



Guidelines on Specification for Procuring Product

Project Name:	REQUEST FOR PANEL FOR THE PROVISION OF LEGAL SERVICES (INCLUDING LABOUR LAW MATTERS) TO COUNCIL FOR THE PERIOD OF THREE YEARS: PANEL OF SERVICE PROVIDERS:
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1. Guideline for Terms of reference

TENDERERS ARE INVITED FOR THE PROVISION OF LEGAL SERVICES (INCLUDING LABOUR LAW MATTERS) FOR THE COUNCIL FOR A PERIOD OF THREE YEARS: PANEL OF SERVICE PROVIDERS

1.2 LEGAL SERVICES

1. Firms of attorneys will be required to render services to the Municipality on a wide range of legal matters relating to, amongst others, the following fields of law:
 - (a) Commercial and Contract Law;
 - (b) Commercial and Civil Litigation;
 - (c) Constitutional Law;
 - (d) Administrative Law;
 - (e) Construction Law;
 - (f) Insurance Law;
 - (g) Corporate Governance Law;
 - (h) Environmental Law, and
 - (i) Litigation, and
 - (j) Township establishment and conveyancing.
 - (k) Labour Law matters relating to, amongst others, the following fields: disciplinary action, strike management, policy development, litigation (Labour Court) and handling of Disciplinary Board matters regulated by the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Tender

2. The service required include day to day telephonic and or short consultations/advice at no cost.

3. The Municipality reserves the right to appoint more than one firm of service providers.

4. Note: 4.1 The Law firm's fees must adhere to the tariffs as determined from time to time in terms of the Rules Board for Courts of Law Act, 1985 (Act. No. 107 of 1985).

4.2 Non-litigious work shall be invoiced and paid in accordance with the directives of the Law Society of the Free State.

4.3 The Municipality may at any time in its own discretion refer an, account, invoice or bill of costs for taxation.

1.3 PANEL

In this panel, the Municipality may appoint a maximum of 6 service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

2. Performance Management

In terms of Section 116(2) of the MFMA, the Municipality is required in terms of the provisions of the mentioned section to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of service providers will be done as and when their services are utilized.

3. Preferential Points System

80/20 System

A maximum of 20 points (80/20 preference points system) will be allocated for specific goals.

80% - price

20% - specific goals (Locality=15, Women=5)

4. Duration of the Contract

State how long the contract will take

Three (3) Years

5. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

The Tenderers will be evaluated in accordance with the criteria set out in annexure "A"

ANNEXURE A

Only those tenderers who score the minimum of 75 points in respect of the following criteria are eligible for further evaluation.

QUALITY CRITERIA	WEIGHTS	MAX NUMBER OF POINTS	DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING
1. Firm experience with Local Government work (The experience of the firm will be taken into account) 1 Appointment letter & 1-2 Instruction letters 2 Appointment letters & 3-4 Instruction letters 3 Appointment letters & 5-6 Instruction letters 4 Appointment letters & 7-8 Instruction letters 5 Appointment letters & 9 < Instruction letters	1 2 3 4 5	35	Attach appointment letter accompanied by an instruction letter (instruction letters of items listed on scope of work under legal services).
2. Capacity Number of Admitted Attorneys of bidder with more than 5 years' experience 1 Attorney 2 Attorneys 3 Attorneys 4 Attorneys More than 4 Attorneys	1 2 3 4 5	20	Submit CV of each Attorney. Originally certified copies of qualifications /certificates must be attached.
3. Lawyers available on a daily basis in Moqhaka. 1 Lawyer 2 Lawyers 3 Lawyers 4 Lawyers	1 2 3	12	A signed letter of confirmation (on a company letterhead) of availability must be attached.

Tender

5 and above Lawyers	4 5		
4. Does your firm have at least 2 administrative supporting staff members (excluding candidate attorneys) with more than 3 years' service in your firm? (Candidate attorneys are excluded) No/Yes No Yes	0 5	26	CVs of at least two administrative staff members who qualify must be attached.
5. LPC (Legal Practice Council) Fidelity Fund Certificate No Yes	0 5	7	Attached LPC (Legal Practice Council) Director's Certificate or Partner's certificate for 2025.
MAX POSSIBLE SCORE		100	