

Requesting Office:Magalies water Vaalkop plant	
Contact Person: Selina Maledu	
Contact Numbers:014 597 4636	
Facsimile:N/A	RFQ – 10028401
E-mail address: quotationswest@magalieswater.co.za	

DATE ISSUE:02 October 2026

CLOSING DATE:07 October 2026

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

For More information/query email quotationswest@magalieswater.co.za

Description/Specification	Quantity
PERFORMANCE MODERATION 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.

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.

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MANDATORY REQUIREMENTS REQUIREMENTS:

- 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.

CRITERIA	POINTS
Price	80

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Specific goals	20
TOTAL	100 points

Specific goal	Number of points (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 Medium- 2 Points Small- 3 Points Micro- 4 Points Other- 0 Points	4	1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00. 2. Signed Financial Statements for transactions above R500 000.00
Locality 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
Total	20	

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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:

**CONDUCT PERFORMANCE
MANAGEMENT MODERATION
PROCESS FOR 2025/26 FY**

DATE ISSUED: 02 October 2026

DEADLINE FOR SUBMISSION: 07 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 is seeking to appoint a suitably qualified service provider who will assist with conducting Performance Management Moderation process for the entire organization.

3. PURPOSE

The appointed service provider to conduct moderation of Performance Management scores at Magalies Water and ensure the integrity of the performance management process. The service provider is expected to attend all moderation meetings that will take place over approximately 4 four (weeks)

4. DELIVERABLES

4.1 The deliveries for this project are as follows:

- 4.1.1 Facilitation of the performance management moderation process for all employees (including EXCO), total number of employees is 650.
- 4.1.2 Analyze, moderate and provide expert/professional advice on the process
- 4.1.3 Compile a close-out report on the performance results and the moderation process
- 4.1.4 Present report at EXCO, HRSEC and the Board.

5. REQUIREMENTS

The recommended service provider to be appointed should be a credible service provider in providing Human Resources Services and specialise in Performance and Reward Management. A qualified HR (HR qualification) expert with at least 05 years performance management moderation experience. Submit, at least 03 references for moderation work done in the past 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 costs 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 reserve 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 apply an 80 (Price) and 20 (SPECIFIC GOALS) preference point system in the evaluation of the RFQ. The minimum score for functionality will be 75%. Service Providers who do not meet the minimum score for functionality will not be considered for the second evaluation stage.

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
TECHNICAL CRITERIA (50)	
Experience: Service Providers to illustrate clearly their ability and experience of conducting Performance Management Moderation for SOEs. A Company profile to be attached.	25
More than 3 years' experience in Performance Management field	25
2-3 years' experience in Performance Management field	15
1 years in in Performance Management field	5
Less than 1 year in Performance Management field	0
References: Provide three written contactable client references on the referees' letterhead confirming your company's track record of conducting Performance Management. Reference letters be attached	25
More than three reference letter	25
Three Reference letters	15
Two Reference letters	10
One Reference letters	5
Team experience (30)	
CV of team members to be attached.	
Experience of more than five (5) years on similar projects and the ability to meet project requirements.	30
Experience of 3 to 5 years on similar projects and the ability to meet project requirements.	15
Experience of less than 3 years on similar projects and the ability to meet project requirements.	5
No experience	0
Qualification in Human Resources (20)	
Project leader to submit certified qualification/s certification/s stamp should not be older than 6 months.	
NQF Level/s 9 or 10	20
NQF Level 8	10
NQF Level/s 6 or 7	5
No qualification attached	0

Phase 2: SPECIFIC GOALS and PRICE

Criteria	Weight
SPECIFIC GOALS	20
PRICE	80

7.3 Proposals must meet the following requirements

- Each proposal must contain a comprehensive company profile.
- Proposals must be email to the email appearing on the RFQ.
- All costs related to submission of proposals as per these requirements shall be at own expense.
- 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 consolidated Close out Report with Recommendations

8. TIME FRAME

Two months

9. ENQUIRIES

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

Mr. M Madlala

Talent and Development Manager

E-mail Address: mvelom@magalieswater.co.za

10. MEDIUM OF COMMUNICATION

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

10. VERIFICATION OF DOCUMENTS

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

11. 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 finalisation 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.

