



## MKHONDO LOCAL MUNICIPALITY

### APPOINTMENT OF A PANEL OF ATTORNEYS/FIRMS OF ATTORNEYS FOR PROVISION OF LEGAL SERVICES FOR MKHONDO LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS

Mkhondo Local Municipality invites suitable qualified professional service providers to submit bid sealed tenders, duly endorsed as per description below:

Bid No.	Description	Non-Refundable Bid Document Price	Compulsory Briefing Session	Preferential Procurement Point System	Evaluation Criteria	Tender Closing Date
MKHO32/2018/19	APPOINTMENT OF A PANEL OF ATTORNEYS/FIRMS OF ATTORNEYS FOR PROVISION OF LEGAL SERVICES FOR MKHONDO LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS	R500.00	17 April 2019 at 10h00; Venue: Mkhondo Town Hall	80/20	Method 4	10 May 2019, 12h00

A compulsory clarification session will be held on the **17<sup>th</sup> of April 2019 (no late attendees will be allowed to the venue under no circumstance)**. Prospective bidders are requested to meet at MKHONDO Local Municipality Town Hall.

Preferential Procurement Policy framework Act No.5 of 2000: Preferential Procurement Regulations 2017 and Supply Chain Management Policy of MKHONDO Local Municipality will apply in the adjudication process. Method 4 of evaluation of the acceptable proposals will be applied and responsive bids are expected to score at least a minimum of 60 out of 100 for functionality points to be considered for further evaluation. Tenders will be adjudicated according to the 80/20 of the Price Preferential point system.

According to the Preferential Procurement Policy Framework Act No.5 of 2000: Preferential Procurement Regulations 2017, an 80/20 Price Preferential Point System will be applicable for this tender. Original or certified valid copy of B-BBEE Certificate / or sworn B-BBEE affidavit must be submitted to claim preference points. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process.

Proposed Prices and rates should be all Inclusive (Inclusive of Vat for Vat Vendors). Bidders must note that price proposals submitted will be utilised for evaluation purposes and not to be considered as final contract prices after acceptance in the panel. Bids should be accompanied by the following compulsory documents (non-submission will result to bid being non-responsive): A valid original Tax Clearance Certificate and valid SARS PIN, recently certified identification copies of Directors, certified copy of Company registration certificate, a recent comprehensive (not a summary) CSD registration report, current municipal account (not owing more than 90 days) / proof of lease agreement must be attached

if renting (Bidders residing in a non-billed areas must attach proof of residence / letter from Tribal Authority, proof of registration from a recognised professional body, and a detailed company profile.

This tender document should be in a sealed envelope duly endorsed “**BID NUMBER AND DESCRIPTION.**” must be placed in the tender box situated at the Mkhondo Town Hall, on or before **10<sup>th</sup> of May 2019 at 12:00** at the Municipal Offices, corner Mark and De Wet Streets, eMkhondo.

**Collection of bid documents:** Tender documents are obtained on payment of a non-refundable fee as specified and can be collected from the Mkhondo Cashier's offices (Revenue Division), Municipal Offices, eMkhondo, 087 630 0810 between 08:30-15:00 Monday to Thursday and Friday from 08:30 – 14:00 excluding **weekend and public holidays from the 17<sup>th</sup> of April 2019**. Please note that no bid document will be couriered to prospective bidders. Tenders received after closing date and time, faxed, completed with pencil, tipexed, incomplete document or e-mailed will not be considered.

**NOTE:** Only those tenderers who are registered with recognised professional bodies or Council and the Central Supplier Database (CSD) are eligible to submit tenders for these tenders. The council reserves the right to appoint more than one service provider. The Council does not bind itself to accept the lowest or any tender. The Council may elect to accept only part of the successful tender. Council reserve the right not to appoint. The adjudication process and the award, if an award is made, will conform to the requirements of the Supply Chain Management Regulation, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2017. This bid is subject to the, Mkhondo Local Municipality Supply Chain Management policy. Only the version of this notice and invitation contained in the tender document shall form part of the tender. No correspondences will be entered into with regards to evaluation scores obtained. Tenders may only be submitted on the tender documentation that is issued. Tenders should be valid for a period of not less than ninety (90) days.

For enquiries contact the Mrs.B.Nxumalo, Senior Manager Legal Services during business hours (087) 630 0180, E-mail address [BNxumalo@mkhondo.gov.za](mailto:BNxumalo@mkhondo.gov.za) and Administrative Supply Chain enquiries to Mr M.C Gumede (087) 630 0180, E-mail address [MGumede@mkhondo.gov.za](mailto:MGumede@mkhondo.gov.za)

The closing of tender will only be administered at Town Hall, 33 Mark Street, eMkhondo, 2380  
Closing date : **Friday 10<sup>th</sup> May 2019 at 12h00**

*If you do not hear from us within 90 days after the closing date, please consider your tender unsuccessful.*

**Mr. M Kunene**  
**Municipal Manager**