

TENDER DOCUMENT

RESTRUCTURING OF GROOTFONTEIN MUNICIPALITY

SCOPE OF WORK

SECTION A

- 1. To do comparative study of all level 2 municipalities in Namibia. Cost:
 - a. Staff establishment per position.
 - b. Salary structure as per position.
 - c. Budget: Total Operational cost vs. Personnel cost (% excluding capital).....
 - d. Comprehensive benefits list.
 - e. Functions per position

- 2. Propose a functional structure that meets the demands and needs of Grootfontein Municipality base on the comparative study.

- 3. Presentation of the findings to the Council for consultation with unions and affected employees must be done within four weeks of awarding of the tender. Section B is subjected to this consultation process.

Cost (Section A)	Total	N\$.....
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SECTION B

Cost

- 1. To re-organise the staff structure of Grootfontein Municipality.
 - a. Set up an organisational structure
 - b. Review job description on propose structure.

- 2. Propose a functional salary structure affordable by Council, yet comparative in Namibian market.
 - a. Structure must be base on the comparative study report.

- 3. Do the re-organization within the legal requirements of the labour

Laws of Namibia.

4. Ensure that re-organization is transparent and inclusive of those affected employees whether not members of labour unions.

Cost (Section B)	Total N\$.....
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Total cost for the whole undertaking (Section A and B)	N\$.....
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Signature of Tenderer: Date:

Company Name:

Address:

CONDITION OF TENDER:

Consultancy should state and submit the following information together with their tender proposals:

1. Company profile
2. Proof of:
 - a. Certificate of good standing from Social Security Commission.
 - b. Certificate of good standing from the Ministry of Finance.
 - c. Registration at the Registrar of Companies.
 - d. Equity
3. At least five years past experience with similar projects.

Tenders will be opened in public immediately after 11:00 on the closing date.

Tenders in sealed envelopes clearly marked: **“EXPRESSION OF INTEREST FOR RESTRUCTURING: MUNICIPALITY OF GROOTFONTEIN** and accompanied by a **non-refundable fee of N\$ 300.00** are to reach the Acting CEO or be placed in the Tender Box, Municipality Head Office at West Street , alternatively send by ordinary mail or courier service to the undermentioned address, **not later than 11:00 on TUESDAY 31 JULY 2012.**

TENDERS SENT “ADDRESSEE TO PAY “ will not be collected !!!!
REMEMBER TO INCLUDE THE N\$ 300.00 FEE, IF IT HAS NOT BEEN PAID YET.

Municipality of Grootfontein
PO Box 23
Grootfontein

C Kariko
Acting CEO