



2024-07-25

ADVERT FOR NOTICE BOARD

Received By

S. Dube

PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective accredited and qualifying service provider for the hereunder project:

BID NO.	Description	Evaluation Criteria	Closing Date
MNQ/SCM/42/24-25	PANEL OF (04) ATTORNEYS FOR THE HANDLING OF MNQUMA LOCAL MUNICIPALITY LEGAL MATTERS FOR A PERIOD OF THREE YEARS	80/20	Date: 27/08/2024 Time: 12:00

Technical queries: Adv. S Caga (Legal Advisor) at 047 050 1340 Email: scaga@mnquma.gov.za and Supply Chain Management: Ms. Y Vava (Acting Manager SCM) at (047) 050 1156/072 698 6085 email: yvava@mnquma.gov.za

Evaluation Criteria: The evaluation will be conducted in two (02) stages namely:

Stage 1: Administrative compliance

Bidders that do not meet the **Administrative compliance** (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

Stage 2: Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations 2022, the highest acceptable tender will be used to determine the applicable preference point system.

Price=80 points

Specific goals =20 points

The specific goals allocated points in terms of this tender	Specific Goal Points Allocated	Proof Required to score points
Women Owned enterprise	05	Fully completed and signed MBD 6.1 and Full Central Supplier Database Report (CSD) not older than one month.
Black Owned enterprise	05	Fully completed and signed MBD 6.1 and Full Central Supplier Database Report (CSD) not older than one month.
The promotion of South African owned enterprises	10	Fully completed and signed MBD 6.1 and Full Central Supplier Database Report (CSD) not older than one month.
Specific goals Total number of points	20	

NB: No points will be claimed by the bidder if it fails to submit proof required to score points for specific goals.

REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following

CONDITIONS OF ACCEPTANCE:

- The Municipality is under no obligation to accept any

attachments when submitting their proposals, failure to do so will lead to disqualification.

- **Company experience:** Bidder has successfully completed 5 or more handling of legal matters as per the categories of specialisation as detailed in the tender document (terms of reference).

Proof of Experience: Signed reference letters with appointment letters must be attached in handling of legal matters as per the categories of specialisation as detailed in the tender document (terms of reference)

Key Staff: Must be working for the bidding company

Attorney

Academic Qualification: Law Degree and the bidder must attach the admission certificate and enrolment to practice as a legal practitioner with the letter of Good Standing from the legal practice council. Experience in handling of legal matters as per the categories of specialisation as detailed in the tender document (terms of reference) experience per year (max. 05 years)

NB: Bidders must submit detailed CVs with certified (not older than 06 months) copies of the required professional qualifications. If the required certified copies of professional qualifications are not attached to the CVs, bidder will be disqualification (Copy of a certified copy will not be considered)

Methodology

- Demonstrate how you will manage the project plan - clear communication strategy
- Demonstrate how you will manage the project plan – turnaroundtimes
- Full CSD Report (Not older than one Months)
- Bidder must submit a Fidelity Fund Certificate for the current year (Certified not older than three (03) months)
- Only original tender documents will be accepted
- Fully Completed Tender Forms i.e. Form of Offer, all

proposal/tender and reserves the right to accept the whole or any part of the proposal/tender.

- No proposal/tenders will be considered from persons in the service of the state.
- The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The bidder has not abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect.
- No late, incomplete, unsigned faxed, couriered, and emailed tenders will be accepted
- The tender offer submitted shall remain valid, irrevocable and open for written acceptance by the Mnquma Local Municipality for a period of 90 days from the closing date.
- The award of the tender may be subjected to price negotiation with the preferred tenderers.
- The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website www.mnquma.gov.za

NB: Preferred bidders will be required to furnish the municipality with:

- CK/ Company registration, Certified ID Copies not older than six (06) months
- Tax Compliance Status PIN
- Certificate issued by the municipality or any other municipality to which he may be indebted to the effect that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period more than **three months** and that no dispute exists



returnable MBDs (MBD 1-9 (Part of the document). Return all returnable documents to the employer after completing them in their entirety by writing legibly in non-erasable ink.

- In the case of partnerships/consortiums/ signed joint venture agreement must be submitted with the tender document.
- All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database

OBTAINING OF TENDER DOCUMENTS:

Tender documents for this project can be obtained at Mnquma Local Municipality website.

TENDER SUBMISSION AND OPENING

Tenders/Proposals must be submitted by hand to a Bid Box at Mnquma local municipality, Corner King and Mthatha Street, Butterworth. 4960

Tenders should be sealed, endorsed on the envelope with:

BID NO: MNQ/SCM/42/24-25

PROJECT NAME: PANEL OF (04) ATTORNEYS FOR THE HANDLING OF MNQUMA LOCAL MUNICIPALITY LEGAL MATTERS FOR A PERIOD OF THREE YEARS

On the of the envelope with:

- Company name and address and Contact Details

between such bidder and municipality or municipal entity concerned in respect of any such arrear amounts. Bidders who reside within the Mnquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section.


S. Mahlasela
MUNICIPAL MANAGER