

|                                                               |                                                                                    |
|---------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Requesting Office:Magalies water Vaalkop plant</b>         |  |
| <b>Contact Person: Selina Maledu</b>                          |                                                                                    |
| <b>Contact Numbers:014 597 4636</b>                           |                                                                                    |
| <b>Facsimile:N/A</b>                                          | <b>RFQ – 10028095</b>                                                              |
| <b>E-mail address:<br/>quotationswest@magalieswater.co.za</b> |                                                                                    |

DATE ISSUE:06 October 2026

CLOSING DATE:09 October 2026

PLACE OF DELIVERY: **Magalies water Head Office**

For More information/query email [quotationswest@magalieswater.co.za](mailto:quotationswest@magalieswater.co.za)

| Description/Specification       | Quantity |
|---------------------------------|----------|
| Appointment of a Performance SP |          |
| ANNEXURE A FOR SCOPE OF WORK    |          |

**RFQ Number** must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline **Date** by no later than 12h00 to the email below. Email: [quotationswest@magalieswater.co.za](mailto:quotationswest@magalieswater.co.za).

**No hand delivered quotations will be accepted, all quotations to be submitted to the email indicated on the RFQ.**

## 1. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation.

## 2. Documents required

### ADMINISTRATIVE REQUIREMENTS REQUIREMENTS:

- Quotation must have CSD vendor number **or** CSD report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be a minimum of 30 days or more from the date of issue.
- Quotation with physical address, date, contact details and banking details.

### MANDATORY REQUIREMENTS REQUIREMENTS:

|                                                               |                                                                                    |
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- Quotation must be line with the specification.
- Quotations received after the closing date will not be accepted.

**\*NB All non-responsive bids will be rejected.**

### **3. EVALUTION OF QUOTATION**

All Quotations with a rand value equal to or below R50 million, will be evaluated in terms of the PPR 2022 using the 80:20 Preference point system.

| <b>CRITERIA</b> | <b>POINTS</b> |
|-----------------|---------------|
|                 |               |
| Price           | 80            |

|                                                              |                                                                                    |
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| <b>E-mail address:</b><br>quotationswest@magalieswater.co.za |                                                                                    |

|                |                   |
|----------------|-------------------|
| Specific goals | 20                |
| <b>TOTAL</b>   | <b>100 points</b> |

| Specific goal                                                                                              | Number of points<br>(80/20 system) | Means of verification                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Black people ownership equity                                                                              | 5                                  | Central Supplier Database (CSD) report                                                                                                                              |
| Women equity                                                                                               | 3                                  | Central Supplier Database (CSD) report                                                                                                                              |
| Youth equity                                                                                               | 2                                  | Central Supplier Database (CSD) report                                                                                                                              |
| Disability                                                                                                 | 2                                  | Medical certificate or (CSD)                                                                                                                                        |
| Promotion of small businesses<br>Medium- 2 Points<br>Small- 3 Points<br>Micro- 4 Points<br>Other- 0 Points | 4                                  | 1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00.<br><br>2. Signed Financial Statements for transactions above R500 000.00 |
| Locality<br>Within 100km radius of where goods/service is required                                         | 3                                  | Proof of address (tribal authority letter/ Lease agreement accompanied by municipal rates invoice/statement)                                                        |
| Military Veterans (MVA)                                                                                    | 1                                  | MVA force number/CSD                                                                                                                                                |
| <b>Total</b>                                                                                               | <b>20</b>                          |                                                                                                                                                                     |

|                                                               |                                                                                    |
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#### **4. TERMS & CONDITIONS**

- 4.1. Quotations received after the closing date will not be accepted.
- 4.2. All costs to be included in the quotation.
- 4.3. Delivery must take place at the specified place.
- 4.4. Quotations to be valid for a minimum of 30 days or more from date of issue.
- 4.5. The Government Procurement General Conditions of Contract shall apply.



# **REQUEST FOR PROPOSALS:**

## **TO TRAIN AND SUPPORT EXECUTIVES & SENIOR MANAGERS ON PERFORMANCE MANAGEMENT CONTRACTING FOR THE 2026/27 FINANCIAL YEAR**

**DATE ISSUED: 06 October 2026**

**DEADLINE FOR SUBMISSION: 09 October 2026**

## **1. INTRODUCTION & BACKGROUND**

Magalies Water (MW) is a water board with a head office situated in Rustenburg. It has three geographically dispersed operational areas around Pretoria, Rustenburg, the Ngaka Modiri Molema and Dr Ruth Segomotsi Mompati District Municipalities. MW is established in terms of Section 28 of the Water Services Act, 1997 (Act 108 of 1997 as amended, WSA) and its mandate is to provide water services in terms of Section 29 and 30 of the Water Services Act which provides for the establishment of Water Boards and defines their primary and secondary function respectively. Furthermore, Magalies Water contributes to the socio-economic development of its service areas by providing and supplying bulk potable water services to Water Authorities, Water Service Institutions, and other users.

## **2. OBJECTIVE**

Magalies Water seeks to appoint a suitably qualified service provider to train and support Executives on performance management contracting for the 2026/27 performance cycle.

## **3. PURPOSE**

The appointed service provider will conduct performance management contracting training for ten (10) Executives and fifteen (15) Senior Managers and provide individual support to ensure that each Executive's performance contract is aligned to the Magalies Water Corporate Plan, applicable Divisional Plans and measurable performance objectives.

## **4. DELIVERABLES**

**4.1** The deliverables for this project are as follows:

- 4.1.1** Facilitate performance management contracting training for Executives and Senior Managers, aligned to the Corporate Plan and applicable Divisional Plans.
- 4.1.2** Conduct a training session for all ten (10) Executives and fifteen (15) Senior Managers, covering the principles, process and expected quality standards for performance contracting.

- 4.1.3 Provide one-on-one support to each Executive to assist with the development, refinement and alignment of individual performance contracts, ensuring that each contract reflects the Executive's specific performance objectives, key performance indicators and contribution to the Corporate Plan and applicable Divisional Plans whilst aligned to the CEO's KPIs as determined by the Board.
- 4.1.4 Submit a close-out report confirming the training delivered, individual support provided, key alignment observations and recommendations, together with all revised individual Executive performance contracts.

## **5. REQUIREMENTS**

The appointed service provider must be a credible provider of Human Resources services, specialising in Performance and Reward Management. The proposed lead resource must be a qualified HR expert with at least five (5) years' performance management experience, and the proposal must include at least three (3) contactable references for similar performance management contracting or executive performance support work completed within the last five (5) years.

## **6. SPECIFIC CONDITIONS**

- The proposal must be submitted with all required information containing technical information as well as the price information on rates applicable.
- The project cost shall include all subsistence and travel cost incurred while undertaking the project between MW business locations.
- The prospective service provider is required to submit a proposal that will include but not limited to a detailed project methodology and outline ability to deliver on the project.
- Magalies Water reserves the right not to award the contract.
- Quotes should be on the letterheads, indicating the VAT registration number if VAT registered, and where possible include samples of previous similar work.
- The declaration of interest form must be filled in, signed and returned with the quotation.
- The Preferential Procurement Policy Framework Act will be applied.

## **7. EVALUATION**

### **7.1 Preference Point System**

Magalies Water shall evaluate proposals in two stages. Stage 1 will assess functionality against a minimum qualifying threshold of 75%. Service providers who do not meet the minimum functionality

threshold will not be considered for Stage 2, where the 80 (Price) and 20 (Specific goals) preference point system will be applied.

Only service providers registered on the Central Supplier Database (CSD) will be considered.

## 7.2 Functional Evaluation

Evaluation of RFQ will be performed in two phases:

### Phase 1: Functionality

| Criteria                                                                                                                                                                                                                | Weight    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>TECHNICAL CRITERIA (100)</b>                                                                                                                                                                                         |           |
| <b>Experience: Service Providers to illustrate clearly their ability and experience of conducting Performance Management training for SOEs. A Company profile to be attached.</b>                                       | <b>45</b> |
| 3 or more years of experience in the Performance Management field                                                                                                                                                       | 45        |
| 1-2 years' experience in the Performance Management field                                                                                                                                                               | 30        |
| Less than 1 year in the Performance Management field                                                                                                                                                                    | 15        |
| <b>References: Provide three written contactable client references on the referees' letterhead confirming your company's track record of conducting Performance Management.</b>                                         | <b>30</b> |
| Three Reference letters                                                                                                                                                                                                 | <b>30</b> |
| Two References letters                                                                                                                                                                                                  | <b>15</b> |
| One Reference letter                                                                                                                                                                                                    | <b>5</b>  |
| <b>Team experience (25)</b><br><b>CV'S to be attached including Qualifications in HR/HRM Experience points will be allocated if qualification is attached. IF no qualification is attached, points for experience=0</b> |           |
| - Experience of more than five (5) years on similar projects and the ability to meet project requirements.                                                                                                              | <b>25</b> |
| - Experience of 3 to 5 years on similar projects and the ability to meet project requirements.                                                                                                                          | <b>10</b> |
| - Experience of less than 3 years on similar projects and the ability to meet project requirements.                                                                                                                     | <b>5</b>  |

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| <b>Reference clients that Magalies Water can source testimony of service from (Provide contactable details)</b> |  |
|-----------------------------------------------------------------------------------------------------------------|--|

## **Phase 2: Specific goals and price**

| <b>Criteria</b> | <b>Weight</b> |
|-----------------|---------------|
| Specific goals  | <b>20</b>     |
| Price           | <b>80</b>     |

### **7.3 Proposals must meet the following requirements**

- Each proposal must contain a comprehensive company profile.
- Proposals must be emailed to the quotation indicated on RFQ.
- All costs related to submission of proposals as per these requirements shall be at own expenses.
- Proposals that do not meet all requirements, do not satisfy all key specifications and evaluation criteria, will be disqualified.
- If appointed, Magalies Water will not be making any advance payments i.e. prior to completion of the project and delivery of the following final document:
  - A close-out report confirming training delivered, individual executive support provided and recommendations, together with all revised individual Executive performance.

## **8. TIME FRAME**

Two (2) weeks

## **9. ENQUIRIES**

All communication and inquiries relating to this RFQ must be submitted to:

**Mr. T Molobje**

**GM: Corporate Service**

**E-mail Address: totom@magalieswater.co.za**

## **10. MEDIUM OF COMMUNICATION**

All documentation submitted in response to this RFQ must be in English.

## **11. VERIFICATION OF DOCUMENTS**

Respondents must check their documents for completeness. Magalies Water will not be liable for any missing or poorly organized or duplicated pages.

## **12. GENERAL TERMS AND CONDITIONS**

Magalies Water is entitled to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP before the indicated closing date.
- All respondents, to whom the RFQ documents would have been issued, will be advised in writing of such amendments, on time.
- Verify the information contained in the Proposal.
- Not to appoint any Service Provider.
- Vary, alter, and/or amend the terms of this RFP at any time prior to the finalization of the quotations' adjudication.
- An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a proposal.
- Call the Service Providers for a presentation if Magalies Water deems it so fit.
- Magalies Water reserves the right not to accept the lowest proposal or any proposal in part or in whole.

