

REQUEST FOR PROPOSAL (RFP)

ORGANISATIONAL DESIGN: HUMAN CAPITAL MANAGEMENT SUPPORT AND SERVICES

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

SCOPE OF WORK:

The ELIDZ is seeking to appoint a suitable, independent service provider for ORGANISATIONAL DESIGN: HUMAN CAPITAL MANAGEMENT SUPPORT AND SERVICES. The scope of this RFP includes the following:

- Project plan with clear deliverables and time frames to meet deadline of 15 March 2020;
- Consultation with multiple internal stakeholders to establish resource needs;
- Implementation of change management;
- Work study;
- Alignment of needs with Corporate Strategy, other strategies and Business Processes;
- Development of Job Descriptions aligned to Corporate Strategy and Business Processes;
- Job Evaluation (Grading);
- Management Meetings and report back meetings;
- Determination and consolidation of competencies;
- Development of costed organogram (structure) options.

Tender Reference No.	Tender Description / Name	Closing Date / Time
HCM-001-2019	ORGANISATIONAL DESIGN: HUMAN CAPITAL MANAGEMENT SUPPORT AND SERVICES	Monday, 25 November 2019 at 12:00

BRIEFING MEETING :

Note: A non-compulsory Briefing Meeting with representatives of the Employer will take place at **East London IDZ Head Office Building, Auditorium on Monday, 11 November 2019 starting at 10:00 hours.**

BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender.
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "**Envelope A -Technical Proposal**" and "**Envelope B-Financial Proposal**". Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-written and non-signed ELIDZ Price Schedule of the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/or any price details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- Tenderers are required to submit company registration documents and ELIDZ procurement handbook with their tender.
- Tenderers should be registered on CSD database from Treasury and in possession of a MAAA number.

EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBEE.

Score breakdown:

- 80 Points for Price
- 20 Points for BBEE

All tenders with functionality less than 80% of the total functional requirements will not be considered for the next stage of tender evaluation

TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for download on **Monday, 04 November 2019 12h00 (Noon)**, from the East London Industrial Development Zone website: **www.elidz.co.za** under **Opportunities >> Tenders**

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London.

ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Ms Z. Mtebele

T: +27 43 702 8200 | **E:** zandile@elidz.co.za

