



DANNHAUSER MUNICIPALITY

INVITATION TO TENDER - TENDER No: 08/05/2023

DESCRIPTION: APPOINTMENT OF A PANEL FOR LEGAL SERVICES FOR A PERIOD OF 36 MONTHS

Dannhauser Municipality hereby invites the suitably qualified, competent and professional attorney firms to submit tenders in order to form part of the Dannhauser Local Municipal's Panel of Attorneys for a period of 36 months, to render specialized legal advice and services, as and when required.

NON-REFUNDABLE BID document fee of R250.00 is payable in cash at the cashiers office from 7h30 to 15h00 Monday to Friday. Documents will be available from **08/05/2023**. Documents will also be available for download from E-Tenders.

This bid will be evaluated in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000 Amended in 2022). Original Certified BBBEE certificate must be submitted.

In terms of section 13 of the municipal Supply Chain management Policy and the official tender procedures, the Municipality will reject all tenders that do not comply with the following conditions;

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (120) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include both Tax Clearance Certificate and SARS Pin.
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Company profile with traceable references.
- CIPC Registration certificate "CK"
- Current municipal rates account.
- Capacity to undertake work within stipulated time frame.
- Background and experience of the firm in a related field.
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

EVALUATION CRITERIA

| Key aspects of criterion | Basis for points allocation | Max. points | Verification | Total points |
|---------------------------------------|--|-------------|--|--------------|
| Previous experience in Municipalities | 5 & more completed services of a similar nature | 40 | Reference letters | 40 |
| | 3 - 4 completed services of a similar nature | 20 | Reference letters | |
| | 1 - 2 completed services of a similar nature | 10 | Reference letters | |
| | None of completed services of a similar nature | 0 | No reference letters submitted | |
| Profile of key staff | Certified copy of validly certificate of admission as attorney or Conveyancer or Notary | 20 | Certified copy of validly certificate of admission as attorney or Conveyancer or Notary | 20 |
| | Valid original letter of good standing from Legal Practice Council (formerly known as Law Society) for all Directors and Attorneys within the firm not older than three (3) months | 20 | Valid original letter of good standing from Legal Practice Council not older than three (3) months | 20 |
| | Proof that the lead attorney/ conveyancer or notary has at least seven (5) years' experience in the identified field(s) of service | 20 | CV with clear durations of previous work | 20 |
| | No submission of the above documents | 0 | No submission | 0 |
| | | | TOTAL | 100 |

Bidders must obtain at least 70 points to qualify for the last stage (pricing 80/20)

Tenders must be submitted in a sealed envelope; clearly marked "**TENDER NO: 08/05/2023 APPOINTMENT OF A PANEL FOR LEGAL SERVICES FOR A PERIOD OF 36 MONTHS.**" and must be deposited into the tender box situated at the reception area of Dannhauser Municipal offices. Tenders should be received no later than **12H00 on 24/05/2023**, where after bids will be opened in public. **Late, emailed, or faxed bids will not be accepted.**

Any enquiries with regards to the above may be directed to **Mr Mlungisi Ntanzu Director Corporate Services e-mail: mlungisin@dannhauser.gov.za** at 08 Church Street or telephonically on 034 621 2666 ext. 731 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

S. CELE

MUNICIPAL MANAGER