



BID NOTICE AND INVITATION TO BID

BID NO: NLM/PLS/2020/2021

PROVISION OF LEGAL SERVICES

Ntabankulu Local Municipality requires the services of two (2) qualified law firms to provide legal services inclusive of Civil and Criminal laws litigation, conveyancing services, commercial drafting, and labour matters for a period of 36 months.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R500.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document. EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Branch Code:** 250035
- **Reference:** PLS & Company Name

A **compulsory virtual briefing meeting/session** has been scheduled for **27 November 2020** at **10H00**.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **“PROVISION OF LEGAL SERVICES, BID NO: NLM/PLS/2020/2021”** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 07 December 2020**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin
- Proof of company registration
- Certified ID copies for the entity owners

- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile will all completed projects, CV's of Employees
- Appointment letters and proof of project completion/progress report from 2 traceable references
- Proof of municipal rates clearance or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Nonregistration will be regarded as non-responsive and be disqualified from the bid.

Failure to submit the mandatory documents will deem the tender nonresponsive and it will not be evaluated further.

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Criteria	Points
Capacity, Skills and Business entity establishment. <ul style="list-style-type: none"> • Operational business premises, Postal and Physical address, landline, cell phone number, email address, fax (optional) = 05 • Business Profile = 10 • Audited Financial Statements = 15 	30
Valid membership with Law Society of South Africa. Proof of registration to be submitted with a registration number	10
Relevant firm experience. Attach previous appointment letters and evidence of cases previously handled. <ul style="list-style-type: none"> • Legal practice for more than 5 years = 20 points • Legal practice 2-5 years = 15 points • Legal practice less than 2 years = 5 points 	20
Proposed methodology in executing the required Works. Submission of a detailed methodology of what is required with clear deliverables on the following: <ul style="list-style-type: none"> • Handling of Cases = 15 • Confidentiality matters = 05 • Engagement with Client = 05 	40

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• Turnaround Time / Feedback = 05	
• Costing = 05	
• Skills Transfer Program = 05	
Total	100

The primary criteria in selection will be cost and BBBEE status level of contribution. **80/20** Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **Ms S. Ntshahla** at **063 681 6825/039 258 2422** or **ntshahlas@ntabankulu.gov.za** or **Mr O. Mdudi** @ **mdudio@ntabankulu.gov.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Requested by



N. Mdutyana
Bid Specification Chairperson

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager