



TENDER NOTICE AND INVITATION TO TENDER
BID NO: NLM/CS/PLS/2022/2023

Ntabankulu Local Municipality requires the services of a panel of law firms qualified 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** 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
- **Branch Code:** 250035
- **Reference:** PLS and Company Name

A compulsory briefing meeting/session has been scheduled for **17th of October 2022 at 12H00, at Ntabankulu Local Municipality.**

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 : NLM/CS/PLS/2022/2023"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 **on 28th of October 2022**, 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.

Bidders must submit the following mandatory documents with their bid document:

- Original valid tax clearance certificate / valid Tax compliance status pin
 - MBD 4, 3.1, 8 & 9 (**Signed after the date of the advert**)
 - Proof of company registration
 - Valid original or certified copy of BBBEE Verification Certificate or a sworn affidavit to claim Preferential points .
 - Original Certified ID copies for the entity owner/s
- All certification must not be more than 3 months old and must be in its original format.**

- Project team with their full CV's.
- Proof of municipal rates clearance for both the director and the company or a signed lease agreement by both parties or 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.

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- 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>. CSD report to be attached. Non-registration will be regarded as non-responsive and be disqualified from the bid.

NB. Tender documents must be filled/completed in its original format, no copies will be accepted. **Failure to submit any of the required mandatory documents will deem the tender non responsive and it will not be evaluated further.**

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionality assessment of 70 points will be considered non responsive and will not be evaluated further:

Criteria	Points	Maximum Points
<p>BUSINESS ENTITY ESTABLISHMENT AND EXPERTISE</p> <ul style="list-style-type: none"> Business profile with Postal and Physical address, landline, cell phone number, email address , fax (optional) Audited Financial Statements for the past 2 years CV's for professional team members 	<p>10 points</p> <p>10 points</p> <p>10 points</p>	30 points
<p>REGISTRATION WITH PROFESSIONAL BODY</p> <ul style="list-style-type: none"> Valid membership with Law Society of South Africa 		10 points
<p>EXPERIENCE</p> <p>Attach previous appointment letters as evidence of cases previously handled.</p> <p>Legal practice for more than 5 years</p> <p>Legal practice 2-5 years</p> <p>Legal practice less than 2 years</p>	<p>20 points</p> <p>10 points</p> <p>05 points</p>	20 points
<p>METHODOLOGY</p> <p>Submission of a detailed methodology of what is required with clear deliverables on the following :</p> <p>Handling of Cases</p> <p>Turnaround Time / Feedback</p> <p>Confidentiality matters</p> <p>Engagement with Client</p> <p>Costing</p> <p>Skills Transfer Program</p>	<p>10 points</p> <p>10 points</p> <p>05 points</p> <p>05 points</p> <p>05 points</p> <p>05 points</p>	40 points
TOTAL		100 points

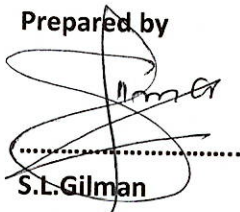
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The provisions of the Preferential Procurement Regulations 2017 will apply. Evaluation methods that will be used is Method 3: Financial Offer and Preference.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, telegraphic, facsimile, incomplete or unsigned 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 or any tender or to furnish reasons for its decisions

Further technical enquiries should be directed to: Mrs. S.N. Ntshala at ntshalas@ntabankulu.gov.za / cell no.0636816825 and procurement or SCM enquiries should be directed to Mr. O. Mdudi at mdudio@ntabankulu.gov.za / Cell no. 0827860772 during office hours i.e 08h00 and 16h30

Prepared by



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S.L. Gilman

Bid Specification Chairperson

Recommended by



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X.N. Venn

Chief Financial Officer

Approved by



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L. Nonyongo

Municipal Manager