



**Request for Submissions:  
For The Provision of Professional Key-Note Speakers**

The HR Unit is seeking a professional service provider to provide professional speakers to present on **HR related topics within the local government context**. We are seeking professional speakers to speak on topics such as but not limited to:

- Employee Engagement
- Talent Management
- Leadership Development
- Coaching and Mentoring
- HR Best Practice
- Succession Planning
- Change and Transformation
- Labour Relations
- Conflict Management
- Communication
- Knowledge Management
- Diversity Management
- Performance Management
- Attraction and Retention
- Organisational Culture

Please submit a binding quote in relation to the provision of these services within eThekweni Municipality. This quotation must be placed in an envelope, sealed and deposited into the tender box in the foyer of the Supply Chain Operation Building (MMB), Archie Gumede Place (formerly Old Fort Place, Durban) and not any other municipal department.

**Contact Person for Enquiries:** Juggie Moodley

Telephone: (031) 311 3444

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**TERMS OF REFERENCE**  
**REQUEST FOR PROPOSALS**  
**For the provision of:**  
**Professional Key-Note Speakers**

**Contact Person for Enquiries:** Jugnathan Moodley

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## **1. BACKGROUND**

The Human Resources Unit within eThekweni Municipality hosts Community of Practices/HR Forums on a periodic basis in order to promote organisational learning, knowledge sharing, increased communication, collaboration, and benchmarking. The key-note topics selected for these fora are based on organisation's needs; specific requests by management, or based on changes/developments in the local government context (new/amended labour legislation that impacts the business and the way in which work is conducted). The key-note speakers are therefore required to have experienced knowledge on various topics within the field of HR and specifically be able to adapt this knowledge to the local government context.

## **2. SCOPE OF WORK**

The successful service provider will be responsible for:

- Providing a presentation on the suggested topic
- Adapting the suggested topic to the local government context
- Providing any learning material etc
- Providing learning notes

eThekwini Municipality will be responsible for:

- Providing the key-note topic
- Providing the venue
- Providing the catering

### **3. ACCEPTANCE OF SUBMISSION**

The HR Unit is not obliged to accept the cheapest application, and may elect to not proceed with the selection.

### **4. RESERVATION OF RIGHTS**

The HR Unit reserves the right to:

1. Extend the Request for Proposal closing date.
2. Amend the requirements at any time prior to the closing date, provided that the amendment is notified to prospective respondents.
3. Seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more respondents.
4. Abandon this process whether before or after the receipt of submissions.
5. Make enquiries of any person, company or organisation to ascertain information regarding the respondent and its submission.
6. Consider an incomplete submission or a submission otherwise than in accordance with these conditions.

### **5. QUOTATION**

The quotation tender requires:

- a) A detailed description of the proposed tools, techniques and services
- b) Detailed pricing inclusive of value added tax (VAT)

### **6. SELECTION OF SERVICE PROVIDER – Evaluation of Quotations**

Tenders will be reviewed by a panel of employees from the HR Unit of eThekwini Municipality. Your proposal will be adjudicated using the criteria set out hereunder. Please ensure that you provide sufficient information in your proposal in regard to these criteria.

- Functionality

- Price
- HDI Team Members
- HDI Ownership of Company

The functionality sub-criteria are as follows (See Annexure B for Functionality Scoring Matrix):

- Proven track record with similar projects/assignments
- Appropriate range of qualifications and skills amongst team
- The methodology used to address quotation requirements
- Ability to achieve project outcomes within timeframes
- Value adding contributions in respect of proposal

## **7. A BRIEF PROPOSAL**

The proposal must include the following:

- The name, HDI status and skills and qualifications of the individual(s) undertaking the project
- Details of similar previous work undertaken
- Details of the ownership of the company including HDI status of owners
- A short motivation (not more than one page) for appointment
- The motivation should include an indication of availability to work on the project over the next five months

## **8. INFORMATION AND DOCUMENTATION REQUIRED**

- The company registration number or full name (if applicable) and ID number of natural person
- The company VAT number
- The Company Tax reference number
- An up to date Tax Clearance certificate (in original format)
- Statements proving water, electricity and rates accounts are up to date
- A signed letter indicating the following with regards to the potential service provider:
  - I. Whether he or she is in the service of the state, or has been in the service of the state in the previous 12 months
  - II. If the service provider is not a natural person, whether any of its members, directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous 12 months; or

- III. Whether a spouse, child or parent of the service provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous 12 months.

## **9. CONFLICT OF INTEREST**

Please state any potential conflict of interest you may have in the provision of the required services to the eThekweni Municipality and/or the HR Unit.

## **10. SUBCONTRACTING AND ASSIGNMENT**

The workshop will be managed by the successful applicant (the service provider) who will report to the Deputy Head: Human Resources, who is responsible for the workshop. The service provider shall not subcontract or assign any part of the workshop without prior approval of the Deputy Head: Human Resources. Both the service provider and subcontractor shall comply with the requirements of all relevant legislation pertaining to the appointment of service providers by local government (e.g. Municipal Finance Management Act).

## **11. INTELLECTUAL PROPERTY**

Intellectual Property (IP) rights created in all information and documents prepared by the service provider for the purpose of selection will vest in the eThekweni Municipality, on its creation. The HR Unit acknowledges that the service provider may use his/her IP to create information and documents, and that such IP will remain the property of the service provider.

## **12. SUBMISSION OF DOCUMENTS AND CLOSING DATE**

This quotation must be placed in an envelope, sealed and deposited into the tender box in the foyer of the **Supply Chain Operation Building** (MMB), Archie Gumede Place (formerly Old Fort Place, Durban) and not any other municipal department.