



93 Biccard Street,
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South Africa

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ADDENDUM NO. 01
Bid Number: [1224152]
Bid Description: APPOINTMENT OF A SERVICE PROVIDER TO REVIEW
THE MMSEZ SOC ORGANISATION STRUCTURE
CLARIFICATION OF FUNCTIONALITY EVALUATION CRITERIA

Prospective bidders are hereby informed that the functionality evaluation criterion relating to the organisation's experience is amended for clarity.

FUNCTIONALITY EVALUATION CRITERIA

The functionality evaluation will be conducted out of a maximum of 100 points. Bidders must obtain a minimum score of 70 points to qualify for further evaluation.





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| CRITERIA | MEANS OF VERIFICATION | MAXIMUM POINTS | POINTS |
|--|---|---|-----------|
| Capability (Qualifications and competency) | | | |
| The organisation should have 10 years' experience showcasing and present experience in Organisational design services | Experience should be backed by relevant reference letters issued by credible and traceable clients (Reference letters should not be older by ten 10 years) Company profile outlining completed projects and duration | 50 points 5 reference letters and more: 40 points 3 to 4 reference letters=30 points 1-to 2 reference letters = 20 Non- submission=0 points 10 years' experience and above= 10 points Non- submission=0 points | 50 |





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| CRITERIA | MEANS OF VERIFICATION | MAXIMUM POINTS | POINTS |
|---|---|--|------------------|
| <p>Project Leader: The Human Resources Professional must attach a brief Curriculum Vitae (CV) demonstrating a minimum of ten (10) years experience in organisational design, project management and proficiency in using specialized HR evaluation and grading systems</p> <p>Qualification: Relevant qualification in Human Resource Management, Industrial Psychology, Business</p> | <p>CVs with contactable references indicating number of years of relevant experiences</p> <p>Certified copies of Qualifications</p> | <p>30 Points</p> <p>10 years and above=20 points</p> <p>6 to 9 years of experience= 10 points</p> <p>5years' experience=5 points</p> <p>Non- submission=0 points</p> <p>NQF level 8 = 10</p> <p>NQF level 7 = 6</p> <p>NQF level 6 = 3</p> <p>Below level 6 = 0</p> | <p>30</p> |





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|--|---|--|-----------|
| Administration or Labour Relations or similar | | | |
| <p>2 Key Personnel: The Human Resources Professional must attach a brief Curriculum Vitae (CV) demonstrating three (3) years' experience in relevant fields, including business analysis and change management</p> <p>Qualification: Relevant qualification in Human Resource Management, Industrial</p> | <p>CVs with contactable references indicating number of years of relevant experiences</p> <p>Certified copies of Qualifications</p> | <p>10 Points</p> <p>(2,5 points per team member per experience and qualifications (NQF level 6))</p> | 10 |





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| CRITERIA | MEANS OF VERIFICATION | MAXIMUM POINTS | POINTS |
|---|------------------------|-------------------|--------|
| Psychology, Business Administration or Labour Relations or similar | | | |
| Methodology and Approach to Executing the Project (Including Understanding of Assignment (2,5), Approach (2,5), Methodology (2,5), Delivery Plan (2,5)) | Proposal/ Project Plan | 10 | 10 |
| Total | | 100 Points | |





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EXTENSION OF THE CLOSING DATE

To allow all prospective bidders sufficient time to take note of this amendment and prepare their submissions accordingly, the closing date for the bid has been extended as follows:

- Previous Closing Date: 26 June 2026 at 11:00
- New Closing Date: 29 June 2026 at 11:00

Bidders are requested to acknowledge receipt of this Addendum and ensure that it forms part of their bid submission.

GENERAL

All other terms, conditions and requirements contained in the original bid document remain unchanged and continue to apply.

