

1. Experience = 25 points
2. Expertise=10
3. Methodology=10

Experience

Track record of the service provider, number of teambuilding exercises done and programs designed, (example of team building program once conducted).

Expertise

The facilitator must have strong facilitation and observation skills; team& group dynamics knowledge and experience.

Methodology

The process to be under taken by the service provider is to perform environmental scan, development and implementation of the program.

Minimum score for functionality=32 points and any service provider scoring less than 32 will not be considered for further evaluation.

N.B! THE FOLLOWING CONDITIONS WILL APPLY:

- The appointed Service provider must be SETA accredited with SETQAA number (Accreditation certificate must be attached);it will serve as an added advantage
- price(s) quoted must be valid for at least sixty (60) days from the date of your offer;
- Quotation submitted must be accompanied by at least 3 page proposal including the company profile, company experience contactable reference list, methodology and key staff qualifications;
- price(s) quoted must be firm and inclusive of everything including VAT (if VAT registered) and disbursements;
- Location of the company need to be specified & copy of utility statement attached;
- Company registration certificate **e.g. CK1/CK2 (indicating percentage of share holders must be attached)**
- Shareholders certified ID copies must be attached
- Company Tax Clearance Certificate

NB: The Following information must be indicated, percentage owned by HDI, Women; Youth and Disabled;

- **The municipality has the right to increase or decrease the scope of work according to the budget available.**
- **The municipality has the right not to appoint.**

Quotations must be marked **“Team Building Program”** and be deposited in the **Quotation tender box of WDM Council Building, Harry Gwala Street, and Modimolle** or be faxed to **0866214148** or emailed to **lkutumela@waterberg.gov.za**. The closing date for submission is the **26 April 2010 @ 15:00**

Failure to comply with these conditions may invalidate your offer. Any quotations received after the closing date & time will not be considered
All queries regarding specification should be directed to Kenneth Mothata @ 014718 3338

NB. Only quotations deposited in the tender box or to the given fax number will be accepted.