

**Bid No: SCM 41/2025/26**

**Supply Chain enquiries: 016 973 8743/4**

**Date: 20 March 2026**

**Request for formal Written Quotation**

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP SMART KEY PERFORMANCE INDICATORS (KPIs) ALIGNED TO THE APPROVED INTEGRATED DEVELOPMENT PLAN (IDP) AND SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)**

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **30<sup>TH</sup> of March 2026 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.
- The bidder must attach at least 02 signed appointment letters with 02 corresponding reference letters and the letters **MUST** be from government institution for previous work on a client's letterhead.
- d in Municipal Performance Management / KPIs development / Integrated Development Planning / SDBIP and performance reporting frameworks.
- **Attach CV and Qualifications for** at least 01 Key Personnel with minimum Honours Degree or Higher in Public Administration Strategic / Management Monitoring / Evaluation Performance Management or related field.
- The bidder must attach a quotation on their company letterhead.

**Please take note that the quotation must be valid for 60 days.**

**NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.**

**This quotation will be evaluated in terms of 80/20** of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on Municipal website for your information.  
Failure to comply with the above conditions may invalidate your offer.

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Mr. F.J Motloung  
Municipal Manager

## BACKGROUND AND CONTEXT

The Municipality is required, in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000), and applicable performance management regulations, to establish and implement a Performance Management System (PMS) that is aligned to its Integrated Development Plan (IDP).

The Municipality has an approved IDP that outlines its strategic priorities, objectives, and developmental outcomes. However, there is a need to strengthen the **quality, measurability, alignment, and credibility** of Key Performance Indicators (KPIs) to ensure that they are:

- Strategic and outcome-oriented
- Clearly measurable and verifiable
- Aligned to IDP strategic objectives and national/provincial priorities
- Compliant with legislative and regulatory prescripts
- Suitable for organisational and departmental performance monitoring

The Municipality therefore intends to appoint a **competent and experienced service provider** to assist in the **development and refinement of SMART KPIs** aligned to the approved IDP.

## SCOPE OF WORK

The appointed service provider will be required to perform, but not be limited to, the following tasks:

### Review and Diagnostic Assessment

- Review the approved IDP and relevant sector plans
- Review the current organisational and departmental KPIs (SDBIP)
- Assess alignment between:
  - IDP strategic objectives
  - Existing KPIs
  - National, provincial and sector priorities
- Identify gaps, overlaps, duplication, and poorly defined indicators

## Development of SMART KPIs

- Develop and/or refine KPIs that are:
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-bound
  
- **Ensure KPIs are:**
  - Outcome- and impact-focused
  - Clearly defined with unambiguous measurement criteria
  - Linked to IDP strategic objectives and programmes
  
- **Develop:**
  - Organisational KPIs (Top Layer SDBIP) and
  - Departmental KPIs (SDBIP)

## KPI Technical Specifications

For each KPI, develop a complete KPI Technical Description, including:

- KPI name and reference number
- Strategic objective linkage
- Definition and intent
- Measurement method
- Data source
- Baseline
- Annual and quarterly targets
- Means of verification

- Responsible department and official
- Reporting frequency

### **Alignment and Integration**

- Ensure alignment of KPIs with:
  - IDP priorities and outcomes
  - SDBIP requirements
  - Performance agreements of Section 56/57 managers (where applicable)
- Ensure consistency across organisational, departmental, and individual performance levels

### **Capacity Building and Validation**

- Facilitate structured validation consultations with:
  - Senior Management
  - Performance Management Unit
  - Relevant departments
- Transfer skills to municipal officials on:
  - KPI formulation
  - Performance measurement principles
  - Use of KPI technical descriptions

### **Finalisation and Handover**

- Incorporate comments and inputs from management and stakeholders
- Submit final approved KPI framework and documentation
- Provide electronic and editable versions of all deliverables

## PROJECT DELIVERABLES

The service provider shall deliver the following:

1. **Diagnostic Assessment Report** on existing KPIs and alignment gaps
2. **SMART KPI Framework** aligned to the approved IDP
3. **Comprehensive KPI Technical Description File** for all KPIs
4. **Validated Organisational and Departmental KPI Set**
5. **Workshop Materials and Attendance Registers**
6. **Final Consolidated KPI Report** ready for Council and management use

All deliverables must be submitted in **editable electronic format** (MS Word and Excel) and PDF.

## PROJECT DURATION

The project is expected to be completed within a period of **6 – 8 weeks** from the date of appointment.

## REPORTING AND GOVERNANCE

- The service provider will report to the **Municipal Manager or delegated official (in this case IDP/PMS Manager)**
- Progress meetings will be held at agreed milestones
- All deliverables shall be subject to review and approval by the Municipality

## SERVICE PROVIDER REQUIREMENTS

### Experience

- Demonstrated experience in municipal performance management and KPI development
- Proven understanding of:
  - Integrated Development Planning
  - Municipal Performance Management Systems
  - SDBIP and performance reporting frameworks

- Previous work with Metsimaholo LM on area of strategic planning and performance management will add advantage

### **Key Personnel**

- Lead Consultant with relevant qualifications in:
  - Public Administration
  - Strategic Management
  - Monitoring and Evaluation
  - Performance Management or related field

### **PAYMENT TERMS**

- Payments will be milestone-based upon submission and acceptance of deliverables
- No upfront payments will be made
- All invoices must be accompanied by approved deliverables

### **CONFIDENTIALITY**

All information provided by the Municipality shall remain confidential and may not be disclosed without prior written consent.

### **OWNERSHIP OF WORK**

All outputs and deliverables produced under this assignment shall remain the **intellectual property of the Municipality**.